

# **The Localism Act 2011 Community Right to Bid**

## **Application to Nominate Assets of Community value**



You will need to complete this application form if you wish to nominate an asset of community value for listing. The responses to the questions in your application will enable the Council to reach a decision about your nomination. In the event that the information you supply is insufficient to make a decision, your application will be rejected.

Before completing this application **please read** the information about the Assets of Community Value provisions available on the Council website at [http://www.bradford.gov.uk/bmdc/leisure\\_and\\_culture/parks\\_and\\_open\\_spaces/assets\\_of\\_community\\_value](http://www.bradford.gov.uk/bmdc/leisure_and_culture/parks_and_open_spaces/assets_of_community_value)

This information will help you to better understand whether the asset you propose to nominate meets with the definition of an 'asset of community value'. It also provides additional information about your rights to nominate and bid for assets as well as the rights of asset owners.

Your completed application should be sent to:

Assets of Community Value  
The Operational Estate Manager  
Estate Management  
City of Bradford Metropolitan District Council  
7<sup>th</sup> Floor Jacobs Well  
Bradford  
BD1 5RW

For information, the table below summarises the 'assets of community value' nominating and bidding process in four simple stages.

#### **Stage one: Identify an asset for nomination**

If an eligible community or voluntary group thinks that a local asset meets the definition of an 'asset of community value' they can fill in an application form and ask the Council to list the property as an 'asset of community value'. If the nomination meets the relevant criteria and is approved by the Council, the asset will be included on the list. A list will also be compiled for any unsuccessful nominations that do not meet the criteria.

#### **Stage 2: The owner wants to sell their asset**

If the owner wants to sell their asset they must notify the Council, which will then notify the community group that nominated the asset and publicise the proposed sale to the wider community. If within six weeks of informing the Council of their intention to sell their asset an eligible community interest group does not come forward, the owner is free to sell their asset for a period of eighteen months from the date that they notified the Council of their intention to sell the asset.

#### **Step 3: A designated community group wants to bid for the asset**

If an eligible community interest group *does* express an interest in bidding for the asset, this group or groups will be granted extra time to prepare a business plan and gather the finance needed to purchase the asset. All in all, the time-frame for groups to put together their bids is six months starting from the time the asset owner informs the Council of their intention to sell the asset.

#### **Step 4: The point at which the asset is to be sold**

The six month window of opportunity is only for eligible community interest groups to put their business plans together and gather necessary funding. Once the six month window has expired, the asset owner is free to sell their property to who they want. They are under no obligation to sell the asset to any eligible community interest group or groups who bid to purchase the asset.



## Nomination Form

Ref.....  
(for Council use)

Section 1: About You		
Title		
First Name		
Surname		
Address		
Postcode		
Telephone number		
Email address		
Your relationship to the nominating organisation		
Section 2: About your Organisation		
Please provide evidence that you are eligible to make a nomination. See the Appendix for information about who can nominate.		
2.1 Name of organisation	Haworth, Cross Roads & Stanbury Parish Council	
2.2 Organisation type	Place a cross against all those that apply	Registration number of charity and/or company (if applicable)
Neighbourhood forum		
Parish Council	x	
Charity		
Community interest company		
Unincorporated body		
Company limited by guarantee		



Industrial and provident society		
<p><b>2.3 Number of members registered to vote locally</b> (unincorporated bodies)          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 and provide the names and addresses of 21 members registered to vote locally. If they are registered to vote in the area of a neighbouring local authority, rather than in Bradford District, please confirm which area that is.</p> <p><b>There are 12 Councillors on the Parish Council whose precept is paid for by householders in Haworth, Cross Roads &amp; Stanbury Parish who we represent.</b></p>		
<p><b>2.5 Local connection</b>          Your organisation must have a local connection, which means that its activities are wholly or partly concerned with the administrative area of Bradford Council or a neighbouring local authority. In some cases this will be obvious, e.g. an organisation whose activities are confined to the city. If it is not obvious, please explain what your organisation's local connection is.</p> <p><b>Parish Council</b></p>		
<p><b>2.6 Distribution of surplus funds</b> (<i>applicable to certain types of organisations only</i>)          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 Bradford or a neighbouring local authority). If relevant, please confirm that this is the case, and specifically which area this applies to.</p> <p style="text-align: center;"><b>N/A</b></p>		
<p><b>2.7 More about your organisation</b>          What are the main aims and activities of your organisation?</p> <p><b>The Parish Council represents the people of the Parish, those who live or work within the Parish boundaries. The Parish Council is elected and authorised to act on behalf of members/residents of the Parish.</b></p> <p>If your organisation isn't a registered charity or company please provide evidence of its status such as trust deed, Articles of Association, constitution where appropriate.</p>		

### 3. Details of the land or building(s) that you are nominating.

Please provide information which helps to clarify the exact location and extent of the asset being nominated. This could include:

- Where the land is registered, the Land Registry Title Information document and map with boundaries clearly marked in red (less than one month old). Provision of Land Registry information is not essential but it may help us to reach a decision on the nomination more quickly.
- A written description with ordinance survey location, and explaining where the boundaries lie, the approximate size and location of any building/s on the land and details of any roads bordering the site.

***If the boundary is not clearly defined you may be required to submit further evidence prior to your nomination application being accepted.***

- A drawing or sketch map with boundaries clearly marked in red – websites which might help you in plotting boundaries include: <http://maps.google.co.uk>

<b>Name of the asset</b>	<b>Stanbury Park and Play Area</b>
<b>Address or location of the asset</b>	<b>Main Street Stanbury OS Grid ref. <a href="#">SE010370</a></b>
<b>Description of the asset and its boundaries</b>	<b>Lanscaped park area , children's play area, pathways and wall and fenced boundaries, all trees, shrubs and lawned areas therein</b>

### 4. Owners and others with an interest in the building or land

Please supply the following information. If any information is not known to you please say so.

<b>Current owner's name and address (if known)</b>	<b>Bradford Metropolitan District Council City Hall Norfolk Gardens Bradford West Yorkshire BD1 1UH</b>
<b>Current leaseholder(s) name and address</b>	<b>N/A</b>
<b>Names and addresses of all current occupants of the land</b>	<b>N/A. Currently a public park with facilities</b>

<b>5. Reasons for nomination ; Why you think the land or building is of community value</b>	
<p><i>Please note that the following are not able to be assets of community value:-</i></p> <ul style="list-style-type: none"> <li><i>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.</i></li> <li><i>A caravan site.</i></li> <li><i>Operational land. This is generally land belonging to the former utilities and other statutory operators.</i></li> </ul>	
<p><b>5.1 Does the use of 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?</b>  <i>* These could be cultural, recreational and/or sporting interests – please say which one(s) apply.</i></p> <p>The Park has been, since its inception, a public facility for residents and their families to enjoy. These include currently lawned areas children’s play area with play equipment, various paths.</p> <p>The park is used for local events, and as a gathering place for family events etc. This is a public access space with access for disabled persons and for all ages.</p>	
<p><b>5.2 How could the building or land be acquired and used in future?</b>  <i>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.</i></p> <p>It is the intention to continue to have this as a public space very much the centre of activities in Stanbury. The functions, access and availability would continue to be as broad as at present. Its role as a public park and facility is already well recognised.</p>	
<b>6. Submitting your nomination</b>	
<p><b>6.1 What to include</b></p> <ul style="list-style-type: none"> <li>Your organisation’s constitution, Articles of Association or Trust Deed (section 2.7)</li> </ul>	

- Your sketch plan of the asset that you are nominating (section 3).

## 6.2 Signature

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

**Signature**.....

**Date**.....