

**Community Right to Bid**

**Asset of Community Value Nomination form**

**Part A - About the group making the nomination**

**A1. Organisation’s name and address**

Name of organisation

Address including post code

**A2. Contact details**

Name

Position in organisation

Address including postcode

Daytime telephone number

Email address

**A3. Type of organisation**

|  |  |  |
| --- | --- | --- |
| Description | Please tick all that apply | Registration number (if applicable) |
| Parish, Town or Community Council |  |  |
| Body designated as a Neighbourhood Forum under the Town and Country Planning Act |  |  |
| Unincorporated bodies with at least 21 individual members and which does not distribute any surplus it makes to its members |  |  |
| Charity |  |  |
| Company limited by guarantee which does not distribute any surplus it makes to its members |  |  |
| Industrial and provident society which does not distribute any surplus it makes to its members |  |  |
| Community interest company |  |  |
| Other – please detail |  |  |

**A4. Local Connection**

For groups other than Parish, Town or Community Councils, please confirm and provide evidence (see A7) that the group is wholly or partly concerned with the area covered by Milton Keynes City Council area

**A5. Distribution of surplus funds**

For groups other than Parish, Town or Community Councils, please confirm and provide evidence (see A7) that any surplus made by the group is wholly or partly applied for the benefit of the area covered by Milton Keynes City Council area

**A6. Membership of unincorporated bodies**

For unincorporated bodies please confirm that at least 21 members are included on Milton Keynes City Council’s register of electors and provide their names and addresses below

**A7. Your organisation**

|  |  |
| --- | --- |
| Please provide a copy of the following as relevant to your organisation | Please tick documents provided |
| Memorandum of Association |  |
| Articles of Association |  |
| Companies House return |  |
| Trust Deed |  |
| Constitution / Terms of reference |  |
| Standing Orders |  |
| Interest Statement for Community Interest Company |  |

**Part B - About the asset being nomination for inclusion in the list of assets of community value**

**B1. Name and address of asset being nominated**

Name

Address including post code

**B2. Maps and drawings**

Please provide information which helps to clarify the exact location and extent of the asset being nominated. This could include:

* Where the land is registered, the Land Registry Title Information document and map with boundaries clearly marked in red (less than one month old).
* a written description with ordinance survey location, and explaining where the boundaries lie, the approximate size and location of any building/s on the land and details of any roads bordering the site
* a drawing or sketch map with boundaries clearly marked in red – websites which might help you in plotting boundaries include: <http://maps.google.co.uk/>

**B3. Current use of asset**

What is the current main use of the asset?

Do you consider that the **current** and **main** use of the asset furthers the social wellbeing or cultural, recreational or sporting interests of the local community and is likely to continue?

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** |  | **No** |  |

If yes, please explain how it does so and produce supporting evidence, e.g. what groups and people use the nominated asset and what events take place there, including any letters of support from groups or person using the asset (and why it is considered that that will continue). If not, go to B4

Over what period is this main use of the asset anticipated to continue?

Does the local community have legal and authorised use of the land or property?

**B4. Questions for assets not currently used for community benefit**

If the main use of the asset does not currently further the social wellbeing or cultural, recreational or sporting interests of the local community, did it do so at some stage in the recent past?

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** |  | **No** |  |

Please provide details of how the asset was used in the past and dates of this usage including any supporting evidence

How do you anticipate that the asset would return to furthering the social wellbeing or cultural, recreational or sporting interests of the local community?

When do you consider that the asset could realistically return to furthering the social wellbeing or cultural, recreational or sporting interests of the local community (please include timescales)?

**B5. Optional information to help us consider the nomination** (it is not essential to answer these questions, but they reflect part of the criteria we which will be used to consider the nomination. Any information you can supply will help to speed up this process).

Is the asset used wholly or partly as a residence? Please provide details.

Is the asset covered by the Caravan Sites and Control of Development Act 1960? Please provide details.

Is the asset defined as operational land under section 263 of the Town and Country Planning Act 1990, owned by statutory undertakers such as utility companies? Please provide details.

**B6. Further information**

Please provide any further information to support why you feel that Milton Keynes City Council should conclude that the asset is of ‘community value’

**B7. Owner and occupier details** (Please provide all information available to you)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Address** | **Please delete as appropriate** |
| Owner/s |  |  | Current/Last known/Not known/Not applicable |
| Lawful occupiers |  |  | Current/Last known/Not known/Not applicable |
| Holder/s of freehold estate (if not the owner) |  |  | Current/Last known/Not known/Not applicable |
| Holder/s of any leasehold estate  |  |  | Current/Last known/Not known/Not applicable |

**Summary - is the land and/or building an asset of Community Value?**

**(Please place your comments in the boxes)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nature of Use** | **Long Past** | **Recent Past** | **Present** | **Future** |
| (1) The main use of the land and/or building furthers the social wellbeing or social interests of the local community at the present time AND it is realistic to think that this can continue into the near future (even if the type of social use or benefit might change) |  |  |  |  |
| (2) The main use of the land and /or building furthers the social wellbeing or social interests of the local community in the recent past AND it is realistic to think that this could happen again in the **next five years** (even if the type of social use or benefit might change) |  |  |  |  |
| (3) The main use of the land and/or building furthered the social wellbeing or social interests of the local community **some years ago** but it is not presently in use for a social purpose. |  |  |  |  |
| (4) The land and/or building has not recently been, and is **not currently, in use** for a primarily social purpose |  |  |  |  |
| (5) The land and/or building has been empty or derelict for many years and remains so today. |  |  |  |  |

**By signing your name here (if submitting by post) or typing it (if submitting electronically) you are confirming that the contents of this form are correct, to the best of your knowledge.**

Name

Title

Signature

Date

**Please send your completed form to:**

**Community Right to Bid**

**Communities and Customer Services Directorate**

**Milton Keynes City Council**

**Civic Offices**

**1 Saxon Gate East**

**Milton Keynes**

**MK9 3EJ**

**Email:** **local.councils.****liaison@milton-keynes.gov.uk**

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