

Community Right to Bid nomination form

If you need help completing this form, you can visit the [My Community website](#).

Section 1: About the property to be nominated

Please note that the property should not be residential property including outbuildings and associated land, land licensed as a caravan site or operational land for statutory undertakers. Please see the Assets of Community Value (England) Regulations 2012 schedule 1 for more detail on what cannot be listed.

Name of property	
Address of property (including postcode)	
Property owner's name	
Address of property owner (including postcode)	
Phone	
Current occupier's name	

Section 2: About your community organisation

Please note that your organisation should consist of 21 members or more who appear on the electoral role.

Name of organisation	
Title	
First name	
Surname	
Position in organisation	
Email	
Address (including postcode)	
Phone	
Your role in organisation	

Organisation type

Parish council	
Neighbourhood forum	
Industrial and provident society	
Charity	
Unincorporated	
Community interest company	
Company limited by guarantee	

Members

Number of members (this is particularly important for unincorporated community groups)	
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Section 3: Supporting information for nomination

Any information entered in this section only may be copied and passed onto the owner of the property you are nominating. Definition of an asset of community value can be found in the guidance document. It should be a building or other land whose main (i.e. not ancillary) use furthers the social wellbeing or social interests of the local community, has recently done so and may realistically do so in the future.

Why do you feel the property is an asset of community value? Please give as much information as possible	
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Section 4: Boundary of property

What do you consider to be the boundary of the property? Please be as descriptive as possible (if possible, please include a plan).	
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Section 5: Attachment checklist

Make sure you have included:

Copy of group constitution (if you are a constituted group)	
Name and home addresses of 21 members registered to vote in nomination area (if group is not incorporated)	
Site boundary plan (if possible)	

Section 6: Declaration

I can confirm that to the best of my knowledge the information contained in this nomination form is complete and accurate.

Signed	
Date	

Returning this form

Please submit your completed nomination form to: admin.legal@harlow.gov.uk

You can also post your form to:

Legal Services
Harlow Council
Civic Centre
The Water Gardens
Harlow
CM20 1WG

Privacy information

The personal information you provide within this form is required by Harlow Council to comply with its statutory obligations to hold a register of assets of community value and in order to contact you in relation to your application.

Your personal information will only be shared internally within Harlow Council while considering your nomination and will not be shared externally with any third parties, except where we have a legal obligation to do so. Only the information collected in section 3 may be shared with the owner of the property you are nominating.

Although it is not our intention to collect any other personal information or sensitive personal information (e.g. in respect of race or ethnic origin; political opinions; religious or similar beliefs; physical or mental health or condition; sexual history or orientation; trade union membership), you may provide information of this type inadvertently when completing any part of this form. Any sensitive personal information collected will be kept confidential and secure and will not be shared with any third parties unless you specifically ask us to do so.

Where your nomination is successful, we will keep your personal data for as long as the property remains on the assets of community value register. Where your nomination is unsuccessful or the property is removed from the register, your personal information will be securely deleted within 6 months of the decision being made by the council.

For more information on how we collect, use and protect personal information generally, as well as your rights as a data subject please view our [main privacy notice](#) on our website.