Carlisle City Council

# Community Right To Bid: Asset of Community Value nomination form

## Introduction and where to send this form to

Please ensure you understand what is required by reading the guidance document and other supporting information available on the [Council's Community Right to Bid webpage](http://www.carlisle.gov.uk/Council/More-about-the-Council/Community-Right)

Please send this form and supporting information to [policy@carlisle.gov.uk](mailto:policy@carlisle.gov.uk) or

Policy and Communications Team

Carlisle City Council

Civic Centre

Rickergate

CARLISLE

CA3 8QG

For Carlisle City Council use only:

|  |  |
| --- | --- |
| Date received and accepted by Carlisle City Council |  |
| Reference number |  |
| List of documents received from nominating organisation |  |

## Fair Processing Notice: Personal Data included in application for Community Right to Bid

Carlisle City Council is committed to protecting and respecting your privacy in terms of how we collect, use, store and destroy your personal information.

We are the data controller of the personal information we will collect from you and under the General Data Protection Regulation, this fair processing notice is designed to provide you with all the information you have a right to be provided with.

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| Why are we collecting your personal information? | |
| We are collecting your personal information for the purpose of dealing with your application which we are legally obliged to process in accordance with the Localism Act. | |
| What allows us to collect your personal information? | |
| Must include the appropriate lawful basis for processing:   * Legal Obligation (Localism Act) | |
| What personal information will we collect? | |
| The Personal information we are required to gather from you as per the Act is your true applicant name and a contact address for correspondence. Failure to provide this information will result in your request being considered invalid meaning the Council will be unable to provide a response. | |
| What will we do with your personal information? | |
| Include any of the following which apply:   * Shared with internal services for the purpose(s) of validation and compliance with policy * Required under a statutory/ contractual obligation and refusal to provide your information will result in the application being nullified.   Your personal information will be processed internally by Council staff in accordance with the Council’s Data Protection and Confidentiality Statement and will not be shared out with the Authority. | |
| How long will we keep your personal information? | |
| Your personal information and the information held in relation to your request will be kept for 3 years if the asset is not listed or 7 years if it is listed, in accordance with the Council’s Retention Schedule, at which point it will be securely destroyed. | |
| Your rights are: | |
| * To be informed * To access your personal information * To have inaccurate personal information rectified * To have personal information erased * To restrict processing of your personal information * To obtain and reuse your personal information for your own purpose * To object to the processing of your personal information * To not be subject to decisions based solely on automated means, including profiling | |
| Right to lodge a complaint with the UK Information Commissioner’s Office (ICO) | |
| Should you be unhappy with the way Carlisle City Council has handled your personal information, we encourage you to let us know so that we can look into this for you and provide a response.  Should you then wish to lodge a complaint with ICO you can contact them at:  Website: [Information Commissioner’s Office](https://ico.org.uk/)  Address: Information Commissioner’s Officer, Wycliffe House,  Water Lane, Wilmslow, Cheshire, SK9 5AF  Email: [Casework@ico.org.uk](mailto:Casework@ico.org.uk) | |
| **Carlisle City Council can be contacted at:** | **Carlisle City Council’s Data Protection Officer can be contacted at:** |
| Address: Civic Centre, Carlisle,  Cumbria, CA3 8QG  Email: [customerservices@carlisle.gov.uk](mailto:customerservices@carlisle.gov.uk)  Telephone: 01228 817200 | Address: Civic Centre, Carlisle,  Cumbria, CA3 8QG  Email: [dataprotection@carlisle.gov.uk](mailto:dataprotection@carlisle.gov.uk)  Telephone: 01228 817200 |

## Part A: About you

|  |  |
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| **Title** |  |
| **First name** |  |
| **Surname** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone number** |  |
| **Email address** |  |
| **Your relationship to**  **the organisation** |  |

## Part B: About your organisation

Please provide details to help clarify your eligibility as an organisation to nominate the asset.

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 complete the ‘Unincorporated Body Member Details’ at the end of this nomination form with a list of names, home addresses and signatures of a minimum of 21 eligible members registered to vote in the Carlisle City Council area or neighbouring local authority area.

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| **Organisation name** |  |
| **Organisation address** |  |
| **Organisation postcode** |  |
| **Organisation type**  Please state the organisation type. Different types are described below |  |
| * Neighbourhood Forum * Parish Council * Unincorporated Body (note 1 below) * Community Interest Company (note 2 below) * Company Limited by Guarantee (note 2 below) * Registered Charity (note 2 below) * A Community Benefit Society (note 2 below) * Other – please provide details   Note 1 – For unincorporated bodies you will need to complete the ‘Unincorporated Body Member Details’ at the end of this document with the names, addresses and signatures of a minimum of 21 people who are eligible under the Localism Act to apply for nomination. Eligible people are those listed on the electoral roll for Carlisle City Council or a neighbouring local authority.  Note 2 - For these types of organisations you are required to include a registration number. | |
| **Registration number or reference (if applicable)** |  |
| **Local connection**  Please describe the organisation’s local connection to the administrative area of Carlisle or a neighbouring local authority. |  |
| **Distribution of surplus funds**  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 Carlisle or a neighbouring local authority). If relevant, please confirm that this is the case, and specifically which area this applies to*.* |  |

## 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. 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.

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| **Name of asset** |  |
| **Address or location of asset** |  |
| **Postcode (if known)** |  |
| **Description of the asset and its boundaries** |  |

## Part D: About the owner / owners of the asset

Please provide information which helps to clarify the current ownership of the asset. It will be helpful to include details of both freehold owners and leasehold owners.

If there are also regular licence occupiers using the asset please also provide details of their names, addresses and use. If any information is not known to you, please say so.

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| **Names of the current occupants** |  |
| **Freehold owner:** include name and address details |  |
| **Leasehold owner(s):** include name and address details.  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). |  |
| **Licence occupier(s) using the asset**: include name and address details.  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). |  |

## Part E: About the use of the asset

Please provide information which helps to clarify the use. The definition limits assets that may be listed to those that enhance the social wellbeing and social interests of the community, because in its absence the local community would be deprived of land or a building that is essential to the special character of the local community, and provides:

* A place to meet and socialise, or
* A place to shop, or
* A recreational, sporting or cultural facility.

The realistic prospect of the continued or future use of the asset, and in particular the commercial viability of the proposal (including the ability to raise funds) and the sustainability of that use.

**Current use basis**

If the reason for nomination is based on current use please provide details and evidence that:

1. The asset is currently being used for the social wellbeing and social interests of the community.
2. It is realistic to think that there will continue to be a use that furthers the social wellbeing and social interests of the community.

**Recent past basis**

If the reason for listing is based on recent past use please provide details and evidence that:

1. The asset has recently been used for the social wellbeing and social interests of the community, when it was so used and the date the use ceased.
2. It is realistic to think that there will be community use within the next five years that furthers the social wellbeing and social interests of the community.

In either case, the future use does not have to be exactly the same as present or past use.

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| **Reasons for nomination: why do you believe the asset is of community value?**  (you may attach documents as supporting evidence) |  |
| **Please confirm basis for social interest / wellbeing test and how the asset is used (you can state on or both options):**   * Current use and continuing use * Recent past and potential future use in next five years |  |
| **Current use of the asset** |  |

## Declaration

To the best of my knowledge, the information in this form and all other information given in support of this application is correct. I confirm that that I understand the purpose of this form and the reasons for the collection of the information. I understand that any information entered on this form or provided with it, except personal information, may be shared with relevant parties and that I agree to the data being used as stated.

If any information changes, I will inform the Policy and Communications Team.

By signing this form you are agreeing that you have read and agree with the above declaration.

Signed:

Date:

## Community Right to Bid - Unincorporated Body Member Details Form

Nominations to list assets of community value can be accepted from any group of at least 21 local people who appear on the electoral roll within the Carlisle City Council area, or a neighbouring local authority*.*

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| By providing your details on this form, you are confirming that you support the nomination to list the following as an asset of community value: | |
| Name of asset |  |
| Address of asset |  |

| No. | Name (please print clearly) | Your full address (including postcode)\*  \*each nominator should have a different address | Please confirm which authority you are registered to vote in – Carlisle City Council or a neighbouring local authority | Signature |
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