

# **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/communityassets>

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, by post or email, to:

Assets of Community Value  
City of Bradford Metropolitan District Council  
Strategic Asset Management  
1<sup>st</sup> Floor Argus Chambers,  
Britannia House,  
Bradford.  
BD1 1HX

[Nigel.Gillatt2@bradford.gov.uk](mailto:Nigel.Gillatt2@bradford.gov.uk).

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

#### **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. If the nomination meets the relevant criteria and is approved by the Council, the asset will be included on the list. The listing will last for a period of five years although the local authority has the ability to remove the asset from the list before the expiry of that period.

#### **The owner wants to sell their asset**

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

#### **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.

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

The six month window of opportunity (known as 'full moratorium') is only for eligible community interest groups to put their business plans together and gather necessary funding. However, the asset owner may dispose of the property to (another) community interest group at a price agreed between the parties during the full moratorium. 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.

**Section 1**  
**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.
- 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>

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

<b>Name of Asset</b>	Bierley Sub Post Office
<b>Address or location of the asset</b>	73 Hambleton Avenue Bierley Bradford BD4 6AX
<b>Description of the asset and its boundaries</b>	Community post office providing postal services for the neighbourhood of Bierley. The service is contained within a building at 73 Hambleton Avenue that has street level access and on-street parking. Please see the attached map for further details of its boundaries.

**Section 2**  
**About You**

<b>Title</b>	
<b>First Name</b>	
<b>Surname</b>	
<b>Address</b>	
<b>Post Code</b>	
<b>Telephone number</b>	
<b>Email address</b>	
<b>Your relationship to the nominating organisation</b>	

**Section 3**  
**About your Organisation**

**Please provide evidence that you are eligible to make a nomination.**

<b>Name of organisation</b>	The Neighbourhood Project CIC	
<b>Organisation type</b>	<b>Place a cross against all those that apply</b>	<b>Registration number of charity and/or company (if applicable)</b>
Neighbourhood forum		
Parish Council		
Charity		
Community interest company	X	11280216
Unincorporated body		
Company limited by guarantee		
Industrial and provident society		

**Number of members registered to vote locally (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.

N/A – we are an incorporated body.

**Local connection**

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.

Our registered company address is in the neighbourhood of Bierley. Two out of five members of our Board of Directors are residents of Bierley and three out of five members of the Board are residents of Bradford. We deliver community learning and capacity-building services, mostly from the Life Centre in Bierley which is the local community centre. Most of our activities have to date been focused on Bierley and this will continue for the foreseeable future. All our current volunteers are also residents of Bierley. We therefore have a very strong local connection with Bierley and more generally with Bradford.

**Distribution of surplus funds** (*applicable to certain types of organisations only*)

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.

As a community interest company limited by guarantee, we have a statutory asset lock which prevents the distribution of surplus funds to our members and all funds must be used for the public benefit the company was set up to achieve.

**More about your organisation**

What are the main aims and activities of your organisation? 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.

The mission of the Neighbourhood Project CIC is to promote the sustainable environmental, social and economic well-being of neighbourhoods through promoting self-help and community enterprise. In practice, we deliver informal training to residents on topics relating to local regeneration and environmental sustainability, e.g. local food growing, waste reducing and recycling, energy efficiency, etc. We then provide support to turn this new knowledge into action, whether people volunteer for an existing organisation or set up a new project, campaign or group. To date, this work has been focused on Bierley and will continue to do so.

We have also run digital training services that have mainly targeted vulnerable adults and older people to improve their computer skills and using the internet. These have been provided both in groups and on a one-to-one basis in people's homes.

Our aim is to up-skill and encourage active neighbourhoods where residents contribute positively towards local regeneration and sustainability.

**Section 4**  
**Owners and others with an interest in the building or land**

<b>Current owner(s)'s name and address</b>	Unknown
<b>Current leaseholder(s) name and address</b>	Unknown
<b>Names and addresses of all current occupants of the land</b>	Bierley Sub Post Office and Superstore 67-73 Hambledon Avenue Bierley Bradford BD4 6AX

**Section 5**  
**Reasons for nomination; why you think the land or building is of community value**

*Please note that the following are not able to be assets of community value:-*

- *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.*
- *A caravan site.*
- *Operational land. This is generally land belonging to the former utilities and other statutory operators.*

**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?**

*\* These could be cultural, recreational and/or sporting interests – please say which one(s) apply.*

Bierley Sub Post Office furthers the social wellbeing of the neighbourhood by providing many services that are essential to modern living and are unavailable within the rest of Bierley and its immediately surrounding area. These include the sending and receiving of mail and other items including acting as a drop-off point, accessing banking services, paying bills, sending money and being able to have applications for passports checked before being sent off. This is especially important for older residents who according to research by Ofcom, Age UK and the Good Things Foundation are less likely to have access to the internet to perform many of these tasks. It is also very important for residents who are disabled or infirm and may otherwise struggle to travel further to access such services. Research by the RSA has shown that post offices provide economic benefits to their communities through enabling local access to postal and financial services which in turn benefit other local businesses; social benefits in terms of providing another venue for residents to meet and get to know one another, local groups to advertise their activities and the sub-postmaster to connect residents with services; and environmental benefits through eliminating unnecessary car journeys, for instance having to travel into a town or city centre to access the same services.

**How could the building or land be acquired and used in future?**

*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.*

The Neighbourhood Project CIC has links with other local community groups such as the Life Centre and, if Bierley Sub Post Office was to come up for sale, we would discuss this with them first before submitting a bid so there was a co-ordinated approach. It would be our intention to ensure that the Post Office was retained for community benefit, whoever in the end owned and ran it.

There are many examples of post offices being run by community enterprises in the UK, for instance Darnall Post Office which was the first to be run by a charity. Most establish themselves as community benefit societies which are not-for-profit co-operatives and can sell 'community shares' as a method of raising capital. There are also other sources of funding such as Key Fund, the Social Investment Business and Co-operative Finance which can provide loans for community enterprises. The Plunkett Foundation, Locality and Citizen's Advice all provide support for groups that want to establish community owned post offices. This includes matching new groups with established ones for peer support and learning. Depending on the results of discussions with other community groups, we would be mindful to establish a community benefit society and use this model to sell shares and borrow funds. Some of our directors would be prepared to act as founding members and directors of the new society and some of our volunteers would be prepared to give their time with the day-to-day running of the post office.

**Section 6**  
**Submitting your nomination**

**What to include**

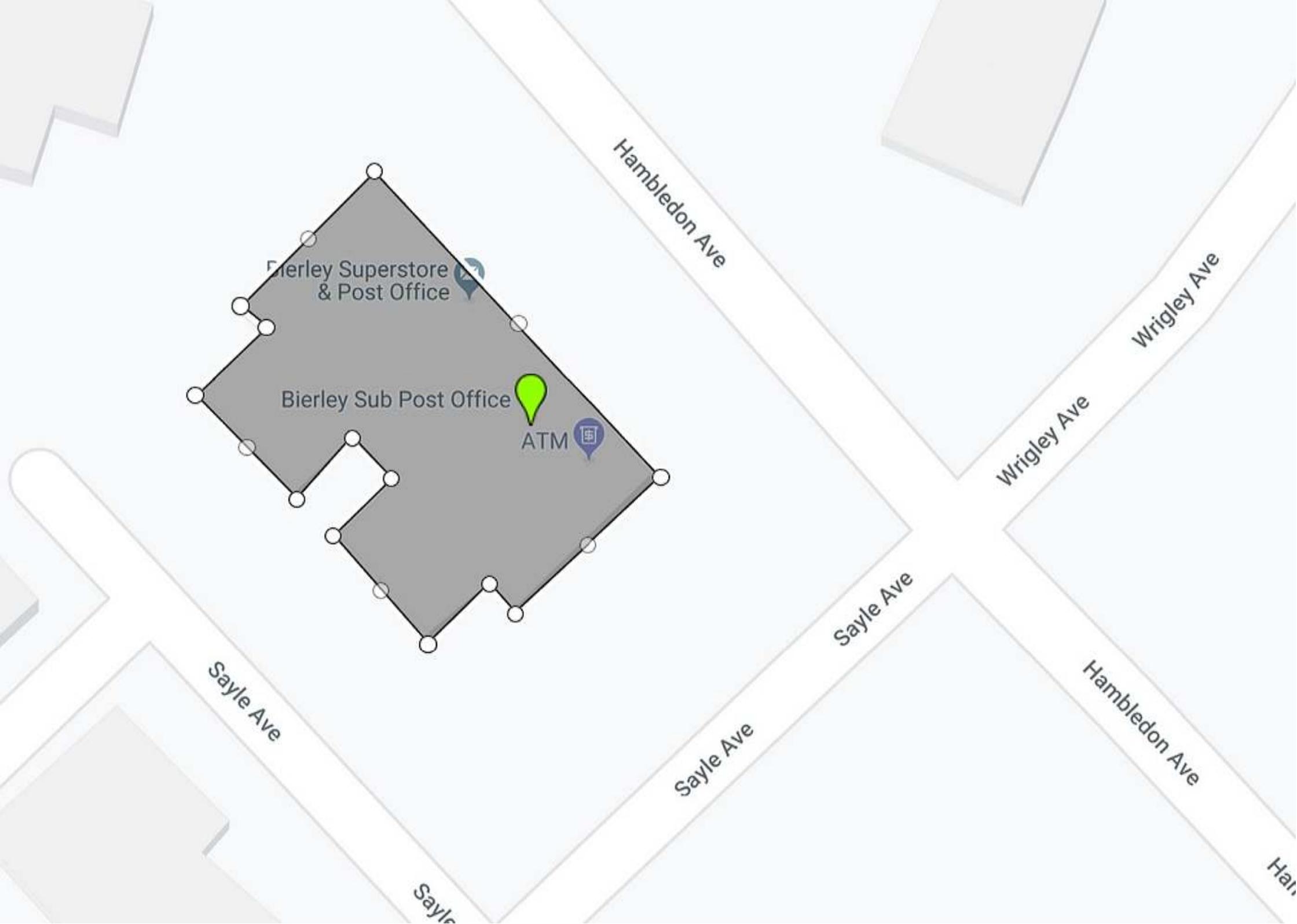
- Your organisation's constitution, Articles of Association or Trust Deed
- Your location plan of the asset that you are nominating

**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** 17/11/2019



Hambledon Ave

Wrigley Ave

Wrigley Ave

Sayle Ave

Hambledon Ave

Sayle Ave

Sayle Ave

Sayle

Bierley Superstore & Post Office

Bierley Sub Post Office

ATM