To ensure that the council can make an informed decision about the nominated asset, please ensure you fill in all parts of the form (Part A – F)

**\* Compulsory fields**

|  |
| --- |
| **PART A: About You** |

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

|  |
| --- |
| **PART B: About your community group** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** |  |
| **Unincorporated bodies with at least 21 individual members and which does not distribute any surplus it makes to its members** |  | | **Body designated as a neighbourhood forum under the Town and Country Planning Act** |  |
| **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 ensure you supply evidence to demonstrate your eligibility to nominate an asset of community value. Evidence can be:

* Charities, companies etc. – please supply memoranda and articles of association and most recent filed statement of accounts
* For unincorporated bodies – constitution, minutes of meetings and most recent accounts. The Council must be provided with a copy of a membership register demonstrating at least 21 members.
* Please note that the Council may also require you to demonstrate that you have a local connection if this is not immediately apparent

|  |
| --- |
| **PART C: About the asset** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of asset\*** |  | | | |
| **Address of asset \*** |  | | | |
| **Current use of asset**  (inc any residential use) \* |  | | | |
| **Reason for nomination**  (why does it have community value)\* |  | | | |
| **Name of current owners \***  (and address if different from that of the asset) |  | | | |
| **Name of current occupants** (if different from above) \* |  | | | |
| **Have you been made aware that the asset is to be put on the market? \***  (please add any further information if possible e.g. source of information, date etc) | **Yes** |  | **No** |  |
|  | | | |

**PART D: Maintaining the asset**

Please tick the relevant statement

and give your reasons why\*: Reasons:

|  |  |  |
| --- | --- | --- |
| **The current main use of the asset furthers the social wellbeing or social interests of the community and it is realistic to think that there can continue to be socially valuable use of the site in future** |  |  |
|  |
| **There is a time in the recent past (5 years) when an actual use of the asset furthered the social wellbeing or interests of the local community, and it is realistic to think there is a time in the next 5 years when there could be a socially valuable use of the site** |  |  |
|  |

|  |
| --- |
| **PART E: 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 your applications approval or refusal
* If your application isn’t refused due to not meeting the criteria we will delete your information.
* If your application is accepted but unsuccessful after the decision date, we will use your application and inform you of the decision
* If your application is accepted and successful after the decision date, we will use the details provided to contact you to inform you of the decision

We will retain data in relation to all accepted applications for 6 years from the date of entry for administration purposes only. We will retain data relating to successful applications for 6 years from the date of entry. 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](mailto:data.protection@southnorfolkandbroadland.gov.uk). You have the right to lodge a complaint with the regulator, the Information Commissioner’s Office.

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

|  |
| --- |
| **PART F: Checklist** |

Please make sure you have attached all of the following:

* evidence of your organisation’s eligibility to nominate (Part B)
* a site location plan showing the property and its boundaries (Part C)
* documents that outline how the asset has realistic prospects for the future (Part D)

Please send your completed form to:

**Email to:** [communities@southnorfolkandbroadland.gov.uk](mailto: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