

# Community Right to Bid Nomination Guidance

This guidance will assist you with completing the nomination form for registering an asset of community value  
If you require further information / guidance please do not hesitate to telephone 0121 704 6316

## Current occupier

The current occupier may not be the same as the property owner. It is important that we advise all affected parties should the property be listed so any details of owner, occupier, tenant etc. are very useful

## Number of members

This is very important as at least 21 members are required for unconstituted groups



### COMMUNITY RIGHT TO BID NOMINATION FORM

*If you need assistance completing this form please refer to the guidance document or alternatively telephone 0121 704 6316.*

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 : \_\_\_\_\_

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**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  Unincorporated Community Group  
 Neighbourhood Forum  Community Interest Company  
 Industrial & Provident Society  Company limited by Guarantee  
 Charity

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

Please send your completed form to either  
[righttobid@solihull.gov.uk](mailto:righttobid@solihull.gov.uk) or  
Community Right to Bid, Corporate Land and Property  
P.O. Box 9 Council House, Manor Square, Solihull West Midlands B91 3QB

## Contacting Nominators

Our preferred method of contact is via email to quickly and effectively deal with nominations and queries however, postal nominations will be accepted.

If you cannot provide an email address we must have at least one contact telephone number so we can contact you in the event of queries.

## Contact details

The contact name should be the same as the person signing the declaration overleaf. Ideally, this will be a member of the management team (chairperson, secretary or treasurer) of the group

## Organisation type

It is important you state which organisation type you are as only those shown here are currently eligible to nominate. Unfortunately any nomination received from any other body will not be accepted.

## What is an Asset of Community Value?

A building or other land in a local authority's area is an asset of community value if in the opinion of the Council

1. an actual current use of the building or other land that is not an ancillary use furthers the social wellbeing or social interests of the local community, and;
2. it is realistic to think that there can continue to be non-ancillary use of the building or other land which will further (whether or not in the same way) the social wellbeing or social interests of the local community. (Section 88(1) Localism Act 2011)

Section 88(2) of the Act extends this definition to land which has furthered the social wellbeing or social interests of the local community in the recent past, and which it is realistic to consider will do so again during the next five years.

## What does social interest and social wellbeing mean?

Social interests include (a) cultural interests; (b) recreational interests; (c) sporting interests.

Wellbeing are things that people value in their life that contributes to them reaching their potential (economic, social or environmental)..

### Section 3 Supporting information for nomination

*Any information entered in this section only may be copied and passed onto the owner of the property you are nominating.*

Why do you feel the property is an asset of community value? Please give as much information as possible?

### Section 4 Boundary of property

What do you consider to be the boundary of the property? Please give as much detail/be descriptive as possible (if possible, please include a plan).

### Section 5 Attachment checklist

- Copy of group constitution (if you are a constituted group)
- Name & home addresses of 21 members registered to vote in nomination area (if group is not constituted)
- Site boundary plan (if possible)

### 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: \_\_\_\_\_

## Supporting information for nomination

In here you need to put why you feel the property currently boosts the social interest and social wellbeing of the local community or if it had in the past why it is realistic to think that it could in the future.

## Boundary of the property

We need to know the extent of the property you are nominating; this may include the car park area as an example. However, it should be noted that any area which is in the ownership of a statutory undertaker (i.e. electricity substation) cannot be listed.

## Attachments

We need to have the copies of the documents listed in section 5 if they apply. Please identify what you have attached by clicking in the boxes.