

**Spelthorne Borough Council
The Community Right to Bid
Assets of Community Value**

Nomination Form



Section A: About your organisation

A1 Organisation's name and address

Name of organisation*

Address including postcode

**full name as written in your constitution or rules (if appropriate)*

A2 Contact details

Name

Position in organisation

Address including postcode

Daytime telephone no.

Email address

A3 Type of organisation

Description	Put a cross against all those that apply	Registration number of charity and/or company (if applicable)
Neighbourhood forum		
Parish Council		
Charity		
Community interest company		
Unincorporated body		
Company limited by guarantee		
Industrial and provident society		

A4 Number of members registered to vote locally (unincorporated bodies only)

In the case of an unincorporated body, at least 21 of its individual members must be registered to vote locally. If relevant, please confirm the number of such members. If they are registered to vote in the area of a neighbouring local authority, rather than in Spelthorne, please confirm which area that is.

A5 Local connection

In addition, your organisation must have a local connection, which means that its activities are wholly or partly concerned with the administrative area of Spelthorne Borough Council or a neighbouring local authority. In some cases this will be obvious, e.g. a neighbourhood forum for an area within Spelthorne, or an organisation whose activities are confined to the Borough. If it is not obvious, please explain what your organisation's local connection is.

A6 Distribution of surplus funds (certain types of organisation only)

If your organisation is an unincorporated body, a company limited by guarantee, or an industrial and provident society, its rules must provide that any surplus funds are not distributed to members, but are applied wholly or partly for the benefit of the local area (i.e. within the administrative area of Spelthorne or a neighbouring local authority). If relevant, please confirm that this is the case, and specifically to which area this applies.

A7 More about your organisation

What are the main aims and activities of your organisation?

A8 Your organisation's rules

Please send us the relevant type of document for your organisation and put a cross in the next column to indicate which one this is	Put a cross against the type of documents that applies
Memorandum and Articles of Association (for a company)	<input type="checkbox"/>
Trust Deed (for a trust)	<input type="checkbox"/>
Constitution and/or rules (for other organisations)	<input type="checkbox"/>

Part B: About the land or building(s) you are nominating**B1 Description and address**

What it is (e.g. pub, local shop)
Name of premises
Address including postcode (if known)

B2 Sketch plan

Please include (here or on a separate sheet) a sketch plan of the land. This should show:-

- The boundaries of the land that you are nominating
- The approximate size and position of any building(s) on the land
- Any roads bordering the site

B3 Owners and others with an interest in the building or land

You should supply the following information, where possible. If any information is not known to you, please say so.

	Name(s)	Address(es)
Names of all current occupants of the land		
Names and current or last known addresses of all those owning the freehold of the land (i.e. owner, head landlord, head lessor)		
Names and current or last known addresses of those having a leasehold interest in the land (i.e. tenant, intermediate landlord, intermediate lessor)		

B4 Why do you think the building or land is of community value

Note that the following are not able to be an asset of community value:-

A building wholly used as a residence, together with land “connected with” that residence. This means adjoining land in the same ownership. (Land is treated as adjoining if it is separated only by a road, railway, river or canal.) A caravan site. Operational land (this is generally land belonging to the former utilities and other statutory operators.)

How does the asset currently further the social wellbeing or social interests* of the local community, or has it done so in the recent past? If so, how?

Could the asset in future further the social wellbeing or social interests* of the local community? If so, how? (This could be different from its current or past use).

**These could be cultural, recreational and/or sporting interests, so please say which one(s) apply.*

B5 How could the building or land be acquired and used in future?

If it is listed as an asset of community value, community interest groups (not limited to your organisation) will get the opportunity to bid for it if it comes up for sale. Please set out how you think such a group could fund the purchase of the building or land, and how they could run it for the benefit of the community.

Section C: Submitting this nomination

C1 What to include

The rules of your organisations (question A8)
Your sketch plan (question B2)

C2 Signature

By signing your name here (if submitting by post) or typing it (if submitting by email or online) you are confirming that the contents of this form are correct, to the best of your knowledge.

C3 Where to send this form

You can submit this nomination online or:-

By post to: Legal Services, Spelthorne Borough Council, Council Offices, Knowle Green, Staines-upon-Thames TW18 1XB; or

By email to: legal@spelthorne.gov.uk