

Community Right to Bid

Guidance notes - completing the nomination form

Please read these notes carefully before completing the nomination form for applying to list an asset of community value.

All nominations must satisfy the requirements of the Localism Act 2011 and the Assets of Community Value (England) Regulations 2012.

Section 1 – Information required about the asset to be nominated

The asset must be a building or land and all or part of the asset must be in the Bolton Council area. Assets that are exempt from listing in the Assets of Community Value are described in [Schedule 1 of the Regulations](#).

Section 2 – About your organisation

In this section the council is asking you to provide evidence that your organisation is eligible to make a Community Right to Bid nomination and that you meet the relevant requirements of the Localism Act and the associated Regulations. Nominations **cannot** be accepted from any other organisations other than those listed.

There is a mandatory requirement for your organisation to be able to demonstrate a local connection, which means:

- Your organisation's activity is wholly or partly connected to Bolton Council's area or a neighbouring authority area;
- Any surplus is applied for the benefit of Bolton Council's area or a neighbouring authority's area.

Section 3 – Supporting information for nomination

A building or land is of community value if, in the council's opinion:

- the use of the land or building currently, or in the recent past, contributes to the social well-being or cultural, recreational or sporting interests of the local community
- this use (as described above) of the building or land will continue to further the social well-being or interests of the local community
- the use of the building or land must not be deemed 'ancillary', i.e. of secondary purpose. This means that the use of the land or building to further social well-being or interests of the community must be its principle use

The regulations list a number of situations where land or buildings are exempted from inclusion on the list or operation of the moratorium.

Section 4 – Boundaries of the asset

Please attach a site plan (if possible) showing the boundaries of the building or land being nominated. This will assist the council in making its assessment.

Section 5 – Attachment checklist

This section reminds the nominator to attach relevant information in support of the nomination.

Section 6 – Declaration

This section requires the person who is authorised on behalf of the nominating group to sign and date the completed nomination form.

Section 7 – Submitting your completed nomination form

This section tells you where to send your completed nomination form.