



# Community Right to Bid Nomination Form Assets of Community Value

The Localism Act 2011 gives communities new rights to identify buildings or land they believe to be important and benefit their community. The Act requires Local Authorities (District and Unitary councils) to maintain a *Register of Assets of Community Value* containing the assets nominated by the community. If the asset then comes up for sale, the community group will be given time to make a bid to buy it on the open market.

- If you are a community group thinking of nominating an asset to be recorded on the SSDC *Register of Assets of Community Value*, please read the general notes below. Information is also available on our website: <https://www.southsomerset.gov.uk/your-council/your-council-plan-and-strategies/communities/localism-and-community-rights/community-right-to-bid/>
- Before completing this form, SSDC's Register of Assets of Community Value is a public document which will be published on our website <https://www.southsomerset.gov.uk/your-council/your-council-plan-and-strategies/communities/localism-and-community-rights/community-right-to-bid/>

If you would like to discuss your project further, or before completing this form, please contact **Dave Crisfield on 01935 462240**. Please see attached guidance and reference notes for further information.

The Community Right to Bid is only one mechanism to help communities protect local assets. It may not always be the best route for your group or community. Information regarding Land and Building Community Assets, whether that's through the Community Right to Bid or Asset Transfer process can be found at <https://mycommunity.org.uk/take-action/land-and-building-assets/>

The Government has set up an advisory service for organisations wanting to take advantage of the new Community Rights. Grants are available for community groups. Visit: <https://mycommunity.org.uk/take-action/land-and-building-assets/assets-of-community-value-right-to-bid/> for more information.

South Somerset District Council takes your privacy seriously and will only use personal information to provide the services requested from us. The personal information provided will be used to process this Community Right to Bid Nomination only and will be processed in accordance with the Data Protection Act 2018 (GDPR). It has been collected under Article 6(1) (e) also known as Public Task

*Office use only*

Date received:

**Please complete all sections of this form otherwise we will be unable to process your nomination.**

## 1. Full name of nominating group/organisation

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## 2. Contact details for all correspondence regarding this nomination

Name	
Position in organisation	
Address	
Post Code	
Telephone number	
Email address	

<b>3. What type of group/organisation are you? (please read reference note <sup>1</sup> for further advice)</b>		
<b>Organisation type</b>	<b>Please insert a tick against all that apply</b>	<b>Registration number of charity and/or company if applicable</b>
Parish Council		
Neighbourhood Forum		
*Unincorporated group		
Charity		
Community Interest Company		
Industrial and Provident Society		
Company Limited by Guarantee		
<p>*Unincorporated bodies should have a minimum of 21 members who are on the electoral roll within South Somerset and must not distribute any surplus it makes to its members. If relevant, please confirm the number of such members by including a separate list with name, signature and postcodes of members. If they are registered to vote in the area of a neighbouring local authority, rather than South Somerset, please confirm which area that is. This personal information will not be used for any other purpose unless the individual's permission is expressly given.</p>		

<b>4. Local connection (please read reference note <sup>2</sup> before completing)</b>
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<b>5. Name of Parish in which the asset is located</b>
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<b>6. Name, address and description of property/land you are nominating (please read reference note <sup>3</sup> before completing).</b>	
Name of asset	
What is it? (e.g. pub, local shop, car park, field)	
Address	
Post Code	
Ordnance Survey Map reference (if applicable)	

<b>7. Owners and others with an interest in the building or land. (Please read reference note <sup>4</sup> before completing).</b>	
Current owner's name and address	
Current leaseholder(s) name and address	
Current occupants name and addresses	

**8. Please use this space to tell us in as much detail as possible about how the Property/Land you are nominating has contributed to the social wellbeing and interests of the local community. Please provide as many examples as you can of the kind of uses/activities that the asset has contributed to the social wellbeing and interests of the local community (see reference note <sup>5</sup> before completing)**

**9. Please use the space provided to tell us in as much detail as possible about how in the future, the proposed uses of the Property/Land you are nominating will further the social wellbeing and interests of the local community. Please include examples of proposed uses/activities. This may be different from the previous use. (see reference note <sup>5</sup> before completing)**

Are there any restrictive covenants on the future use? **(Please read reference note <sup>6</sup> before completing).**  
If yes, please give details/evidence:

**Signature.** By signing your name here (if submitting by post) or typing it (if submitting by email) you are confirming that the contents of this form are correct, to the best of your knowledge. Please note that details of any addresses provided in this form will be published on the Council's Register of Assets of Community Value which is available on the South Somerset District Council website. By signing this form you are accepting that these details will be published and available to members of the public.

Signature:

Print name:

Date:

**Please include a Map highlighting the building or outline of land with this form.**

# Reference notes and further guidance

Please return this form to: [communities@southsomerset.gov.uk](mailto:communities@southsomerset.gov.uk) or post to: **Communities, South Somerset District Council, PO Box 5421, Yeovil, BA20 9GU**

1. Only certain types of organisations are eligible to nominate community assets. The group must not carry out their activities primarily for profit and must partly or wholly re-invest any surplus in the South Somerset area describes your organisation (e.g. copy or your constitution or minutes of meetings). If you are unsure what type of organisation you are please contact us to discuss. Please note individuals and District/County Councils are not allowed to nominate assets.
2. Only organisations with a local connection are eligible to nominate an asset of community value. You must demonstrate that your group's activities are wholly or partly concerned with the South Somerset area, or with a neighbouring authority area (which shares a boundary with South Somerset), or the neighbourhood in which the asset is situated (or the neighbouring Parish Council). If it is not obvious, please explain what your organisation's local connection is.
3. Assets of Community Value which cannot be nominated include: Residential properties and associated land, Land licensed for use as a caravan site, Operational land used for transport and other infrastructures. Please provide information which helps to clarify the exact location and extent of the asset being nominated, including ordnance survey map reference if possible. You will need to provide a **drawing or sketch map** with the boundaries of the asset being nominated **clearly marked in red** (these boundaries do not have to be the same as ownership boundaries, for instance the boundaries shown on the Land Registry plan if the land is registered). You can plot boundaries using <http://maps.google.co.uk>. **If the boundary is not clearly identified you may be required to submit further evidence prior to your nomination application being accepted.**
4. It is the responsibility of the nominating group to identify ownership of the property/land. We are unable to accept nominations where the ownership has not been identified. SSDC will notify the owner as soon as we have listed the asset on the Register. If any information is not known to you, please say so.
5. For further information about what constitutes an Asset of Community Value and whether it meets the furthering the social well-being or social interests of the local community test please refer to the <https://mycommunity.org.uk/take-action/land-and-building-assets/step-by-step/community-right-bid-step-2/>
6. Sometimes buildings and land contain restrictive covenants which may limit any proposed alterations or future use. Please include any details you are aware of.

## Application Process

- Once we receive your nomination we will acknowledge receipt, notify the owner and assess if it is eligible. If the nomination meets the relevant criteria and is approved by the Council, the asset will be included on the register. A register will also be compiled for any unsuccessful nominations that do not meet the criteria.
- If accepted, SSDC will notify the owner and the Land Registry that the asset has been included on the Register. The owner has a right to appeal against the listing.
- Once listed, the asset remains on the register for 5 years (or until the asset is sold, if earlier).
- If the owner decides to sell the property, they must notify the Council. We will notify you (as the nominating body) and publicise in the local area.
- From this point, community organisations have 6 weeks in which to express (to SSDC) a written intention to bid to purchase the property.
- If a request is received during the 6 week period, then the full 6 month moratorium (again from the point the owner notifies the local authority) will operate. During this period the owner may continue to market and negotiate sales, but may not exchange contracts (or enter into a binding contract to do so later). The one exception being that the owner may sell to a community interest group during the moratorium period.
- After the moratorium period – either the 6 weeks if there has been no community interest, or the full 6 months – the owner is free to sell to **whomever they choose and at whatever price**, and no further moratorium will apply for the remainder of a protected period lasting 18 months (running from the same start date of when the owner notified the local authority of wishing to sell).