

**WALTHAM FOREST COUNCIL**  
**THE COMMUNITY RIGHT TO BID**  
**ASSETS OF COMMUNITY VALUE - NOMINATION FORM**

**Section A - About your organisation**

**A1 Organisation's name and address**

Name of organisation*
Address including postcode

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

**A2 Contact details**

Name
Position in organisation
Address including postcode
Daytime telephone no.
Email address
How and when is it best to contact you?*

*\*by email or phone, and days of the week and/or times of day you would prefer*

### A3 Type of organisation

Description	Put a cross against all those that apply	Registration number of charity and/or company (if applicable)
Neighbourhood forum (Note - this is a body formally designated in accordance with section 61F of the Town and Country Planning Act 1990 as amended).		
Charity		
Community interest company under Part 2 of the Companies (Audit Investigations and Community Enterprise) Act 2004		
Unincorporated body (See A4 below)		
Company limited by guarantee		
Industrial and provident society		

### A4 Number of members registered to vote locally (unincorporated bodies only)

<p>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. If they are registered to vote in the area of a neighbouring local authority, rather than in Waltham Forest, please confirm which area that is.</p>
<p>A4 (a) Number of Individual Members:</p>
<p>A4(b) Name/addresses of 21 Individual Members</p> <p><b>See Appendix 1</b></p>

### A5 Local connection

<p>In addition, your organisation must have a local connection, which means that its activities are wholly or partly concerned with the administrative area of Waltham Forest or a neighbouring local authority. In some cases this will be obvious, e.g. a neighbourhood forum for an area within Waltham Forest, or an organisation whose activities are confined to the city. If it is not obvious, please explain what your organisation's local connection is.</p>
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**A6 Distribution of surplus funds** (certain types of organisation 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 Waltham Forest or a neighbouring local authority). If relevant, please confirm that this is the case, and specifically which area this applies to.

**A7 More about your organisation**

What are the main aims and activities of your organisation?

**A8 Your organisation's rules**

<b>Please send us the relevant type of document for your organisation, and put a cross in the next column to indicate which one this is</b>	<b>Put a cross against the type of document that applies</b>
Memorandum and Articles of Association (for a company)	
Trust Deed (for a trust)	
Constitution and/or rules (for other organisations)	

**Section B - About the land or building(s) you are nominating**

**B1 Description and address**

What it is (e.g. pub, local shop)
Name of premises
Address including postcode (if known)

**B2 Sketch plan**

Please include (here or on a separate sheet) a sketch plan of the land. This should show:-

- The boundaries of the land that you are nominating - note that you can see plot boundaries using the mapping system on the Council web site, although these should not be taken as a guide to legal ownership. The approximate size and position of any building(s) on the land.
- Any roads bordering the site.

### B3 Owners and others with an interest in the building or land

Please provide as much information as you can about the occupiers and owners of the land. You can contact the Land Registry to find out whether the land is registered and, if so, provide copies of freehold and any leasehold titles. Find out how to do this on the Land Registry's website [landregistry.gov.uk](http://landregistry.gov.uk).

	<b>Name(s)</b>	<b>Address(es)</b>
Names of all current occupants of the land		<i>Same as B1.</i>
Names and current or last known addresses of all those owning the freehold of the land (ie. owner, head landlord, head lessor)		
Names and current or last known addresses of all those having a leasehold interest in the land (ie. tenant, intermediate landlord, intermediate lessor)		

**B4 Why you think the building or land is of community value**

Note that some categories of assets are excluded from listing as assets of community value. These include:

- 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.

For further information refer to Schedule 1 of The Assets of Community Value (England) Regulations.

Please use this section to set out why you believe that the building/property/land is of local community value in line with Regulation 6(c) of the Assets of Community Value Regulations 2012. (Part 5, Chapter 3, Section 88, (1)(a) and (2)(a) of the Localism Act 2011.

You will need to show how the use of the asset furthers the social interest or wellbeing of the local community. Please provide as much information as possible. Examples of points to be covered in the statement with supporting evidence may include; accessibility of the asset, the range of activities/events undertaken, the community role it plays, how well the building/property/land is used and regarded by the community, impacts on the social wellbeing of the local community, equalities impact on different groups in the local community, other positive aspects of the assets and the likely impact on the community if the use ceases.

**B5 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.

## Section C - Submitting this nomination

### C1 What to include

- The rules of your organisation (question A8).
- Your sketch plan (question B2).

### C2 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
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### C3 Where to send this form

You can submit this nomination:-

- **By post to:** Planning Policy Team, 1st Floor, Magistrates Court, Waltham Forest Town Hall Complex, Forest Road, London E17 4JF; or
- **By email to:** [planning.policy@walthamforest.gov.uk](mailto:planning.policy@walthamforest.gov.uk)



## Appendix 1 - Nominating as an unincorporated group

If nominating as an unincorporated group (membership of at least 21 local people whose names appear on the electoral roll within the local authority, or a neighbouring local authority, and does not distribute any surplus to its members), please complete the form below and ask each member to sign confirming the statement below.

Name of Asset to be nominated (building/land and address)

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<b>We confirm that we wish to nominate the asset/land specified in this application under the Assets of Community Value (England) Regulations 2012 and that we appear on the electoral roll within the local authority, or a neighbouring local authority.</b>			
	Name	Address	Signature
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2			
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**We confirm that we wish to nominate the asset/land specified in this application under the Assets of Community Value (England) Regulations 2012 and that we appear on the electoral roll within the local authority, or a neighbouring local authority.**

	<b>Name</b>	<b>Address</b>	<b>Signature</b>
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