



**ASSETS OF COMMUNITY VALUE
Nomination Form**

For office use only			
Reference Number		Received Date	

Please complete the form and return to the address below. Please mark as 'Community Asset Nomination' :

Mark Hooper Democratic & Legal Services District Council House Frog Lane Lichfield WS13 6YU	Telephone: Mark Hooper 01543 308064 or John Brown 01543 308061 Email: mark.hooper@lichfielddc.gov.uk
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1) Applicant Details

(a) Please provide the following details about your organisation

Full name of applicant organisation:

Address:

.....

Postcode: Website:

Details of person to contact about this application:

Name:

Position in organisation:

Telephone number:

Mobile number:

E-mail address:

Please attach proof to this application of the legal status of your organisation and that there has been formal agreement to make this application. Formal proof may be copies of signed minutes of meetings where the matter was discussed.

(b) **What kind of organisation are you?**

Please indicate the type of organisation you represent (to confirm eligibility to make a nomination).

i) Parish Councils. This may be for an asset in its own area, or in the neighbouring Parish Council.	
ii) Unincorporated Groups. Nominations can be accepted from unincorporated groups with membership of at least 21 people who appear on the electoral roll within the Local Authority.	
iii) Neighbourhood Forums. As set out in the Town and Country Planning Act 1990.	
iv) Community Interest Groups. These must have one or more of the following structures: a) A charity b) A community interest company c) A company limited by guarantee that is non profit distributing d) An industrial and provident society that is non-profit distributing.	

- (c) **Local Connection** – please describe how your organisation has a local connection to the site in question. The Council may seek evidence to support your statement.

2) Details of your Organisation’s Governance Structure

Neighbourhood Forum Registration:

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Company Registration Number:

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CIC Registration Number:

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Charity Registration Number:

.....

Friendly Society Registration Number:

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Other:

Please note the details above may be shared with other parts of the Council, third sector organisations and other community partners for the purposes of processing your application.

3) Where is the Land or Building that you wish to see Listed as an Asset of Community Benefit?

This is to assist in the initial processing of your enquiry. Please attach a plan or map to this application – Google maps are useful for this purpose – showing the boundary of the asset to be listed indicating where possible if it has is more than one owner. This is to assist with identifying the asset to be considered for listing and the freehold or leasehold ownership(s) for each part of it.

Address

..... Postcode

4) Who owns the Asset in question?

(a) Is the Council the owner of the asset? If yes, please proceed to Q6.

YES / NO – please delete as appropriate

(b) Is the asset privately owned? If yes, please supply proof in the form of copy title documents and plan. This information is required if the asset is to be listed and will enable the Council to contacting the owners in respect to the nomination for listing. Information may be obtained online from: www.landregistry.gov.uk/ . The postal address and telephone number is:

Land Registry Birkenhead Office
Rosebrae Court
Woodside Ferry Approach
Birkenhead
Merseyside
CH41 6DU

Tel. 0844 892 1111

Owner 1 – Name and Address

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Leaseholder Yes/No

Freeholder Yes/No

Owner 2 – Name and Address

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.....

Leaseholder Yes/No

Freeholder Yes/No

If there are more than two freehold or leasehold owners please give their details on a separate sheet to accompany this application.

5) Who are the current occupiers of the asset?

Please supply proof of the current occupiers. This information is required if the asset is listed and will help the Council to contact the occupiers in respect to the application for listing. Information may be available from HM Land Registry (please see contact details above).

Occupier 1 – name and address

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Occupier 2 – name and address

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Occupier 3 – name and address

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Please add the details of any other occupier(s) on a separate sheet.

6) What reasons do you have for nominating the asset, why do you think it is of community benefit?

This is to assist the Council in deciding whether or not the asset meets the criteria for listing.

7) Declaration

This must be signed by the appropriate Authorised Officer in your organisation.

Please confirm that:

- ❖ the information contained within this application is correct and complete
- ❖ the required supporting documents referred to in this application (site plan; proofs of ownership and occupation; proof as to the legal status of your organisation and proof that it has been formally agreed to make the application) are attached.

Full Name:

.....

Signature: Date:

Position in organisation:

E-mail:

Telephone:

Nomination by post: Applications and supporting documents should be clearly marked as a 'Community Asset Nomination' and sent to the address given above.

Applications by electronic mail will also be accepted. All supporting documents must be included as e-mail attachments. Nominations should be e-mailed to the address above.

NB please retain a copy of this form for your records and should your circumstances or contact details change then please let the appropriate contact officer know.

This information will be held in accordance with the Data Protection Act 1998 and information contained herein shared with Officers and elected Members from Lichfield District Council and retained for 5 years.