



Council Offices, Oaklands, Oaklands Road, Haywards Heath, West  
Sussex, RH16 1SS / Dx: 300320 Haywards Heath

Tel: 01444 458166

Monday-Thursday 8.45 a.m. - 5.15 p.m., Friday 8.45 a.m. - 4.15 p.m.

www.midsussex.gov.uk E-mail: property@midsussex.gov.uk



## Mid Sussex District Council

### Assets of Community Value – The Community right to bid nomination form

#### Section A: About your organisation

##### A1. Organisation's name and address

Name of organisation: *(full name as written in your constitution or rules (if appropriate))*

Address including postcode:

##### 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 organization

| Description                | Put a cross against all those that apply | Registration number of charity and/or company (if applicable) |
|----------------------------|--|---|
| Neighbourhood forum        | <input type="checkbox"/>                 |   |
| Parish Council             | <input type="checkbox"/>                 |   |
| Charity                    | <input type="checkbox"/>                 |   |
| Community interest company | <input type="checkbox"/>                 |   |
| Unincorporated body        | <input type="checkbox"/>                 |   |

| Description                      | Put a cross against all those that apply | Registration number of charity and/or company (if applicable) |
|----------------------------------|--|---|
| Company limited by guarantee     | <input type="checkbox"/>                 |   |
| Industrial and provident society | <input type="checkbox"/>                 |   |

**A4. Number of members registered to vote locally:** *(unincorporated bodies only)*

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 Mid Sussex, please confirm which area that is.

**A5. Local connection**

In addition, your organisation must have a local connection, which means that its activities are wholly or partly concerned with the administrative area of Mid Sussex District Council or a neighbouring local authority. In some cases this will be obvious, e.g. a neighbourhood forum for an area within Mid Sussex, or an organisation whose activities are confined to the district. If it is not obvious, please explain what your organisation's local connection is.

**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 Mid Sussex 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 organization**

What are the main aims and activities of your organisation?

## A8. Your organisation's rules

| 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: |                          |
|---|--------------------------|
| Memorandum and Articles of Association (for a company)  | <input type="checkbox"/> |
| Trust Deed (for a trust)  | <input type="checkbox"/> |
| Constitution and/or rules (for other organisations)   | <input type="checkbox"/> |

## Part 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:-

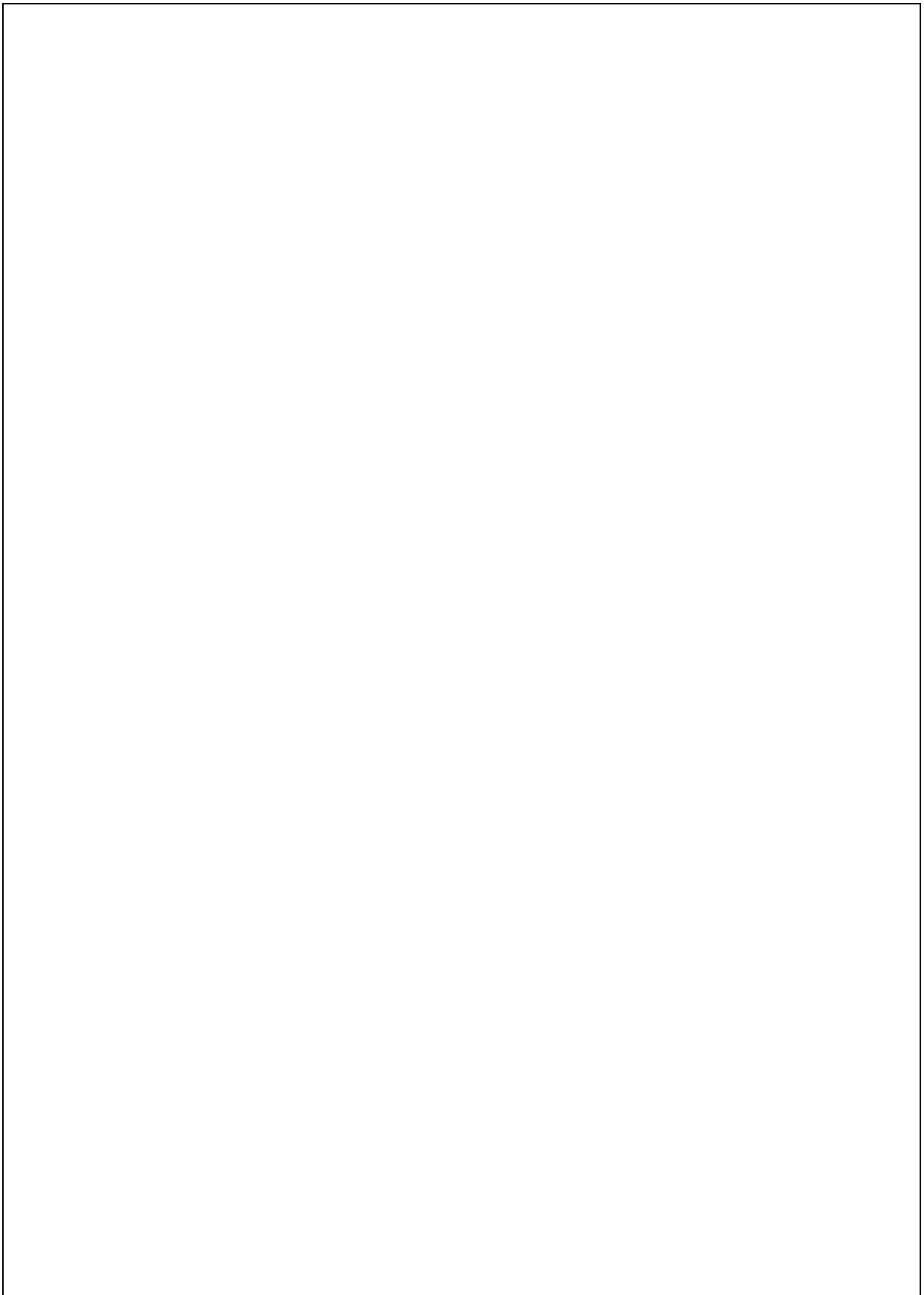
The boundaries of the land that you are nominating.

The approximate size and position of any building(s) on the land.

Any roads bordering the site.

You may need to contact the Land Registry ([www.landregistry.gov.uk](http://www.landregistry.gov.uk)) to establish the extent of the land to be nominated.

Insert image here:



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

You should supply the following information, if possible. If any information is not known to you, please say so.

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

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

Note that the following are not able to be assets of community value:-

- 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.

Does it currently further the social wellbeing or social interests\* of the local community, or has it done so in the recent past? If so, how?

Could it in future further the social wellbeing or social interests\* of the local community? If so, how? (This could be different from its current or past use.)

\*These could include cultural, recreational and/or sporting interests, so please say which one(s) apply.

**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

Print Signature

|  |  |
|--|--|
|  |  |
|--|--|

Date

### C3. Where to send this form

You can submit this nomination:

By post to: Corporate Estates & Facilities, Mid Sussex District Council, Oaklands, Oaklands Road, Haywards Heath, West Sussex, RH16 1SS

or

By email to: [property@midsussex.gov.uk](mailto:property@midsussex.gov.uk)