



LONDON BOROUGH OF ISLINGTON

Assets of Community Value - Guidance Notes for Completing the Nomination Form

Please be aware that these notes are for guidance purposes only and should not be taken as necessarily fulfilling all the requirements for a nomination. You are strongly advised to seek professional guidance to ensure your application meets the relevant criteria.

1. Contact Details

You are asked to provide information about you as the contact person representing the applicant organisation. We will use this information to contact you directly with regards to your nomination and to give our decision on whether your nomination is accepted or rejected.

2. Your Organisation

We are required to understand how your organisation is set up to see if your organisation is eligible to nominate the asset.

(a). Local Connection

It is important for you to provide detailed information that your organisation has a local connection to Islington. This will include evidence of your organisation's status in line with having a local connection for the benefit of the Borough.

(b). Only voluntary and community organisations with a local connection, in addition to parish councils in England (and community councils in Wales) will have the right to make community nominations of assets to be included on the list.

(a) A 'local voluntary and community body' is defined as a body, other than a public or local authority, which may be incorporated or unincorporated, must not be run primarily for profit, and must have a primary purpose concerned with the local authority area, or the neighbourhood in which the asset is situated where this is in more than one authority's area;

(b) A parish council;

(c) An unincorporated body (PLEASE COMPLETE THE SEPARATE UNINCORPORATED BODY NOMINATION FORM):

(i) Whose members include at least 21 individuals, and



- (ii) Which does not distribute any surplus (profit) it makes to its members;
- (d) A charity;
- (e) A company limited by guarantee which does not distribute any surplus (profit) it makes to its members;
- (f) An industrial and provident society which does not distribute any surplus (profit) it makes to its members; or
- (g) A community interest company.

3. The Asset

Please provide any information that helps to clarify the exact location and extent of the asset being nominated.

- Where the land is registered, Land Registry title information with written documents and boundary plans will assist although not essential to supply.
- A written description explaining the approximate size and location of any building(s) on the land and whether the asset being nominated forms all or part of the building and / or land.
- You should only nominate that part of an asset to which the community value relates. For example, upper parts above a public house used for residential purposes and not connected with the pub cannot be part of the nomination.
- Please ensure the use is not ancillary to the principle use of the asset. In particular where an asset has other uses within the same block or property it is important to provide details to demonstrate which parts are self-contained.
- Please ensure the asset does not fall within one of the exemptions e.g. residential premises and land held with them.

4. The Use of the Asset

A building or other land can be considered an asset of community value if:

- Its actual current use furthers the social wellbeing and interests of the local community and it is realistic to think that there will continue to be a use fulfilling these criteria.



- The asset has been in community use in the recent past which furthered the social wellbeing and interests of the local community and it is realistic to think that there will be community use within the next 5 years.
- You will need to provide sufficient evidence of this with reasoning. For example, it is not sufficient to only say the asset is an occasional meeting place by some local residents.

5. The Owner(s) and Occupier(s) of the Asset

Please provide the names and addresses where known. We are required to notify those who have a relevant interest in the asset of the nomination.

Unincorporated Body Nomination Form

This is required where you are an unincorporated body. For the application to be valid it is important to note:

- At least 21 local people on the electoral roll have to be signatories.
- The name and full postal address given has to match the information on the electoral roll.
- Local means appearing on the electoral roll within Islington or the neighbouring boroughs of Camden, Hackney, Haringey and the City of London.
- Please ensure all names and addresses are clearly legible as otherwise this will delay checking the validity of your nomination and / or mean it will be invalid.

For more information about how Islington Council considers nominations for assets of community value, please visit the page below:

<http://www.islington.gov.uk/about-the-council/have-your-say/assets-of-community-value>

If you have a question about any part of this form please email us at:

community.assets@islington.gov.uk