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**COMMUNITY RIGHT TO BID NOMINATION FORM**

Assistance in completing this form can be found by downloading the guidance from the website www.shropshire.gov.uk or alternatively telephone 01743 281014.

Please use your tab button if you are completing this form electronically or click each section with the mouse

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

|  |  |  |
| --- | --- | --- |
| Name of property : |  |  |
| Address of property : |  |  |
|  |  |  |
|  |  |  |
| Postcode : |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Property owner’s name : |  |  | |
| Address : |  |  | |
|  |  |  | |
|  |  |  | |
| Postcode : |  |  | Tel: |

|  |  |  |
| --- | --- | --- |
| Current occupiers name : |  |  |

**Please provide a current copy of the Land Registry Title**

|  |  |  |
| --- | --- | --- |
| Is the Asset currently being advertised for sale? : |  |  |
| If so please provide Agents contact details |  |  |
|  | | |

**Section 2 About your community organisation**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of organisation : |  |  | | | | |
| Title : |  |  | First Name: | |  | |
| Surname : |  |  | | | | |
| Position in organisation : |  |  | | | | |
| Email address : |  |  | | | | |
| Address : |  |  | | | | |
|  |  |  | | | | |
|  |  |  | | | | |
| Postcode : |  |  | | Tel: | | Mobile: |

Organisation type

Parish Council  Neighbourhood Forum

Industrial & Provident Society  Community Interest Company

Company Limited by Guarantee  Charity

Unincorporated Community Group \*

*(\*please provide a list of names and addresses of 21 members who are on the electoral register in the local area, together with evidence that each group member supports the nomination and gives you authority to nominate the asset. There is an example template on our website)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Does your group distribute profits to its members : |  | Yes / No | Does your group allocate its surpluses in the local area? | Yes / No |

How many members do you have (this is particularly important for unincorporated groups)?

|  |  |  |
| --- | --- | --- |
| Please explain how your organisation has a local Connection as defined in the Asset Of Community Value regulations 2012: |  |  |

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| --- |
|  |

**Section 3 Supporting information for nomination (*The details you provide here will be shared with the owner and they will be given the opportunity to respond)***

The Definition of an asset of community value can be found in the guidance document.

1. **Is the Property Currently used by the Community? (If not, when did the use cease?)**

1. **How long has it been used for?**

1. **What activities occur there and how regularly? (***Please list all the community activities and charitable fund raising events that take place and their frequency. Please list all clubs and societies that use the Asset, the number of members associated with each club and confirm that the members live in the local area)*

1. **How long do you anticipate this current use will continue for?**

1. **Why do you feel the property is an asset of community value?**

**Please give as much information as possible and continue on a separate page if necessary**

1. **How would your group see the asset being acquired and used in the future?**

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**Section 4 Boundary of property**

What do you consider to be the boundary of the property? Please clarify the exact location and extent of the asset being nominated Please give as much detail/be descriptive as possible (if possible, please include a plan, sketch map or photograph).

|  |
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**Section 5 Attachment checklist**

Copy of group constitution (if you are a constituted group) and a list of key roles and signatories and example minutes

Name & home addresses of 21 members registered to vote in nomination area (if group is unincorporated)

Site boundary plan or a full description of boundaries

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| --- |
|  |

**Section 6 Declaration**

I can confirm that to the best of my knowledge the information contained in this nomination form is complete and accurate.

|  |  |  |
| --- | --- | --- |
| Signed: |  | Dated: |

**Privacy notice – Strategic Asset Management**

**Who we are**

Shropshire Council is the local government authority for Shropshire. Our address is: Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND. You can contact our Data Protection Officer on: 01743 252774 or by email at: [information.request@shropshire.gov.uk](mailto:information.request@shropshire.gov.uk)

**How do we collect information from you and for what purpose?**

We collect information from you when you complete this form for the purpose/s of, administering the Community Right to Bid procedure as laid out in the Asset of Community Value Regulations 2012. The information will be stored securely by Shropshire Council and will be destroyed after 6 years, although we may hold it for longer if we are legally required to do so.

**Who do we share this information with?**

We may share your information with the following third parties for the reasons detailed;

* owner/occupier/holder of the freehold and/or leasehold estate of the asset particularly in the event that the nominator subsequently submits an intention to bid. A redacted version of this form may be sent to any interested parties.
* Other Council Departments, for example establishing if members of an unincorporated community group are on the Electoral Register
* Other Council Authorities—For the purpose of Fraud prevention
* Statutory agencies, such as the Police, National Fraud Authority—We may share your information with statutory agencies in line with our legal obligations and/or in completion of our public tasks.

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

**Further information**

The information provided will be subject to the Freedom of Information Act 2000, but personal information (names and contact details) will not be released in responses to Freedom of Information requests.

For further details as to how the Council uses your information please see our full privacy

notice, which can be found on [our website](https://shropshire.gov.uk/privacy/).