

COMMUNITY RIGHT TO BID

Guidance notes for completing the nomination form

General Guidelines

Chichester District Council recognises that the Community Right to Bid is an important way in which we can support communities, and community based organisations, to make a difference to the places where they live.

The Community Right to Bid is only a part of a process of securing ownership of an asset for the benefit of the community, and is a process defined by legislation. These guidelines have been produced to help you make sure that your nomination has the best chance of being successful. Please note, the Council does not provide advice nor any guarantee that a nomination will be successful. Any decision will be impartial and objective, and be based on the evidence provided by both nominators and consultees.

The Community Right to Bid is a provision of the Localism Bill, and non-statutory guidance has been provided by the Department for Communities and Local Government regarding the administration of a local Register by a local authority. Chichester District Council will be following this guidance, a copy of which can be found on our website – www.chichester.gov.uk/crtb

A general overview of the process is given on the above webpages. If you are unsure regarding any part of the nomination process, please contact community@chichester.gov.uk or telephone 01243 534864

Completing the Application Form: GUIDANCE BY QUESTION

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 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.

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

Name of the land or property

An asset of community value can be an existing building, plot of land, or part thereof. This section allows us to identify all interested parties in the land/property as it currently stands. Please provide a full postal address for the property, including post code.

Freeholder's name

We are required to inform the owner of the land/property of the nomination, it is therefore essential that the freeholder is identified.

Leaseholder's name

If relevant, please provide the names and addresses and current or last known addresses of anybody that has a leasehold for all or part of the land/property. It is important that we advise all affected parties should the property be listed on the Register.

Current occupier

The current occupier may not be the same as either the Freeholder or Leaseholder, and for the above reasons will need to be advised of the nomination.

Additional contacts

If you are supplying additional information on a separate sheet, please tick the box

Section 2 About your community organisation**Contact details**

The contact person should be the same as the person signing the declaration at the end of the nomination form. Ideally this would be a member of the management team (chairperson, secretary or treasurer), or person identified by the organisation to complete this nomination (see Section 5 checklist).

Organisation type

It is important you state which organisation type you are as only those shown here are currently eligible to nominate. Unincorporated community groups are only able to nominate but not to bid. Unfortunately any nomination received from any other body cannot as yet be accepted. You may also be required to submit evidence of your organisations eligibility to nominate, examples of which are listed in the guidance notes for Section 5.

Number of members

For unincorporated groups, only groups with more than 21 members who are registered to vote in Chichester District (or a neighbouring local authority area) are able to nominate. You are required to provide evidence of this by submitting the names and addresses of 21 members which we will check against the electoral roll. Please ensure that you obtain consent of your members before submitting their details.

Local connection

Nominating organisations need to demonstrate their connection to the local area in which the land or property is located. This could be a physical base but more importantly would need to demonstrate that the organisations activities are wholly or partly concerned with that area. This could be evidenced within the organisations constitution, or more practically by the activities they undertake locally. Local connection would be specific to the Parish in which land or property is located, or a neighbouring Parish.

Section 3 Supporting information for nomination

In this section you will need to explain why you believe the property/land currently boosts the social interests and social wellbeing of the local community or if it had in the recent past, why it is realistic to think that it could in the future. Please be as detailed and specific as you can, and provide evidence where appropriate to support your case.

"Recent past" is not a specified period as each application would need to be considered on its merits. However, the greater the period the more evidence will be required to support the nomination.

If you are supplying additional information on a separate sheet, please tick the box.

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

We need to know the extent of the land/property you are nominating; this may include a building, car parking or other communal areas, relating outbuildings etc. Please include a written description of the boundary of the asset you are nominating.

Any area of land which is in the ownership of a statutory undertaker (ie an electricity substation) cannot be listed on the Register. If possible, you should also supply a plan showing the boundaries (see guidance Section 5)

Section 5 Checklist

Evidence of your organisation's eligibility

Acceptable evidence to support that the nominator is eligible to make a nomination (as appropriate to the organisation) includes:

- Articles of Association
- Memorandum of Association
- Companies House return
- Constitution / Terms of Reference
- Interest Statement (for Community Interest Companies)
- Standing Orders
- Trust Deed

Evidence of organisation's wish to nominate

For all organisations, it would be useful to have a record of a decision to pursue a nomination. Typically this would be from meeting minutes, and for confidentiality reasons this could be an excerpt. If the person completing this form is not from the management team of the organisation (see Section 2) then the delegation to that named person should also be recorded in the minutes or excerpt thereof.

Site boundary plan

Ideally, you should provide a plan showing the boundaries of the asset being nominated through one or more of the following:

Where the land is registered, the Land registry Title information document and map with boundaries clearly marked in red (this should be less than 1 month old).

A written description with ordinance survey location, and explaining where the boundaries lie, and the approximate size and location of any building(s) on the land and roads on or bordering the site.

A drawing or sketch map with boundaries clearly marked in red.

Planning guidance relating to location and block plans may also be useful, available on www.chichester.gov.uk under "Planning – making an application" including the offsite link to Getmapping.

Other useful websites to assist you when plotting boundaries include www.maps.google.co.uk, and the "Maps" section of the Council's website.

Section 6 Declaration

Where an application is being submitted via email, and that email address is specific and identifiable to the named person on the form then this box can be completed by typing your name, adding "by email attachment". If the email originates from a non-personal address (eg admin@xxx) then a signed hard copy will be required.