



**Surrey Heath Borough Council  
Asset of Community Value  
The Community Right to Bid**

**Nomination Form**

Before completing this form, please read the material at

[www.mycommunityrights.org.uk](http://www.mycommunityrights.org.uk)

**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 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		
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)

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 Surrey Heath, 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 Surrey Heath Borough Council or a neighbouring local authority. In some cases this will be obvious, eg. a neighbourhood forum for an area within Surrey Heath, or an organisation whose activities are confined to the Borough. 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 (ie. within the administrative area of Surrey Heath or a neighbouring local authority). If relevant, please confirm that this is the case, and specifically to which area this applies.

**A7 More about your organisation**

What are the main aims and activities of your organisation?

**A8 Your organisation's rules**

Please send us the relevant type of document for

Put a cross against the

<b>your organisation, and put a cross in the next column to indicate which one this is</b>	<b>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)	

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

**B1 Description and address**

What it is (eg. pub, local shop)
Name of premises (eg. Royal Oak / Littletown stores)
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.

**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		
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.*

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 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.*

--

### C3 Where to send this form

You can submit this nomination:-

**By post to:** Karen Limmer, Head of Legal Services, Surrey Heath Borough Council, Surrey Heath House, Knoll Road, Camberley, Surrey GU15 3HD; or

**By email to:** [karen.limmer@surreyheath.gov.uk](mailto:karen.limmer@surreyheath.gov.uk)