



Assets of Community Value Nomination Form

Please note that we can only consider nominations from eligible bodies, i.e. those meeting specific criteria under the Localism Act 2011 and associated regulations. We will use the information you provide in Part A of this form to decide if those eligibility criteria are met. We will use the information you provide in Part B to decide if the property you are nominating is 'land of community value'.

Please complete every applicable panel as fully as possible. Details of where to send the completed form are on page 8.

Part A – Information about the body making the nomination

A1. Body's name and address

Name of body

Address including post code

A2. Contact details

Name

Your position in the nominating body

Address including postcode

Daytime telephone number

Email address

A3. Type of body

Description	Please tick all that apply	Registration number (if applicable)
A parish council		
A body designated as a neighbourhood forum under the Town and Country Planning Act 1990		
An unincorporated body whose members include at least 21 individuals and which does not distribute any surplus it makes to its members		
A charity		
A company limited by guarantee which does not distribute any surplus it makes to its members		
A co-operative or community benefit society which does not distribute any surplus it makes to its members		
A community interest company		

A4. Connection with local area

Please confirm and provide evidence that the body is wholly or partly concerned with the area covered by Eastbourne Borough Council or Lewes District Council or a neighbouring local authority area.

A5. Distribution of surplus funds

For an unincorporated body, a company limited by guarantee or a co-operative or community benefit society, please confirm and provide evidence that any surplus the body makes is wholly or partly applied for the benefit of the area covered by Eastbourne Borough Council or Lewes District Council or a neighbouring local authority area

A6. Membership of unincorporated bodies

For unincorporated bodies please confirm that the body has at least 21 members who are included in Eastbourne Borough Council's register of electors or Lewes District Council's register of electors, and provide their names and addresses below.

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|-----|-----|
| 1. | 12. |
| 2. | 13. |
| 3. | 14. |
| 4. | 15. |
| 5. | 16. |
| 6. | 17. |
| 7. | 18. |
| 8. | 19. |
| 9. | 20. |
| 10. | 21. |
| 11. | |

A7. Governance documents

Please provide a copy of any of the following documents that apply to the nominating body	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 – Information about the asset being nominated for inclusion in our 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). Provision of Land Registry information is not essential but it may help us to reach a decision on the nomination more quickly.

A written description of the asset's precise location (e.g. by reference to ordnance survey co-ordinates), 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/> and <http://publicassets.communities.gov.uk/>

Note: if the nomination relates to only part or parts of a building, please specify which part(s), again by reference to plans or drawings.

B2. Current use of asset

Do you consider that a **current** and **significant or principal** use of the asset furthers the social wellbeing or social interests (which can include the cultural, recreational or sporting interests) of the local community?

Yes		No	
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If yes, please describe that use and explain how it furthers those interests. If no, go to B3.

How realistic is it to think that a significant or principal use of the asset can **continue** to further the social wellbeing or social interests of the local community (whether or not in the same way as now)?

B3. Assets not currently used for community benefit

If a significant or principal use of the asset does not **currently** further the social wellbeing or social interests (which can include cultural, recreational or sporting interests) of the local community, did it do so at some stage in the recent past?

Yes		No	
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If yes, please provide details of how the asset was used in the past for community benefit and the dates of this usage.

How realistic is it to think that there is a time in the next five years when a principal or significant use of the asset could further the social wellbeing or social interests of the local community (whether or not in the same way as before)?

B4. Additional Evidence

Please provide any further reasons for thinking that Lewes District Council or Eastbourne Borough Council should conclude that the asset is 'land of community value'

B5. Exclusions

Some types of land or buildings are excluded from becoming assets of community value. Completing this section will help us to decide whether an exclusion might apply to the asset you have nominated.

Is the asset used wholly or partly as a residence? If so, please provide details.

Is the asset one which requires a site licence under Part 1 of 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? Generally, this means land owned by statutory undertakers such as utility companies and used by them for utility purposes. If so, please provide details.

B6. Owner and occupier details

Please provide all information available to you.

You may wish to discuss your proposed nomination with the owner before submitting it to us.

	Name & email address	Address & Postcode	Please delete as appropriate
Owner/s			Current Last known Not known Not applicable
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

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 and any supporting documents to:
crtb@lewes.gov.uk

or by post to: Property & Facilities Shared Service (CRTB), c/o Lewes District Council, Southover House, Southover Road, Lewes BN7 1AB

What happens next?

We will acknowledge receipt of your completed nomination form within five working days and must, within eight weeks of receiving the nomination, decide whether the asset you have nominated should be included in our list of assets of community value.

However, if certain information is missing from the nomination or it is necessary to seek clarification over the information you have provided, the timescale for deciding the nomination may have to be extended.

Privacy Notice

We will process any personal data you have included in this form in order to assess whether – under the Localism Act 2011 and The Assets of Community Value Regulations 2012 – the nominating body is eligible to make the nomination, and whether the asset nominated is ‘of community value’.

If the nomination is successful, there are certain circumstances where legislation requires us to provide details of the nominating body to other parties. This would comprise only the name of the nominating body.

Please be aware that once the nomination form is in our possession, it is subject to the Freedom of Information Act 2000. However, personal data included in the form is normally exempt from disclosure in response to a freedom of information request.

