



**1.4 Type of nominating group**  
**(You do not need to provide information where the boxes are greyed out)**

Description	What type of group is nominating an asset? Put a cross against all those that apply	Registration number of charity and/or company (if applicable)	If your organisation has a constitution, please put a cross in the descriptions below that apply. Please also attach a copy of the constitution with this nomination form. If your organisation does not have a constitution, leave this column blank.	Please attach the names and addresses of at least 21 members who are registered to vote in the City of Chelmsford or a neighbouring authority's area (for advice please contact: 01245 606449)
Neighbourhood forum				
Parish Council				
Charity				
Community interest company				
Unincorporated body				
Company limited by guarantee				
Industrial and provident society				

**1.5 Purpose of the nominating group and what its main activities/ objectives are**

**1.6 Evidence of any relevant financial information supporting the status and financial arrangements of the nominating group**

**1.7 Evidence of authorisation and agreement from nominating group (e.g. minutes, resolution, statement of intent)**

**1.8 Evidence that the nominating group is eligible to make a nomination and proof of its 'local connection' under the Assets of Community Value (England) Regulations 2012. Please provide all relevant supporting documentation**

**Section 2**

**Nominated Asset Details**

**2.1 Name, address and postcode of nominated asset**

**2.2 A description of the nominated asset and extent of the boundaries you wish beincluded in your nomination. Please annex to this form scaled plans to identify the extent of the asset. If you are submitting your form electronically, please include an electronic copy of the plan**

**2.3 Current or last known use of the asset together with any supporting evidence**

**Section 3**

**Ownership and Occupiers of the Nominated Asset**

**3.1 Name and address of freeholders (s)**

**3.2 Name and address of leaseholder(s) if relevant**

**3.3 Name of current occupier(s) if relevant / different from the leaseholder / freeholder**

**Section 4**

**Evidence of Community Value (Please continue on a separate sheet if necessary)**

**4.1 Reasons for nominating this asset together with supporting evidence**

**4.2 Please provide all evidence of existing local community use or if applicable, all evidence of recent past local community use. Please include the extent of any such local community use**

**4.3 Please provide evidence of either (a) that the use of the asset for the local community is continuing, or if the asset was used in the recent past for the local community but is not currently used then (b) it is realistic to think that there will be a use for the local community in the next 5 years**

**4.4 Please describe the use that you would propose for the asset and its relevance / importance to the local community**

**Section 5**

**Declaration and signature**

I confirm that

- I understand that it is the responsibility of the nominating body to ensure that this nomination form has been fully completed and all necessary documentation and evidence in support is attached.
- I understand that additional evidence will not be accepted by the Council after this nomination has been submitted and
- The information is accurate and should enable the Council to consider the nomination in accordance with the Localism Act 2011 and the Assets of Community Value (England) Regulations 2012.

**5.1 Signature**

**5.2 Print Name**

**5.3 Position within nominating group**

**5.4 Date of submission**

Tick here if submitted electronically

Completed forms must be sent via email to: [property.enquiries@chelmsford.gov.uk](mailto:property.enquiries@chelmsford.gov.uk) or by post to Chelmsford City Council, Financial Services, Corporate Property Team, Civic Centre Chelmsford Essex CM1 1JE