**Nomination form for an Asset of Community Value**

**(Community Right to Bid)**

**As this process is both complex and legalistic, we strongly encourage any group who is interested in nominating an asset to engage in a pre-nomination discussion by contacting** community.right.to.bid@southampton.gov.uk.

If you are intending to print this form and complete it by hand please use black ink to complete – information boxes marked with a \* are mandatory and must be completed. **Please refer to the** [**Guidance Notes**](https://www.southampton.gov.uk/images/acv-guidance-notes_tcm63-403314.pdf) **when completing this application form.** If you would like a hardcopy of the guidance notes please contact the Council using the contact details above.

Southampton City Council is collecting and will retain this information for the purpose of Assets of Community Value Regulations 2012, and if further information is needed in order to do so, you may be contacted using the details provided. As per the regulations some of the information will be in the public domain.

We will only share your information with other organisations, the landowner or within the council if we need to.

We may also share it to prevent, investigate or prosecute criminal offences, or as the law otherwise allows.

Our Privacy Policy (<http://www.southampton.gov.uk/privacy>) explains how we handle your personal data, and we can provide a copy if you are unable to access the Internet.

1. **Applicant/ Nominee details** \*

Please note that the name and address of the nominees (both personal and organisations) will be published and will be in the public domain.

Name

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Company/ Organisation

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Address and postcode

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Email address

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Daytime telephone number

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1. **Nominees qualifying status** \*

Please tick the following to identify your nominee status (tick all that apply)

[ ]  an unincorporated body – (i) whose members include at least 21 individuals (registered to vote in the Southampton area – this includes Southampton City, Eastleigh Borough, Test Valley Borough, New Forest District), and (ii) which does not distribute any surplus to its members (**Please complete Q3.a-e below)**

[ ]  a body designated as a Neighbourhood Forum pursuant to section 61F of the Town and Country Planning Act 1990(b)

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[ ]  a Charity and insert Charity number

[ ]  a Community Interest Company

[ ]  a Company Limited by Guaranteed which does no distribute any surplus it makes to its members

[ ]  an industrial and provident society which does not distribute any surplus it makes to its members

**3. Additional Information (only complete if you are nominating as an ‘unincorporated body’)**

In support of your nomination, as an unincorporated body, please answer the following additional questions:-

a. As the representative of the nominating group, how did you seek authorisation from the other members to make this nomination?

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b. As the representative of the nominating group, please confirm that all individuals who have signed the nomination are registered to vote in the Southampton Area (Yes/No)

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b. How does the group make decisions?

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c. Does the group have any funds? (Yes/No)

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d. If you answered ‘No’ to ‘c’ above how will you obtain them?

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e. If you answered ‘Yes’ to ‘c’ above please confirm that none of the funds are/will be distributed to members of the group:-

 I confirm that no funds will be distributed to members of our group [ ]

1. **Asset nomination** \*

Number and/or asset name

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Street name

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Locality

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Ward (ie St Deny’s, Bitterne)

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Postcode

1. **Location plan**

Is a location plan with site boundaries outlined in red on an OS licensed plan (1:1250) included?

[ ]  Yes [ ]  No

1. **Owner** \*

Please provide details of the current or last known address of all those holding a freehold or leasehold estate in the asset.

Name / contact

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Company / organisation

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Address and postcode

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Email address

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Daytime telephone number

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1. **Occupier** \*

Please provide details of the current occupiers of the asset.

Name / contact

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Company / organisation

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Address and postcode

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Email address

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1. **The reasons for the Authority to conclude the asset is of Community Value** \*

Please state your reasons for thinking that the Council should conclude that the asset is of Community Value and provide as much information as you can to support your application. This will be displayed in the public domain, please do not provide personal information, any information which can identify any private individual or any other confidential information in this section. (Please refer to guidance notes)

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(If there is not sufficient space, please continue on an additional sheet of paper and append to the application)

1. **Declaration** \*

We hereby apply to nominate the asset, as detailed in this form, with the accompanying plans and additional information as an ACV and confirm we qualify to nominate the asset in accordance with the Assets of Community Value Regulations 2012.

Name (Print in capitals)

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Signed

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Date

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**Ideally we would like all nominations to be submitted by email to:-** community.right.to.bid@southampton.gov.uk

**However if this is not an option please post your nomination to:-**

Capital Assets, Southampton City Council, Floor 3, One Guildhall Square, Southampton, SO14 7FP