

Community Nomination Form

Assets of Community Value

The assets of community value measures in the Localism Act 2011 enable local groups to nominate local land or buildings as an asset of community value. Local authorities are required to consider community nominations, and, where a nomination is accepted, to add it to a local list of assets of community value.

The purpose of this form is to assist you in submitting a community nomination under Part 5, Chapter 3 of the Localism Act 2011 and The Assets of Community Value (England) Regulations 2012. We recommend that you use this form to submit your nomination although you are not obliged to do so. Using this form will help you to ensure sufficient information is provided for Harrow Council to evaluate your nomination.

Please complete all parts of this application form as fully as possible. You may also wish to consult the government's [non-statutory advice note](#). Further information can also be found at the [Community Rights website](#).

Your form should be submitted to the Harrow Council by email to manjula.varsani@harrow.gov.uk or post to: Corporate Estates, London Borough of Harrow, Civic 1, Station Road, Middx HA1 2XA

Please note: The Freedom of Information Act 2000 applies to Harrow Council 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.

Section 1 - About you

Your full name	
Your contact address	
Telephone number	
Email address	
Your role/relationship to the organisation	

Section 2 - About your organisation

Full name of organisation or group submitting the nomination	
Address	
Telephone number	
Email address	
Charity registration number (if applicable)	

Only certain groups can nominate local land or buildings as community assets.

Please use the boxes below to indicate the nature of your organisation.

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

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.

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. You may also wish to attach a copy of your organisation's constitution.

If your organisation is an unincorporated group please also attach the names and addresses of 21 members who appear on the electoral role within Harrow, or a neighbouring local authority.

Section 3 - About the building or land

Name of building or land that you are nominating	
Address	

Please provide below a description of the building or land that you are nominating, including its proposed boundaries. Please attach a site plan if possible.

Please provide below any details regarding the current occupants and anyone holding a freehold or leasehold estate in the land.

Please provide below the reasons why you think the Council should conclude that the land is of community value.

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 Harrow, or a neighbouring local authority, if your organisation is an unincorporated group
- A site plan 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 will be 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 Harrow 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.

Name:	
Date:	
Signature:	

Notes on Completing the Nomination Form

All community nominations must satisfy the requirements of the Localism Act 2012 and the Assets of Community Value (England) Regulations 2012. We have designed this form to help you make sure you provide the correct information, there is no obligation however to use the Council form.

Section 1: About you

This section will ensure that we are able to contact you about your nomination.

Section 2: About your organisation

We are asking for the information in this form because we need evidence that the organisation is eligible to make a nomination.

It is mandatory requirement that your organisation is able to demonstrate a local connection to the London Borough of Harrow. A local connection means:

- Your organisation's activity is wholly or partly connected to the London Borough of Harrow's area or a neighbouring authority's area
- Any surplus is applied for the benefit of the London Borough of Harrow's area or neighbouring authority's area

It is also essential for you to demonstrate that your organisation meets the requirement of the Act and Regulations. Nominations cannot be accepted from anyone else. The definitions are as follows:

1. **A neighbourhood forum** is a body designated as such pursuant to section 61F of the Town and Country Planning Act 1990 (as established by the Localism Act 2011)
2. **An unincorporated group** must have at least 21 members who appear on the electoral role in the London Borough of Harrow, or a neighbouring local authority AND does not distribute any surplus it makes to its members. An unincorporated group would not have to have acquired formal charitable or corporate structure.
3. **A charity** means a charitable organisation
4. **A company listed by limited guarantee** which does not distribute any surplus it makes to its members
5. **An industrial and provident society** is a body registered or deemed to be registered under the Industrial and Provident Societies Act 1965, which does not distribute any surplus it makes to its members
6. **A community interest company** is a company which satisfies the requirements of Part 2 of the Companies (Audit Investigations and Community Enterprise Act 2004)

Section 3: About the building or land

The asset must be a building or land and all or part of the asset must be in the local authority's area. Exemptions are listed in Schedule 1 of the regulations¹ and you should refer to this for detail. Assets exempt from listing are:

- A residence together with land connected to that residence, and the land has a single owner
- Sites covered by the Caravan Sites Act
- Land used by public utilities as defined in s263 Town & Country Planning Act 1990

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

- i. The actual current (non-ancillary) use of the land or building furthers the social well-being or social interests of the local community AND It is realistic to think that this can continue into the near future

Or

- ii. Use of the land or building has furthered the social well-being or social interests of the local community in the recent past AND it is realistic to consider that it will do so again during the next five years.

¹ <http://www.legislation.gov.uk/ukdsi/2012/9780111525791/contents>

In this context social interests include cultural, recreational and sporting interests.

Checklist of attachments

Additional information that is supplied here will help us to make our decision.

Declaration

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

Further information

Furthermore information about the website is available on the government website: www.gov.uk/government/policies/giving-people-more-power-over-what-happens-in-their-neighbourhood/supporting-pages/community-right-to-bid. You may also find it useful to consult the community rights website: mycommunityrights.org.uk/community-right-to-bid/.