

Assets of community value



Completion of the digital application form:

The following pages, 1 to 8 are intended to give the applicant an overview of the digital form you are required to complete for the Borough Council of Newcastle-under-Lyme to consider the possible listing of the proposed 'Asset of Community Value'.

Pages 9 and 10 expand on the information requirements e.g. the relevant information needed to be added and should be reviewed by the applicant to ensure all details are relevant and respond/relate to the guidance notes produced to support the application process.

Applications can must be received by providing the following details and emailing to: simon.sowerby@newcastle-staffs.gov.uk

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Data Processing Statement

Your information will be processed electronically by Newcastle-under-Lyme Borough Council.

We will not disclose your information to another organisation unless it is to help prevent fraud, is necessary by law, or is required to provide the service. Your information will not be sold to anyone, and we will only keep your information as long as necessary.

Further information about how your information is used, how we maintain the security of your information and your rights can be found on the [Council's website](#).

I agree to the Data Processing Statement*Required

Yes

No

Legal Criteria

There are strict legal criteria which must be adhered to when nominating assets of community value and we will not be able to consider your application unless all the information is provided.

If you have any queries about this application form email simon.sowerby@newcastle-staffs.gov.uk

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Organisation Details

Your Title

First Name *Required

Last Name*Required

Email Address*Required

Confirm Email Address*Required

Primary Telephone Number*Required

Your Position in the Organisation

Please attach evidence that you have the authority of the organisation to make this nomination*Required

Guidance - This evidence may be in the form of minutes from a previous formal meeting; scheme of delegation within your governance procedures or a formal letter from the Chief Officer of your organisation.

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About your Organisation

Name of Organisation*Required

Enter the post code and search for the address of your organisation*Required

Postcode:

What is your Organisation type?*Required

Parish Council

Neighbourhood Forum

Unincorporated Group with at least 21 people on the electoral role within Newcastle under Lyme Borough or a neighbouring authority

Charity

Community Interest Company

Company limited by guarantee

Industrial and Provident Society

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Additional Information

Please give your Charity Registration Number/ Company number (if applicable):

Local Connection*Required (*Please describe how your organisation is connected to the local area*)

Additional supporting evidence

Guidance - Where relevant, please provide any additional evidence which demonstrates that your organisation is eligible to nominate assets of community value and the local connection e.g. for meetings, for fund raising events, for local community engagement events etc.

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About the proposed asset

In completing this section, you should provide a description of the land and its boundaries, further details that would support the submission might include *age of asset or building; previous use and purpose; type of construction; timber frame; prefabricated concrete etc.*

Applicants are advised in providing information on the assets boundaries to include where applicable any adjoining parking facilities that are directly linked to the use of the asset.

Name of asset*Required

This should be the name that the asset being nominated is known as / listed on the land registry

Address or location of the asset*Required *(please provide full address and postcode of the asset)*

Description of the asset*Required

Further location details *(please provide information which helps to clarify the exact location and extent of the asset being nominated and a map with boundaries clearly marked in red)*

Applicants should provide boundary drawings in support of the application providing the Council with a clear indication of what areas of land and buildings that are included in the application.
Boundaries uploads*Required

Guidance - Please provide an official copy of the title plan and an official copy of the register of title available from HM Land registry - <https://www.gov.uk/search-property-information-land-registry> . This should clearly demonstrate the boundaries of the asset being nominated.

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Landowner Details

We strongly recommend that you discuss your plans to nominate with the owner before submitting.

The Council is required to inform the landowner, leaseholder and occupants about your bid and must also let them know the outcome of the Council's decision. Therefore, please provide us with as much information as you can about the landowners and occupiers of the land or property you are nominating.

Property tenure*required

- Registered Freehold;
- Registered Leasehold;
- Unregistered;
- Not Known

Applicants are required to provide information of all known parties holding a freehold or leasehold, if not known this information is available from the 'Land Registry'.

Applicants should obtain and provide information relative to the current occupiers of the land / building and if such is leasehold or freehold.

Names of the current occupants *if different to owner or leaseholder:*

Add occupant.

Name:
Occupant:

Guidance - This information can be found from HM Land registry, please note the earlier comment on the recommendation that you discuss your plans to nominate with the owner before submitting.

Only if the HM Land Registry search is unable to provide details of the asset owner, should you add either 'Unregistered' or 'Not Known' and please note that you may be contacted by an officer of the Council in order to understand your search process in trying to obtain the relevant details.

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Land Community Value

Tick all that apply

Is there an actual use of the building or other land that is not an ancillary use which furthers the social wellbeing or social interests of the local community

Is it 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, include uses which further the economic wellbeing or economic interest of the local community

A working definition of 'non-ancillary' is that the usage is not providing necessary support (e.g. cleaning) to the primary activities carried out in the asset, but is itself a primary, additional or complementary use.

The definition of social interests includes:

- cultural interests,
- recreation interests and
- sporting interests.

The definition of Economic Interests - "Economic" has a wide meaning. The meanings ascribed to it in a variety of dictionaries make reference to trade, industry, money, profit and the development of wealth. The term does not just go far beyond shops but extends qualifying use far beyond community assets as that term has been understood until now.

Please explain why*required

Guidance - Please identify the actual use of the building or other land that is not an ancillary use which furthers the social wellbeing, social interests and/or economic interests of the local community and try to evidence such use on the next page.

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Support your Nomination

Please give details explaining why you believe the land or property you are nominating is a community asset

This is your opportunity to clearly state why you are nominating the asset of community value, how it is used by the local community to further the social wellbeing and economic interests in your area, you may wish to include extracts from any recent campaigns or publicity that might be considered by your organisation / group in support of the application.

Guidance - Please clearly describe the type of

- **cultural interests,**
 - *Cultural interests can relate to group engagement with activities, values, and practices that reflect their shared culture, such as arts, music, literature, heritage, and community traditions. These interests might involve personal participation in and appreciation for cultural expressions, which can range from attending a concert or practicing hobbies like cooking and dancing.*
- **recreation interests**
 - *Recreation interests can be specific, enjoyable, and voluntary activities that individuals choose to do during their leisure time to refresh their bodies and minds, improve their well-being, or develop skills. These interests vary widely and can include anything from active pursuits like sports and dancing to sedentary hobbies such as reading, collecting, or playing games.*
- **sporting interests.**
 - *Sporting activities might include internal games such as darts, pool, or even sedentary groups or teams' e.g. cards, dominoes, skittles etc. The public house might sponsor and facilitate meetings for a local football (11 and/or 5 a side), rugby, hockey team etc. supporting the local community.*
- **economic interests.**
 - *A local factory, offices, restaurants, public houses will further the economic wellbeing of the local community by providing employment for local residents and training for local youngsters.*

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Review your supplied details

Page: Data Processing Statement

- **I agree to the Data Processing Statement**

Have you added your response? (Yes / No)

Page: Organisation Details

- **Your Title**

Have you added your title?

- **First Name**

Have you added your first name?

- **Last Name**

Have you added your last name?

- **Email Address**

Have you added your email address?

- **Primary Telephone Number**

Have you added your telephone number?

- **Your Position in the Organisation**

Have you added your position within your organisation?

- **Please attach evidence that you have the authority of the organisation to make this nomination**

Have you added your attachment(s) as to the authority to represent?

Page: About your Organisation

- **Name of Organisation**

Have you added the name of your organisation?

- **Enter the post code and search for the address of your organisation**

Have you added your post code of your organisation and address?

- **What is your Organisation?**

Have you added your organisation type?

Page: Additional Information

- **Please give your Charity Registration Number/ Company number (if applicable)**

Have you added your charity or company registration number?

- **Local Connection**

Have you told us what the local connection is?

- **Additional supporting evidence**

Have you added your supporting evidence?

Page: About the proposed asset

- **Name of asset**

Have you provided the name of the asset to be considered for listing?

- **Address or location of the asset**

Have you provided the address / location of the asset to be listed?

- **Description of the asset**

Have you provided a description of the asset to be listed?

- **Further location details**

Have you provided additional location details?

- **Boundaries uploads**

Have you provided details of boundaries and a copy of the Land Registry (official Copies of both (Register) & (Title Plan)?)

Page: Landowner Details

- **Property tenure**

Have you provided details of the property tenure?

- **Names of the current occupants**

- **Name of the occupant**

Have you provided the name of the occupants of the asset being nominated?

Page: Land Community Value

- **Tick all that apply**

Have you provided details on an actual use of the building or other land that is not an ancillary use which furthers the social wellbeing, social and/or economic interests of the local community, Is it 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, social interests and economic interest to the local community?

- **Please explain why**

Have you given an explanation as to why the land is of community value?

Page: Support your Nomination

- **Please give details explaining why you believe the land or property you are nominating is a community asset**

Have you provided an explanation as to why you believe the land/property is a community asset?

Having reviewed the guidance and information you are providing; if you are happy that the document supplies all relevant information then please submit this completed application form in the first instance to simon.sowerby@newcastle-staffs.gov.uk