

Document Control	
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Name of reviewer	Kirstin Donaldson
Consultation	Communities Team
Approved by	Gemma Barron



Community Right to Bid for Assets of Community Value

Intention to Bid Form

This form enables eligible groups to submit an intention to bid upon an asset listed on the **South Cambridgeshire District Council List of Assets of Community Value** under the Localism Act 2011. The list is published on the Council's website.

Intentions to bid must be submitted within six weeks of the owner's notification of their intention to sell – dates are shown on the above list.

Under the Localism Act 2011, only the following organisations are eligible to submit an intention to bid:

- (a) A charity
- (b) A community interest company
- (c) A company limited by guarantee that is non profit distributing
- (d) An industrial and provident society/community benefit society
- (e) A town or parish council

Please submit your completed form to:

Resource Officer – Communities
Health and Environmental Services
South Cambridgeshire District Council
Cambourne Business Park
Cambourne
Cambridgeshire
CB23 6EA
Email: Duty.Communities@scambs.gov.uk

Part A - About the group submitting the intention to bid

A1. Organisation's name and address

Name of organisation

Address including post code

A2. Contact details

Name

Position in organisation

Address including postcode

Daytime telephone number

Email address

A3. Type of organisation

Description	Please tick all that apply	Registration number
Parish council		
Charity		
Company limited by guarantee which does not distribute any surplus it makes to its members		
Industrial and provident society/community benefit society which does not distribute any surplus it makes to its members		
Community interest company		

A4. Local Connection

For groups other than town and parish councils, please confirm and provide evidence (see A6) that the group is wholly or partly concerned with the area covered by South Cambridgeshire District Council or a neighbouring local authority area

A5. Distribution of surplus funds

For groups other than town and parish councils, please confirm and provide evidence (see A6) that any surplus made by the group is wholly or partly applied for the benefit of the area covered by South Cambridgeshire District Council or a neighbouring local authority area

A6. Your organisation

Please provide a copy of the following as relevant to your organisation	Please tick documents provided
Memorandum of Association	
Articles of Association	
Companies House return and current Directors/Members	
Trust Deed	
Constitution / Terms of reference	
Standing Orders	
Registration Form and Interest Statement for Community Interest Company	

Part B - About the asset your organisation intends to bid upon

B1. Name and address of asset being nominated

Name

Address including post code

By signing your name here (if submitting by post) or typing it (if submitting electronically) you are confirming:

- **that the contents of this form are correct, to the best of your knowledge and**
- **you are giving South Cambridgeshire District Council permission to pass your details to the owner of the asset to which this intention to bid relates.**

Name

Signature

Date

Data Protection Statement

We will process the information provided in accordance with the Data Protection Act for the purposes of administering the Community Right to Challenge procedure.

Personal contact details you have provided in this form will be made available to the owner of the asset to which this intention to bid relates in order that they may contact you. The information provided will be stored securely by South Cambridgeshire District Council and will be destroyed after 6 years following the expiry of the extended moratorium period. The information provided will be subject to the Freedom of Information Act, but personal information (names and contact details) will not be released in responses to Freedom of Information requests.