

Community Right to Bid Nomination Form

Please read the attached guidance notes before completing this form.

1.	Section 1 - About Your Voluntary or Community Body	
1.1	Name and address of the organisation (please also include email address and telephone number)	
1.2	Name and address of contact person for the organisation (please also include email address and telephone number) What is your position in the organisation?	
1.3	If your organisation has a website please provide the address	
1.4	Type of organisation:	
	<ul style="list-style-type: none"> • Designated neighbourhood forum <input type="checkbox"/> • Parish Council <input type="checkbox"/> • Unincorporated Body with at least 21 individual local members (see 1.6 below) <input type="checkbox"/> • Charity <input type="checkbox"/> • A company limited by guarantee <input type="checkbox"/> • Industrial or Provident Society <input type="checkbox"/> • Community Interest Company <input type="checkbox"/> 	
1.5	Company registration number, registered charities number, or Financial Services Authority registration number (list all that apply)	
1.6	If you are an Unincorporated Body with at least 21 individual local members then please provide the names and home addresses of the members <u>on a separate sheet</u>	



1.7	<p>Please explain how your organisation has a local connection as defined in the Assets of Community Value (England) Regulations 2012? (See attached guidance notes)</p>
2.	Section 2- About the Nominated Property
2.1	Name and Address of the nominated property
2.2	Please provide a description of the nominated property including its proposed boundaries (please attach a plan if possible)
2.3	<p>Please provide the following information;</p> <p>a) Names of current occupants</p> <p>b) Names and current or last known addresses of all owners (freeholders and leaseholders)</p>

2.4	What is the current use of the property?
2.5	If the property is not in current use, what was the most recent use and when did that use cease?
Section 3 – Supporting information for Nomination	
3.1	Please tell us why you think that the nominated property is an asset of community value (please include as much information as possible to assist the decision makers and continue on a separate sheet if necessary)

Data Protection Statement

As a registered Data Controller, we will process your personal data and information in accordance with the Data Protection Act 1998. The information on this form (apart from the names and home addresses of any local members in section 1.6 above) will be shared in its entirety with the following bodies who either have a legal right to be notified that the City Council is considering the nomination or, in accordance with the Council's procedure, will have an opportunity to comment on the nomination before a report to the decision makers is prepared;

- A parish council if any of the nominated land is in the council's area

- The owners of the land (freeholder and/or leaseholder)
- Any lawful occupant of the land
- The elected members for the ward in which the land is situated
- The ward co-ordinator for the ward in which the land is situated

Declaration

I confirm that I am authorised to sign this nomination on behalf of the organisation in Section 1

I can confirm that to the best of my knowledge and belief the information contained in this nomination form is accurate.

Signature

Date

On completion the form should be submitted by e-mail to the Head of Corporate Property at righttobid@manchester.gov.uk or by post to

Head of Corporate Property
Manchester City Council
PO Box 532
Town Hall
Manchester
M60 2LA

Community Right to Bid Guidance Notes for Completion of the Nomination Form

The law concerning the Community Right to Bid (also known as 'Assets of Community Value') is contained in Part 5, Chapter 3 of the Localism Act 2011 ('the Act') and the associated regulations – the Assets of Community Value (England) Regulations 2012 ('the Regulations').

Section 1 - Voluntary or Community Group

- **Who can nominate?**

The law provides that certain voluntary or community groups with a local connection can make community nominations and the types of groups are listed at 1.4 on the nomination form above.

A neighbourhood forum must be designated by a local planning authority under a procedure introduced by the Act which amends the Town and Country Planning Act 1990

An unincorporated body with at least 21 individual local members may make a nomination. 'Local members' means that the member of the group must appear on the electoral roll either in Manchester City Council's area or the area of a neighbouring local authority.

- **What does 'local connection' mean?**

Your group must have a '**local connection**' which means that its activities are wholly or partly concerned with Manchester City Council's area or the area of a neighbouring local authority.

If your group is an unincorporated body, a company limited by guarantee or an industrial and provident society then the group must not distribute any surplus it makes to its members and any surplus which it does make must be wholly or partly applied for the benefit of Manchester City Council's area or the area of a neighbouring local authority.

Section 2 – About the Nominated Property

- **What is an asset of community value?**

The law states that land is of community value if in the opinion of the local authority

(a) an actual current use of the building, or other land that is not an ancillary use furthers the social wellbeing or social interests of the local community,

and

(b) it is realistic to think that there can continue to be non-ancillary use of the building or other land which will further (whether or not in the same way) the social wellbeing or social interests of the local community.

'**Social interests**' are defined in the law as including, in particular, cultural, recreational and sporting interests.

- **What if the property is not in current use?**

In the case of buildings or land not in current use the land is of community value if in the opinion of the local authority-

(a) there was a time in the recent past when an actual use of the building or other land that was not an ancillary use furthered the social wellbeing or interests of the local community,

and

(b) it is realistic to think that there is a time in the next five years when there could be non-ancillary use of the building or other land that would further (whether or not in the same way as before) the social wellbeing or social interests of the local community.

Section 3 – Supporting information for Nomination

- **What supporting information is required?**

The law says that a community nomination should include your reasons for thinking that the City Council should conclude that the property is of community value.

Please consider the criteria above for judging whether an asset is of community value and tell us why you think that the principal current or recent use of the property furthers the social wellbeing or social interests (in particular the cultural, recreational or sporting interests) of the local community.

Please also say why you think that it is realistic for the principal use of the property to continue or, in cases where the use has ceased, to resume and further the social wellbeing or social interests of the local community, whether or not in the same way as before.