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**COMMUNITY RIGHT TO BID**

**REQUEST TO BID FORM**

Please use this form to set out your request to bid for a property on the Register of Assets of Community Value..

The form is split into two sections to enable you to give details about: (1) who you are and; (2) the asset you are interested in bidding for. This information will then be passed onto the asset owner providing it meets the necessary criteria.

**Guidance notes are provided at the end of the form to explain in more detail what is required and we encourage you to read these either before or as you work through this submission**

Please submit your completed form to the following address:

Ian Couper,

Head of Finance, Performance and Asset Management,

 North Herts District Council,

Council Offices,

Letchworth Garden City,

Herts, SG6 3JF

Or alternatively email it to:

 AOCV@north-herts.gov.uk

Please use your tab button if you are completing this form electronically or click each section with the mouse

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|  |

**Section 1 About you**

**Q1 Details of your organisation and who to contact:**

|  |  |  |
| --- | --- | --- |
| Name of organisation : |  |        |
| Address :  |  |       |
|  |  |       |
|  |  |       |
| Postcode : |  |       |
| Registration Number (if you are a charity, Company, CIC or social enterprise): |  |       |

**Q2 Please specify which of the following categories your organisation relates to (tick all that apply):**

Organisation type [ ]  Parish/Town Council [ ]  Industrial & Provident Society

[ ]  Company Limited by Guarantee [ ]  Community Interest Company

[ ]  Charity

**Q3. Please specify your organisations “local connections” to the land. (see guidance notes)**

**Q4 – Who should we contact to discuss this request to bid?**

|  |  |  |
| --- | --- | --- |
| Name : |  |       |
| Address : |  |       |
|  |  |       |
|  |  |       |
| Postcode : |  |       |
| Telephone Number: |  |       |
| Mobile Number: |  |       |
| Email address: |  |       |

**SECTION 2 Q5 – Which asset do you wish to bid for?**

|  |  |  |
| --- | --- | --- |
| Name of property : |  |       |
| Address of property : |  |       |
|  |  |       |
|  |  |       |
| Postcode : |  |       |

**Declaration**

In signing this request to bid my organisation is aware that the owner of the asset is not obliged to accept any bid that we submit. **Please forward a copy of minutes where it shows your community group decision to bid for this asset.**

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| Signed:       |
| Print Name:       |
| Position in Organisation:       |
| Dated:       |

**GUIDANCE NOTES**

These guidance notes are provided to help you complete your Community Right to Bid request to bid form.

The guidance is set out question-by-question for ease of use.

**Section 1 ABOUT YOU**

| **Q1 Your organisation** |
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| Enter the name and address of your organisation in this section. If you are a charitable organisation you must provide your charity number. |

| **Q2 Type of organisation** |
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| In order to be able to submit a bid we must be sure that you or your organisation meets the requirements of the Community Right to Bid.We therefore need you to let us know which of the accepted categories your organisation fits in to – please tick all boxes that apply.* Parish/Town/Community Council if the land falls within the council’s area.
* Industrial & Provident Society (which does not distribute any surplus it makes to its members.
* Company Limited by Guarantee which does not distribute any surplus it makes to its members and has a local connection with the area.
* Community Interest Company (which satisfies the requirements of Part 2 of the Companies [Audit, Investigations and Community Enterprise] Act 2004) and has a local connection with the area.
* Charity which has local connection with the area.
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| **Q3 Please specify your organisation’s “local connection” to the land** |
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| A body other than a parish Council is said to have a local connection with land if the body’s activities are wholly or partly concerned:1. With NHDC’s area, or
2. With a neighbouring authority’s area

Or any surplus/profit the body makes is wholly or partly applied:1. For the benefit of NHDC’s area, or
2. For the benefit of a neighbouring authority’s area.
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| **Q4 Who to contact about the request to bid** |
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| Line 1: Please provide the name of the person who is authorised to submit and discuss the request to bid form and if successful is able to discuss the bid itself.Line 2: Please provide the address for any correspondence relating to the submission to be sent. This only needs to be completed if the address is different from the one entered in Q1.Line 3: Please provide the telephone number of the person quoted in line 1.Line 4: Please provide the mobile number for the person quoted in line 1. |

| **Q5** **About the asset you want to bid for – Details of the asset** |
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| Please provide us with details of the asset which you would like to bid for. It is important that you are as clear as possible as to which asset you are expressing an interest in.It is particularly important that this question is completed as correctly and accurately as possible as this could delay or invalidate your bid. |