

**Oldham Council**  
**Community Asset Listing**  
**Nomination Form**



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**Section 1 – About you (*as the contact person for the nominating organisation*)**

Your title:              Forename                              Surname

Address

Postcode

Telephone number / numbers

Email address

Website details (if applicable)

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**Section 2 – About your voluntary or community group**

Name of organisation

Address

Post code                      Telephone                              Email address

Your position in the organisation

What type of voluntary or community organisation do you belong to? Tick the appropriate box (es).

- ☐ Parish Council
- ☐ Neighbouring Parish Councils
- ☐ An unincorporated group with membership of at least 21 local people
- ☐ Neighbourhood Forums
- ☐ A Community Interest Group with a local connection i.e. a legally constituted organisation such as (please tick where appropriate);
  - ☐ A charity
  - ☐ A community interest company
  - ☐ A company limited by guarantee that is non profit distributing
  - ☐ An industrial and provident society that is non profit distributing

Please state what your organisation does and what its main activities are.

How many members does your organisation have?

If your organisation has a constitution please attach a copy with this nomination form.

If the organisation is an unincorporated body please attach the names and addresses of 21 members below. In order for us to verify the minimum 21 members are on the local authority electoral roll, please provide the following details in a legible format (preferable electronic).

First Name	Second Name	Property Number	Full Address (inc. road and post code)	Signature
John	Smith	123	Oldham	J.Smith

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### Section 3 – About the property to be nominated and its use

Name and address of the property

Postcode

Please provide the following:

- (a) A description of the property, its proposed boundaries and its use including a site plan.

- (b) The name(s) of the current occupants/users of the property (if known or applicable)

- (b) The name(s) and current or last known addresses of all owners i.e. those holding a freehold or leasehold interest in the property (if known) and a copy of the land registry entry.

Are similar alternative facilities available in the area and do you know of any proposals to move the existing facilities to alternative premises? Yes ☐ No ☐ (Tick one box). If yes please provide details.

## Section 4 – Information to support the nomination

Please state your reasons for thinking that the Council should conclude that the property is of Community Value (as defined within the Localism Act 2011) and provide as much information as you can to support your application (to be continued on a separate sheet if necessary).

*Please state any relevant information to support this nomination, including;*

- *Evidence the use of the asset being described in the nomination is the main use or has been its main use within the last 12 months*
- *How it furthers the social wellbeing and social interests of the local community. E.g. Evidence of community involvement, usage, management plans, reports from users or contribution to health and well-being outcomes*
- *Evidence the local community feels strongly that the asset should be a community asset. E.g. Surveys, petitions, awareness raising, publicity, evidence from parish plans, neighbourhood plans or other local documents to support the case.*
- *Any evidence that there has been no significant change to the asset, which might impact on its fitness for purpose for proposed use or any business plans available for the asset.*
- *Information on the condition of the asset and likelihood of funds being raised to remedy any defects to ensure it is fit for purpose.*
- *Whether a suitable organisation is in a position to take this on.*
- *Any market intelligence to support the case for a sustainable community use of the asset.*

### Checklist of attachments

- ☐ A copy of the organisation's constitution if it has one
- ☐ The names and addresses of the signatories (minimum 21)
- ☐ A site plan showing the property and its boundaries

### Declaration

I confirm that this nomination form has been fully completed and that the information is, to the best of my knowledge, accurate to enable the Council to consider the nomination in accordance with the Localism Act 2011 and the Assets of Community Value (England) Regulations 2012.

Signed  
submitted

☐ or tick here if electronically

Print name

Date

# Community Asset Listing

## Guidance Notes

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**Before completing an application it's advised you read these guidance notes.**

All community nominations for properties to be included on the List of Assets of Community Value should be made using this form and must satisfy the requirements of the Localism Act 2011 and the Assets of Community Value (England) Regulations 2012. For these purposes the term property means any qualifying land and/or buildings that are covered by the Regulations.

### **What is the definition of an asset of community value?**

A building or land is of community value if, in the Council's opinion:

The actual current main use of the building or land, furthers the social wellbeing or social interests of the local community and it is realistic to think that there can continue to the main use which will further the social wellbeing or social interests of the local community (although not necessarily in the same way).

or

In the recent past, the main use of the building or land furthered the social wellbeing or social interests of the local community and it is reasonable to think that within 5 years the building or land could be brought back into a use that would further the social interests or social wellbeing of the local community (although not necessarily in the same way as before).

Some categories of assets are excluded from listing; principally residential property though there is an exception to this where an asset which could otherwise be listed contains integral residential quarters e.g. a caretaker's flat. Other exclusions include land licensed for use as a residential caravan site and operational land of statutory undertaker.

### **About your voluntary or community group (Section 2)**

We are asking for the information in this section because we need evidence that you are eligible to make a nomination. We have to do this in order to satisfy the Regulations.

It is essential for you to state the type of organisation you belong to as only those voluntary and community bodies listed below are eligible to make a nomination.

- **Parish Councils.** This may be for an asset in its own area, or in the neighbouring parish council.
- **Neighbouring Parish Councils.** If the parish council borders an unparished area, then they may nominate an asset within that neighbouring local authority.
- **Unincorporated groups.** Nominations can be accepted from any unincorporated group with membership of at least 21 local people who appear on the electoral roll within the local authority, or a neighbouring local authority. This will for instance

enable nomination by a local group formed to try to save an asset, but which has not yet reached the stage of acquiring a formal charitable or corporate structure.

- **Neighbourhood forums.** The procedure for becoming a neighbourhood forum is set out in section 61F of the Town and Country Planning Act 1990, added by the Localism Act 2011. There can only be one neighbourhood forum for an area. Existing community groups, civic societies and others can put themselves forward to be a 'neighbourhood forum'. Prospective neighbourhood forums need to ensure they meet the conditions for designation set out in the legislation, for example a forum should have an open membership policy and seek to draw its membership from across the neighbourhood area and from different sections of the local community.
- **Community interest groups with a local connection.** These must have one or more of the following structures:
  - A charity
  - A community interest company
  - A company limited by guarantee that is non profit distributing
  - An industrial and provident society that is non- profit distributing (these groups will be renamed as community benefit societies by the Co-operative and Community Benefit Societies and Credit Unions Act 2010 when it comes into force)

#### **Information to support the nomination (Section 4)**

A nomination must include the following information:

- (i) A description of the nominated land including its proposed boundaries. These boundaries do not have to be the same as ownership boundaries, for instance as shown on the Land Registry plan if the land is registered; nor is it necessary for all parts of the nominated site to be in the same ownership.
- (ii) Any information the nominator has about the freeholders, leaseholders and current occupants of the site.
- (iii) The reasons for nominating the asset, explaining why the nominator believes the asset meets the definition in the Act.
- (iv) The nominator's eligibility to make the nomination.

Please note that any information provided in this section may be copied and passed to the owner(s) of the property concerned.

#### **Declaration**

The form must be signed by the person named in Section 1.

#### **Where can I get further Information?**

The non-statutory advice note provides a legislative overview of Community Right to Bid:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/14880/Community\\_Right\\_to\\_Bid\\_-\\_Non-statutory\\_advice\\_note\\_for\\_local\\_authorities.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14880/Community_Right_to_Bid_-_Non-statutory_advice_note_for_local_authorities.pdf)

Further details of the Community Right to Bid are available on the government's website: <http://communityrights.communities.gov.uk/what-are-community-rights/community-right-to-bid/>