From the date that the Council has been notified of the owner’s intention to sell an asset, you have 6 weeks to express an interest to bid for the asset.

**\* Compulsory fields**

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| **PART A: Eligibility to Bid** |

Broadland and South Norfolk District Council can only consider applications to bid for an asset from relevant community groups as defined in legislation. Please contact the Communities Team if you have any queries regarding your eligibility.

|  |  |
| --- | --- |
| **Name of community group \*** |  |
| **Address** **(if different from above)** |  |
| **Your relationship to the community group \*** |  |
| **Description: Please tick the relevant community group** |
| **Town or Parish council** |  | **Charity**  |  |
| **Company limited by guarantee which does not distribute any surplus it makes to its members** |  | **Industrial and provident society which does not distribute any surplus it makes to its members** |  |
| **Community interest company** |  | **Other – please detail** |  |
| **Registration number** (if applicable) |  |

Please provide evidence to show you are an eligible community group.

Suggested evidence includes a copy of memorandum / articles of association and most recent financial statements of the organisation.

Please note that the Council may also require you to demonstrate that you have a local connection if this is not immediately apparent.

The Council cannot accept intentions to bid from unincorporated organisations.

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| **PART B: About the asset** |

|  |  |
| --- | --- |
| **Name of asset\*** |  |
| **Address of asset \*** |  |

|  |
| --- |
| **PART C: About You** |

|  |  |
| --- | --- |
| **Title \*** |  |
| **First name \*** |  |
| **Last name \*** |  |
| **Address \*** |  |
| **Postcode \*** |  |
| **Telephone number \*** |  |
| **Email address** |  |

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| **PART D: Declaration and consent** |

By signing your name you are confirming that the content of this form is correct, to the best of your knowledge and you understand that the details given in this application will be used solely for the purpose of the nomination.

You consent to the details contained in this nomination being held by Broadland and South Norfolk District Council’s for a period of up to six years. You understand that you can withdraw this consent at any time by contacting Broadland and South Norfolk District Council’s.

Broadland District Council’s take your privacy very seriously. Under data protection legislation, we lawfully process your personal information as a public authority with your consent.

By submitting the application, you consent to us processing your personal data in the following way:

* Validating your application
* Contacting you for further information to support your application and inform you of any updated to your application

We will retain data in relation to all applications for 6 years from the date of entry for administration purposes only. Under data protection law you may have the right to access, rectification, restrict, objective, erasure or portability of your data, as detailed on the Council’s Data Protection Policy on our website. You can contact the Data Protection Officer at data.protection@southnorfolkandbroadland.gov.uk. You have the right to lodge a complaint with the regulator, the Information Commissioner’s Office.

|  |  |
| --- | --- |
| **Name \*** |  |
| **Signature \*** |  |
| **Date \*** |  |

**Please send your completed form to:**

**Email to:** **communities@southnorfolkandbroadland.gov.uk**

**Post to: Assets of Community Value, Communities Team South Norfolk and Broadland District Council, The Horizon Centre, Broadland Business Park, Norwich NR7 0WF**