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| **RUSHCLIFFE BOROUGH COUNCIL**  **ASSETS OF COMMUNITY VALUE – THE COMMUNITY RIGHT TO BID**  **NOMINATION FORM** |

**Section A: About your organisation**

**A1 Organisation’s name and address**

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| Name of organisation\* |
| Address including postcode |

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

**A2 Contact details**

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| Name |
| Position in organisation |
| Address including postcode |
| Daytime telephone no. |
| Email address |
| How and when can we contact you?\* |

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

**A3 Type of organisation**

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| --- | --- | --- |
| **Description** | **Put a cross against all those that apply** | **Registration number of charity and/or company (if applicable)** |
| Neighbourhood forum |  |  |
| Parish Council |  |  |
| Charity |  |  |
| Community interest company |  |  |
| Unincorporated body |  |  |
| Company limited by guarantee |  |  |
| Industrial and provident society |  |  |

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

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| In the case of an unincorporated body, at least 21 of its members must be registered to vote in Rushcliffe Borough. 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 Rushcliffe, please confirm which area that is. |

**A5 Local connection**

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| Your organisation must have a local connection, which means that its activities are wholly or partly concerned with the administrative area of Rushcliffe Borough Council or a neighbouring local authority. In some cases this will be obvious, eg. a parish council in Rushcliffe, or an organisation whose activities are confined to the district. If your connection may not be obvious to us please explain what your organisation’s local connection is. |

**A6 Distribution of surplus funds** (certain types of organisation only)

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| If your organisation is an unincorporated body, a company limited by guarantee, or an industrial and provident society, its rules must provide that surplus funds are not distributed to members, but are applied wholly or partly for the benefit of the local area (ie. within the administrative area of Rushcliffe 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**

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| What are the main aims and activities of your organisation? |

**A8 Your organisation’s rules**

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| **Please send us a copy of the relevant type of document for your organisation, and put a cross in the next column to indicate which one this is** | **X** |
| Memorandum and Articles of Association (for a company) |  |
| Trust Deed (for a trust) |  |
| Constitution and/or rules (for other organisations) |  |

**Part B: About the land or building(s) you are nominating**

**B1 Description and address**

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| What it is (eg. pub, local shop) |
| Name of premises (eg. Royal Oak / Littletown stores) |
| Address including postcode (if known) |

**B2 Sketch plan**

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| 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. |

**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.*

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|  | **Name(s)** | **Address(es)** |
| 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 (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 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.*

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| 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 be 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 just 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.*

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**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.*

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| Signature:  Date: |

**C3 Where to send this form**

You can submit this nomination:-

* **By post** **to:** Director - Neighbourhoods, Rushcliffe Borough Council, Rushcliffe Arena, Rugby Road, West Bridgford, NG2 7YG or
* **By email to:** [**communitydevelopment@rushcliffe.gov.uk**](mailto:communitydevelopment@rushcliffe.gov.uk)

**Data Protection Privacy Notice**

The personal information you provide will only be used by Rushcliffe Borough Council, the Data Controller, in accordance with General Data Protection Regulation 2016/ Data Protection Act 2018 to:  
  
process your application, query or to provide a service that you are requesting  
**or**   
undertake a statutory function (also known as a ‘public task’)  
  
Your personal information may be shared with consulteesin connection with the above purpose.

Your personal data will be kept in accordance with the Council’s retention policy and schedule. Details of which can be found on the Council’s website at http://www.rushcliffe.gov.uk/retention\_schedule/  
In accordance with GDPR you have a right to:

* have a copy of the personal information that we hold about you. Details of how to obtain this are available at http://www.rushcliffe.gov.uk/foi
* request that your personal data be corrected or completed
* complain to the Information Commissioner if you feel that your information is not being handled appropriately (<https://ico.org.uk/>)

You may also have a right to:

* have your personal data transferred (data portability)
* prevent automated processing and profiling
* erasure (also known as the right to be forgotten)
* restrict processing
* object to processing.

Your data protection rights are not absolute and in most cases are subject to the Council demonstrating compliance with other statutory legislation, for further information see http://www.rushcliffe.gov.uk/privacy/

For further details about how your personal information may be used or about your rights under data protection legislation, please contact the Council’s Data Protection Officer at:

* By post: Data Protection Officer, Rushcliffe Borough Council, Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham, NG2 7YG.
* By email: customerservices@rushcliffe.gov.uk
* By Telephone: 0115 981 9911