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**Assets of Community Value Nomination Form**

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| **1. Details of contact person and the nominating community group:** | | |
| Title: Name: | | |
| Address:  Postcode: |  | |
| Telephone Number: | |  |
| Email Address: | |  |
| Name of Community Group: | |  |

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| **2. Eligibility of group to nominate – type of organisation:** (Please mark one box only with a tick **🗸**) |
| 1. A neighbourhood forum1  1. A parish council whose area includes, or is adjacent to an area including, the asset nominated 2. An un-incorporated body whose members include at least 21 individuals who are registered as   local government electors in the Huntingdonshire district or a neighbouring local authority area  **and** which does not distribute any surplus it makes to its members   1. A charity  1. A company limited by guarantee which does not distribute any surplus it makes to its members 2. An industrial and provident society which does not distribute any surplus made to its members  1. A community interest company2   *1 As designated pursuant to section 61F of the Town and Country Planning Act 1990(b)*  *2 A community interest company is a company which satisfies the requirements of Part 2 of the Companies (Audit, Investigations and Community Enterprise Act 2004 (c.27). See in particular sections 26, 35 and 36A.*  Please provide relevant supporting evidence of eligibility such as company or charity number, list of members, constitution, articles of association, terms of reference or governance documents. |

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| **3. Details of group’s local connection to the asset nominated:** |
| Your organisation must have a ‘local connection’. This means that your activities must be wholly or partly concerned with the Huntingdonshire area or a neighbouring authority’s area and that any surplus made (by groups classed as type c, e or f in section 2 above) is wholly or partly applied for the benefit of the Huntingdonshire area or a neighbouring authority area. This is in Paragraph 4 of the [Assets of Community Value Regulations 2012](http://www.legislation.gov.uk/uksi/2012/2421/contents/made). Please describe your local connection below: |

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| **4. Details of the land and/or building you wish to nominate:** |
| Please provide a description of the nominated land/building, including its proposed boundaries:If possible, please also provide a map of the location showing the boundary of the site nominated. |

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| **5. Statement of all the information you have with regard to the occupiers/owners of the asset:** |
| Please provide a statement containing all the information you have about the names of current occupiers of the land and the names and current or last-known addresses of all those holding a freehold or leasehold estate in the land: |

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| **6. Reason for nomination: (please note that any information provided in this section may be shared with the owners/occupiers of the asset)** |
| Please list your reasons for thinking that Huntingdonshire District Council should conclude that the asset nominated is of community value. This should include how the **current** main use furthers the social wellbeing or social interests of the local community, whether a **recent** main use has furthered the social wellbeing or social interests of the local community and whether it is realistic that a **future** (in the next five years) main use could further the social wellbeing or social interests of the local community again. “Social interests” can include (in particular) cultural interests, recreational interests or sporting interests. We will generally only consider past uses as being “recent” if they have taken place within the last five years, unless there are exceptional circumstances.    Providing evidence such as numbers of people making use of the asset and frequency and history of usage may help to support your nomination. |

**Privacy Notice:**

We require your personal data to enable us to check your organisation’s eligibility to make a community nomination, to allow us to request any further information needed to inform our decision and so we can send all notifications required under the Localism Act 2011.

**6(1)(c) For compliance with a legal obligation**

There are laws in place [The Localism Act 2011 and The Assets of Community Value (England) Regulations 2012] that tell us what information we have to collect and keep.

You hold the following rights with regard to the personal data you provide us:

* Right to Access – You have the right to access (receive a copy) of your personal data and supplementary information.
* Right to Rectification – You have the right to have any inaccurate or incomplete personal data rectified
* Right to Restriction – You have the right to request a restriction of the processing of your personal data in situations where it is inaccurate, unlawful, and no longer needed for the purposes for which it was originally collected, or if a withdrawal of consent has been made.

We only keep your information as long as necessary, for some items this will be dictated by law. You can find out more by looking at the Council’s Retention Policy on our web site.

We do not routinely process any information about you outside the UK. We will not transfer your personal data outside of the EU.

Huntingdonshire District Council is a registered Data Controller with the Information Commissioner’s Office.

If you do not consent to providing the information requested in this form for us to use in connection with your nomination and the subsequent actions that we are required to take under the Localism Act 2011 then we will be unable to process your nomination and you should not submit it to us.

Please be aware that any information provided as part of the nomination process could be made publicly available if requested under a Freedom of Information request. We won’t publish personal contact details.

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| **7. Declaration:** |
| I can confirm that the information supplied on this form is correct, to the best of my knowledge.  I confirm that I have been authorised to make this nomination on behalf of the Community Group listed in section 1.  Name:  Date: |

**Checklist – if relevant, please attach the following when you submit the form:**

* Relevant evidence of your group’s eligibility to nominate an asset (see section 2).

Please note that an un-incorporated body which does not distribute any surplus it makes to its members will be required to provide a list of the names and addresses of at least 21 members who are registered as local government electors in the Huntingdonshire district or a neighbouring authority’s area.

* A site boundary map.
* Any additional evidence relating to recent, current or future main uses of the asset that could be considered to contribute to furthering the social well-being or social interests of the local community.

**Submitting your nomination form:**

Please send your completed form and any further information by email to: [CRM\_Policy@huntsdc.gov.uk](mailto:CRM_Policy@huntsdc.gov.uk) (please note that the character between ‘CRM’ and ‘Policy’ is an underscore – it may be easier to copy and paste this email address)

Alternatively, forms may be printed and sent to us at the following address:

**Community Right to Bid**

Corporate Team,

Huntingdonshire District Council,

Pathfinder House,

St Mary’s Street,

Huntingdon,

Cambs

PE29 3TN

**Next steps:**

Once we have received a completed nomination form we will first check the form to confirm whether the nomination complies with the minimum requirements.

If your nomination is rejected then we will contact the person named in section 1 to explain why we are unable to accept the nomination or what further information we require. If your nomination does comply then we will contact the person named in section 1 to confirm receipt. We may also request further information that could help to inform our decision.

All eligible nominations will be assessed within 8 weeks of receipt and we will then contact the person named in section 1 to inform them of our decision on whether the land/building will be listed as an Asset of Community Value or not.