You can get full details of the regulations about the Community Right to Bid and Assets of Community Value at http://www.legislation.gov.uk/uksi/2012/2421/pdfs/uksi_20122421_en.pdf

More information and helpful advice can be found at: http://mycommunityrights.org.uk/

Filling in the form

The following notes are designed to help you complete the form. The legislation identifies information which the nominating organisation must provide:

- Description of the land
- Information the organisation has with regard to:
  - Current occupants of the land
  - Freeholders and leaseholders
- The reason the land is of community value
- Evidence that the organisation is eligible to make the nomination

The legislation refers to the ‘nominator’. For clarity, we use the term ‘nominating body’.

The legislation refers to ‘land’ but this includes both land and buildings. To avoid any confusion we use the term ‘asset’ to refer to the land or building under consideration.

1. NOMINATING BODY – CONTACT DETAILS

Please ensure that the contact details are for a person who can speak on behalf of the nominating body about the nomination.

2. NOMINATING BODY – ELIGIBILITY

Nominations can only be accepted from the following types of organisation:

- Neighbourhood Forum
- Parish Council / Neighbouring Parish Council
- Unincorporated Community Group
- Charity
- Company Limited by Guarantee
- Industrial and Provident Society
- Community Interest Company

Please tick all that apply. Where appropriate, please include details of registration. An unincorporated group needs to include at least 21 individuals, each of whom is registered as a local government elector in Luton or in a neighbouring authority (Central Bedfordshire or North Hertfordshire).
Unincorporated bodies, companies limited by guarantee and industrial and provident societies are only eligible if they do not distribute any surplus they make to members.

3. **LOCAL CONNECTION**

The nominating body must demonstrate a local connection. Parish councils would be included if they share a boundary with Luton. There are no parish councils in Luton.

Neighbourhood Forums are those that have been designated under section 61f of the Town and Country Planning Act 1990.

For bodies other than parish councils, this includes:

- Its activities are wholly or partly concerned with Luton or a neighbouring authority’s area (authority (Central Bedfordshire or North Hertfordshire)).
- Any surplus it makes is wholly or partly applied for the benefit of Luton or a neighbouring authority’s area (authority (Central Bedfordshire or North Hertfordshire)).

4. **ABOUT THE ASSET PROPOSED FOR NOMINATION**

There are some buildings or land you cannot nominate. They are:

- residential properties (including gardens, outbuildings, associated land)
- licensed caravan sites
- operational land for services known as ‘statutory undertakers’ (e.g. land to deliver services such as railways, roadways, waterways, airports, ports, power, Post Offices)

If the asset is eligible for nomination, please give as much detail as possible, including the name, address and postcode. We would recommend that you include a plan showing the asset. A map taken from the internet will be acceptable. The asset should be outlined in red.

You may be able to get further information from the Land Registry if the asset is registered with them. You can contact them at:

HM Land Registry  
Leigh Court  
Torrington Avenue  
Coventry  
CV4 9XZ

Tel: 0844 892 1111  

[www.landregistry.gov.uk](http://www.landregistry.gov.uk)  

A fee may be chargeable for their services.
5. **REASON FOR NOMINATION**

The land is considered to be of value if:

(a) an actual current use of the building or other land that is not an ancillary use furthers the social wellbeing or social interests of the local community, and

(b) it is realistic to think that there can continue to be non-ancillary use of the building or other land which will further (whether or not in the same way) the social wellbeing or social interests of the local community or

(c) the building or land which has furthered the social wellbeing or social interests of the local community in the recent past, and which it is realistic to consider will do so again during the next five years.

This means that the proposed use must not be incidental to the use of the land or building. The regulations would allow for the land or building to be used for a different function from the one currently used or the one for which it was previously used.

6. **OWNERSHIP OF ASSET**

You should provide as much information as possible about the ownership. This could include a freeholder and leaseholders. The asset may have more than one owner; if so, please supply details of all owners. There is space to identify which part of the asset they own if there is more than one owner.

If necessary, please use additional sheets to provide more information.

7. **CURRENT OCCUPIERS OF ASSET**

You should include as much information as possible about the current lawful occupiers of the asset. If there is more than one occupier, please include details of them all. There is space to identify which part of the asset they occupy if there is more than one occupant.

If necessary, please use additional sheets to provide more information.

8. **ATTACHMENTS**

Tick the appropriate boxes to indicate what documentation you have sent with the application.

9. **DECLARATION**

Please return this form and any attachments to:

Email: righttobid@luton.gov.uk

Post: Community Right to Bid, Chief Executive’s Department, Luton Borough Council, Town Hall, George Street, Luton, LU1 2BQ.