

## Assets of Community Value (Community Right to Bid) Nomination Form

**Before completing this form please refer to the ‘Guidance for Completing the Nomination Form’**

The assets of community value provisions of the [Localism Act 2011](#) enable local groups to nominate local buildings or land as an asset of community value. The council is required to consider nominations and where accepted to add this nomination to a local list of assets of community value.

To nominate an asset for inclusion on the local list please complete this form and return it to Hounslow Council to ensure that your nomination is processed in an efficient manner in line with the provisions of the Localism Act and regulations.

You should complete the form as fully as possible. You may attach photos, maps, plans and other documents to help us correctly identify the asset and to support your nomination. Further advice can be found at the [Community Rights website](#).

Completed forms should be returned to Hounslow Council by email to [asset.management@hounslow.gov.uk](mailto:asset.management@hounslow.gov.uk) or post to:

**Property Asset Management  
Hounslow Council  
Civic Centre  
Lampton Road  
Hounslow  
TW3 4DN**

If you have any queries about the form please email above

The Freedom of Information Act 2000 (FOIA) applies to the London Borough of Hounslow and therefore information provided by you may have to be disclosed by us in response to a request unless we decide that one of the statutory exemptions applies.

Any information you provide will remain confidential and will not be disclosed to any other party except where required either for official audit purposes or it is deemed subject to the Freedom of Information Act 2000 as detailed above.

## Section 1: Your details Eligibility to nominate

\*full name as written in your constitution or rules (if appropriate)

### 1A Community Organisation

<b>Name of Community Group/Organisation *</b>	
<b>Address</b> <i>including postcode</i>	
<b>Charity/company registration number</b> <i>if applicable</i>	
<b>Organisation/group website address</b>	

Only certain types of groups/organisations are eligible to nominate assets. Please indicate the nature of your organisation by using the boxes below:

**Please refer to the ‘Guidance for Completing the Nomination Form’ on 1A Community organisations**

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Neighbourhood forum</b>     | <input type="checkbox"/> <b>A company limited guarantee</b>         |
| <input type="checkbox"/> <b>An unincorporated group</b> | <input type="checkbox"/> <b>An industrial and provident society</b> |
| <input type="checkbox"/> <b>A charity</b>               | <input type="checkbox"/> <b>A community interest company</b>        |

For an organisation to nominate an asset it must be able to demonstrate that its activities are wholly or partly concerned with the local authority area where the asset sits, or with a neighbouring authority.

**If your organisation is an unincorporated group please also attach:**

- ) The names and addresses of the 21 members who appear on the electoral role within Hounslow, or a neighbouring local authority.

**You may also wish to attach:**

- ) A copy of your organisation’s constitution
- ) Articles of association
- ) Terms of reference
- ) Governance documents

These are all acceptable forms of evidence.

## **1B Local Connection**

### **Please refer to the 'Guidance for Completing the Nomination Form' 1B Local Connection**

Please outline below how your organisation is constituted to meet the requirements of one of the above groups, this should include information to demonstrate your local connection. **Please attach examples of this such as:**

- ) Evidence of events that have taken place in the local area
- ) Document containing photographic evidence of the asset in use.

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### **1C Personal details**

This is the details of the primary point of contact for the nomination

<b>Title and name</b>	
<b>Address</b> <i>including postcode</i>	
<b>Position in the organisation</b>	
<b>Contact telephone number</b>	
<b>Email address</b>	

### **Section 2: Your proposal Name of asset and owner**

<b>Name of building/land being nominated</b>	
<b>Address of building/land being nominated</b>	
<b>Name and address of current owner</b>	

## **2A Description of Asset**

Please provide below a brief description of the land or property being nominated, including what it is made up of i.e. building and surrounding grounds and include details of the proposed boundaries. **Please attach a map or diagram of the asset showing the proposed boundaries.**

## **Section 3: Outcomes Assets of community value**

**Please refer to the 'Guidance for Completing the Nomination Form' before you complete this section**

Does the current principal use of the asset further the social well-being or social interests of the community?

*Social interests include cultural, recreational or sporting interests. See the guidance for completing the nomination form for more information about how this is defined.*

If you answered "Yes" above: If the asset is not currently in use, was there a time in the recent past where the principal use of the asset was to further the social well-being or social interests of the community?

Please give an example of how the principal use of the asset was/is to further the social well-being or social interests of the community. If the asset is not currently being used to further the social well-being or interests of the local community, during what period did it contribute to this?

If the current principal use furthers the social wellbeing or interests of the community, is it realistic to think that this will continue to further the social wellbeing or interests of the community.

If there was a time in the recent past when the current principal use of the asset furthered the social wellbeing or interests of the community, is it realistic to think that in the next five years there could be a principal use that would further social wellbeing or interests, whether in the same way as before or not? *(optional)*

Please explain why you believe this is realistic.

Please describe any risks that should be taken into account when considering whether this asset can continue to further the social wellbeing and interests of the community.

Please add any other information you would like us to consider.

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### Checklist of Attachments

- A copy of your organisation's constitution if it has one
- The names and addresses of 21 members who appear on the electoral role within the London Borough of Hounslow, or a neighbouring authority, if your organisation is an unincorporated group
- Evidence of events, documents and/or photographic of the asset in use
- A map, site plan or diagram of the building or land, if you have one

### Declaration

I declare that to the best of my knowledge the answers submitted in this form and the associated documents are correct. I understand that the information used in the process to assess this nomination in accordance with Part 5, Chapter 3 of the Localism Act 2011 and associated regulations.

I am signing on behalf of my organisation. I understand that Hounslow Council may reject this nomination if there is a failure to satisfactorily respond to information requests qualified as required for compliance, or if I provide false/misleading information.

<b>Name</b>	
<b>Date</b>	
<b>Signature</b>	