

## ASSETS OF COMMUNITY VALUE (ACV1) Nomination Form

For office use only		UPRN?	
Application reference number		Received date	
Assigned to		Date	
Confirmed application receipt		Applicant advised of assignee referral	

Please complete the form legibly and return to the address below. Please mark as 'Community Asset Right to Bid Nomination Form, Confidential' to:

City Property and Assets Manager Hull City Council Kingston House Bond Street Hull HU1 3EN	Tel: 01482 300 300
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### 1. Who you are:

**(a) Applicant details** – 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: .....

**To assist with the initial processing of this application within Hull City Council 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 tick the appropriate box to indicate the kind of organisation you are to confirm your eligibility to make the nomination.

<p><b>(i) Parish Councils</b> This may be for an asset in its own area, or in the neighbouring Parish Council.</p>	
<p><b>(ii) Neighbouring Parish Councils</b> If the Parish Council borders an un-parished area, then they may nominate an asset within the neighbouring District Council or Unitary Council.</p>	
<p><b>(iii) Un-incorporated groups</b> Nominations can be accepted from any un-incorporated group with membership of at least 21 local people who appear on the electoral roll within the local authority, or a neighbouring local authority. This will for instance enable nomination by a local group formed to try to save an asset, but which has not yet reached the stage of acquiring a formal charitable or corporate structure</p>	
<p><b>(iv) Neighbourhood Forums</b> There can only be one neighbourhood forum for an area and the way they are set up is clearly defined by the Council as a planning authority. The procedure for becoming a neighbourhood forum is set out in Section 61F of the Town and Country Planning Act 1990.</p>	
<p><b>(v) Community interest groups with a local connection</b> These must have one or more of the following structures:</p> <ul style="list-style-type: none"> <li>(a) A charity</li> <li>(b) A community interest company</li> <li>(c) A company limited by guarantee that is non profit distributing</li> <li>(d) An industrial and provident society that is non- profit distributing (these groups will be renamed as community benefit societies by the Co-operative and Community Benefit Societies and Credit Unions Act 2010 when it comes into force) eg Co-operative Societies. <b>NB most organisations seeking to nominate an asset are likely to fall into this category</b></li> </ul>	

**(c) Local Connection** – please describe how your organisation has a local connection to the site in question, for example, do you live in the area or are you a user of the property already. The Council may seek evidence to support your statement.

**2. Details of your organisation’s governance structure:**

Neighbourhood Forum Registration

.....

Company registration number:

.....

CIC registration number:

.....

Charity registration number:

.....

Friendly Society registration number:

.....

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 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

This may be confirmed by contacting :

City Property and Assets Manager  
Hull City Council  
Kingston House  
Bond Street  
Hull  
HU1 3EN  
Tel: 01482 300300

(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 listed and it would be helpful if these details could be supplied to assist the Council in contacting the owners in respect to the nomination for listing. Information may be obtained online from: [www.landregistry.gov.uk/](http://www.landregistry.gov.uk/)

**HM Land Registry**  
**Durham Office**  
**Southfield House**  
**Southfield Way**  
**Durham DH1 5TR**  
**DX 60200 Durham 3**  
**Tel 0191 301 3500**  
**Fax 0191 301 0020**  
**durham.office @landregistry.gsi.gov.uk**  
**www.landregistry.gov.uk**

Owner 1 – Name and Address

.....  
.....

Leaseholder Yes / No

Freeholder Yes / No

Owner 2 – name and address

.....  
.....

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: this information is required if the asset is listed and it would be helpful to assist the Council in contacting the occupiers in respect to the application for listing. Information may be available from HM Land Registry at their address above.

Occupier 1 – Name and Address

.....  
.....

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 of the asset on a separate sheet to accompany this application.

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

This must be signed by the appropriate authorised officer in your organisation.

The Council would like to receive as much information as possible. 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 must be clearly marked as 'Community Asset - Right to Bid Expression of Interest, Confidential' to the address given above.

Applications by electronic mail will be accepted. All supporting documents must be included as e-mail attachments with the nomination, otherwise it will not be considered. 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 Hull City Council and retained for 5 years.**