

COMMUNITY RIGHT TO BID

NOMINATION FORM

Please refer to the Guidance Notes available for completing a Nomination, which are available on the District Council’s website [www.chichester.gov.uk](http://www.chichester.gov.uk) or speak to the Communities Team on 01243 534864.

**Section 1 About the Asset to be nominated**

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| Name of the land or property: |  |
| Address: |  |
| Postcode: |  |

Please provide the names and the current or last known contact details for all those holding a freehold or leasehold interest in the property and also the current occupier if they are neither.

(Continue on a separate sheet if necessary 🗖)

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| --- | --- | --- |
| Freeholder’s name: |  | |
| Address: |  | |
| Postcode: |  | Telephone: |

|  |  |  |
| --- | --- | --- |
| Leaseholder’s name: |  | |
| Address: |  | |
| Postcode: |  | Telephone: |

|  |  |  |
| --- | --- | --- |
| Current Occupier’s name: |  | |
| Address:  (if different from above) |  | |
| Postcode: |  | Telephone: |

**Section 2 About your community organisation**

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| --- | --- | --- | --- | --- |
| Name of organisation: |  | | | |
| Your Name | Title: | First name: | | Surname: |
| Position in organisation: |  | | | |
| Email address: |  | | | |
| Correspondence Address: |  | | | |
| Postcode: |  | | Telephone: | |

Organisation Type:

* Unincorporated Community or Voluntary Group
* Parish Council
* Charity (please provide your registered number):
* Company Limited by Guarantee (non-profit distributing)
* Community Interest Company
* Industrial and Provident Society (non-profit distributing)

How many members does your organisation have?

(This is particularly important for unincorporated groups)

What is your local connection to the Asset you are nominating, or the area in which it is located?

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**Section 3 Supporting information for nomination**

Why do you think the land or property you are nominating is an asset of community value? Please give as much information as possible. (Continue on a separate sheet if necessary🗖)

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How does the current (or recent past) use of the property further the social well-being or social interests of the local community? (Continue on a spate sheet if necessary🗖)

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**Section 4 Description of nominated land/property including its proposed boundaries**

What do you consider to be the boundary of the land/property that you might seek to acquire? Please give as much detail as possible (and if possible provide a site plan). Boundaries do not have to be the same as the current ownership boundaries.

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**Section 5 Checklist**

* For unincorporated groups, Name and home address of 21 members of your organisation who are registered to vote in Chichester District.
* Evidence of your organisation’s eligibility, eg constitution
* Evidence of organisation’s wish to nominate, eg minutes or excerpt
* Site boundary plan

**Section 6 Declaration**

**I declare that to the best of my knowledge the information contained in this nomination form is complete and accurate. (Please type your name if completing electronically)**

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| --- | --- |
| **Signed:** | **Date:** |

Please note:

1. If you have not already read the guidance notes for completing this form, please do so before submitting, to ensure you have completed all the information required.
2. To enable Chichester District Council to make a decision on whether or not to accept your nomination, we will need to have sufficient information. Please complete the nomination form as fully and accurately as you can, as inadequate or inaccurate information may lead to a delay in processing your nomination, or being declined.
3. For more information about how Chichester District Council considers nominations for assets of community value, please see this page on the council website:

[www.chichester.gov.uk/crtb](http://www.chichester.gov.uk/crtb)

1. Please attach any additional information or supporting documents to your form, or include within your submission email. Please indicate which section of the form each document or comment relates to.
2. Please send your completed paperwork to [community@chichester.gov.uk](mailto:community@chichester.gov.uk), or to the postal address below, marked “Community Right to Bid Nomination”.

If you have a question about any part of this form, please contact:

Community Engagement

Home and Community

Chichester District Council

East Pallant House, 1 East Pallant

CHICHESTER

West Sussex PO19 1TY

Email: [community@chichester.gov.uk](mailto:community@chichester.gov.uk)

Telephone: 01243 534864