

**Assets of Community Value**

**Nomination form**

<b>Section A – About your community organisation</b>			
Name of Organisation			
Name of Lead Contact & position in organisation			
Contact Address			
Contact Phone Number			
Contact Email address			
<b>Organisation type</b>			
Parish Council	<input type="checkbox"/>	Voluntary/Community Group	<input type="checkbox"/>
Neighbourhood Forum	<input type="checkbox"/>	Community Interest Company	<input type="checkbox"/>
Company Limited by Guarantee	<input type="checkbox"/>	Charity	<input type="checkbox"/>
<b>How many members do you have (this is particularly important for voluntary/community groups)</b>			
<b>Section B – About the Asset to be Nominated</b> (Please note that the property should not be residential property including outbuildings and associated land, land licensed as a caravan site or operational land for statutory undertakers – Please see the Assets of Community Value Regulations 2012 schedule 1 for more detail on what cannot be listed.)			
Name of Property			
Name of Lead Contact & position in organisation			
Address of the property			
Property owners name & contact number			
Owners Address			

Current occupiers name	
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Current occupiers contact details	
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**Section C – Supporting information for nomination** (Any information entered in this section only may be copied and passed onto the owner of the property you are nominating. Definition of an asset of community value can be found in the guidance document.)

**Why do you feel the property is an asset of community value? Please give as much information as possible.**

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**Section D – Boundary of the property**

**What do you consider to be the boundary of the property? Please give as much detail/be descriptive as possible (if possible, please include a plan)**

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<b>Section E – Attachment checklist</b>	
Copy of group constitution (if you are a constituted group)	
Name & home addresses of 21 members registered to vote in nomination area	
Site boundary plan (if possible)	
<b>Section F – Declaration</b>	
<p><b>I can confirm that to the best of my knowledge the information contained in this nomination form is complete and accurate</b></p> <p><b>Signed:</b></p> <p><b>Dated:</b></p>	

**Please note: Any applications without all of the above information may be ineligible.**

Completed applications should be emailed to [legal@stevenage.gov.uk](mailto:legal@stevenage.gov.uk) or posted to the address below:

Assets of Community Value Nominations  
 Legal Services  
 Stevenage Borough Council  
 Daneshill House  
 Danestrete  
 Stevenage  
 SG1 1HN

If you need assistance completing this form one source of guidance is in the document which can be downloaded from the following website

<http://mycommunityrights.org.uk/community-right-to-bid/>