

**Ipswich Borough Council
Assets of Community Value
Nomination Form**

Please read the accompanying guidance notes when completing this form. If you have any queries, please email: kate.theobald@ipswich.gov.uk

Please submit your completed form by email to kate.theobald@ipswich.gov.uk or post it to: Legal Services, Ipswich Borough Council, Grafton House, Ipswich, IP1 2DE

Nomination of an Asset

You will be required to include in your nomination form information which explains and supports the reason why you consider the land is of community value. The reason why you consider the land is of value must comply with the regulations for 'use of the asset', status and 'eligibility of your organisation to nominate', and you will have to demonstrate your organisation has a 'local connection'. Successful nominations will result in the asset being included in the published Register of Assets of Community Value (the List), the asset will be removed from the list after 5 years (if not already removed).

Use of the asset

Localism Act Section 88 (1) - confirmation the asset is currently being used for and furthers the social wellbeing or social interest of the local community, and it is realistic to think it can continue to do so OR

Localism Act Section 88 (2) - confirmation there is a time in the recent past when an actual use of the asset furthered the social wellbeing or interests of the local community, and it is realistic to think that there is a time in the next five years it can do so again

Eligibility of the organisation to nominate – Regulation 5

Localism Act Section 89 and The Assets of Community Value (England) Regulations 2012 list the types of organisations and groups considered eligible to nominate. To date the guidance includes the following organisational groups:

- Parish Council
- Neighbourhood Forum
- An Unincorporated body
- A Registered Charity
- A Company Limited by Guarantee
- An Industrial and Provident Society
- A Community Interest Company
- Other – Please provide details

Local Connection – Regulation 4

A body other than a parish council must have a local connect within the definition of The Assets of Community Value (England) Regulations 2012 (4)

PART A: ABOUT YOU

Title	
First name	
Surname	
Address	
Postcode	
Telephone number	
E-mail address	
Your relationship to the organisation	

PART B: ABOUT YOUR ORGANISATION

Organisation name	
Organisation type <i>select of the following choices</i> <ul style="list-style-type: none">• Parish Council• Neighbourhood Forum• An Unincorporated body (note 1)• A Registered Charity (note 2)• A Company Limited by Guarantee (see note 2)• An Industrial and Provident Society (see note 2)• A Community Interest Company• Other – Please provide details Note 1 – For unincorporated bodies you will need to provide details including names and addresses of a minimum of 21 people who are eligible under the	Organisation Type Registration Number/reference (Where applicable) Please provide further details to help clarify your eligibility as an organisation to nominate the asset

<p>Localism Act to apply for nomination.</p> <p><i>Note 2 – For these types of organisations you are required to include registration number</i></p>	
<p>Local Connection</p> <p><i>Please describe the organisation's local connection to Ipswich</i></p>	

If not a registered charity or company, please attach evidence of your organisation's status such as Articles of Association or other where applicable.

If your organisation is an un-constituted community group, please state how many members your organisation has and attach a list of names and home addresses of 21 members registered to vote in the nomination area.

PART C: ABOUT THE ASSET

Please provide information which helps to clarify the exact location and extent of the asset being nominated. This could include:

- Where the land is registered, the Land Registry Title Information document and map with boundaries clearly marked in red (less than one month old). Provision of Land Registry information is not essential but it may help us to reach a decision on the nomination more quickly.
- A written description with ordinance survey location, and explaining where the boundaries lie, the approximate size and location of any building/s on the land and details of any roads bordering the site.

If the boundary is not clearly defined you may be required to submit further evidence prior to your nomination application being accepted.

- A drawing or sketch map with boundaries clearly marked in red – websites which might help you in plotting boundaries include:
<http://maps.google.co.uk>

Name of asset	
Address or location of the asset	
<p>Description of the asset and its boundaries</p> <p><i>(you may attach photos and/or a plan as supporting evidence)</i></p>	

<p>Please read the accompanying guidance notes.</p>	
<p>Reasons for nomination: why do you believe the asset is of community value? <i>(you may attach documents as supporting evidence)</i> Any information entered here may be copied and passed onto the owner of the asset you are nominating: the rest of your nomination will not be shared with the owner.</p>	
<p>Current owner's name and address (if known)</p>	
<p>Current leaseholder(s) name and address If the asset is let on a lease and/or licence please include full details of all interested parties who occupy the asset (or any part thereof).</p>	
<p>Please confirm basis for social interest/ wellbeing test</p>	<p>Current Use and continuing use Recent Past and potential future use in next five years <i>Please select one of the above</i></p>
<p>Current Use of the asset See section 88 of the Act</p>	
<p>Recent Use If current use is not being used as the reason(s) for nomination please provide details and evidence of how it is being used</p>	
<p>Names of the current occupants (if known)</p>	