

Community Right to Bid Checklist

Please note that if your application does not pass stages 1 – 6 in this checklist, your nomination will automatically be rejected and we will not process it any further. We will write to you to explain why your nomination was rejected.

1. Is it clear from the nomination form where the boundaries of the property are? Is the address clear?
If yes to both → progress to 2
If no → reject nomination

2. Is the land exempt from listing? (please see list of exemptions in the [Schedule 1 of the Regulations](#))
If yes → reject nomination
If no → progress to 3

3. Is it clear from the nomination form who the freeholder, leaseholder, and any lawful occupants are?

If yes → progress to 5
If no → progress to 4

4. Is it clear that the nominating body are unable to obtain this information (information on the freehold and leasehold can be obtained from the [Land Registry](#) for a small fee if unknown)?

If yes → progress to 5
If no → reject nomination

5. Is the nominating group a qualifying voluntary or community body?
If yes → progress to 6
If no → reject nomination

Please use the table below to assess the eligibility of the nominating body

Nominating Body	Criteria	Evidence required
Neighbourhood forum	Properly designated pursuant to section 61F of the Town and Country Planning Act 1990 http://www.legislation.gov.uk/ukpga/2011/20/schedule/9/enacted	Evidence of designation from local planning authority
A parish council or community council	For the area where the property is situated	Link to website

<p>An unincorporated body</p>	<p>Whose members include at least 21 individuals , at least 21 of whom appear on the electoral roll for either Barnet or a neighbouring local authority</p> <p>Does not distribute surplus to members</p>	<p>List of at least 21 members (who must provide a signature with the list) and addresses – this will be checked by the Electoral Services Team</p> <p>Either: copy of a Constitution/Articles of Association/Memorandum that states surplus is not distributed to members + most recent accounts OR if this is not stated in the Constitution/Articles of Association/Memorandum, at least the past three years of accounts.</p>
<p>A charity</p>	<p>A non-exempt charity must be registered with the Charities Commission. Exempt charities need not be published on the Charities Commission website.</p>	<p>Registered charity number or (in the case of exempt charities) confirmation from the Charities Commission that it is a recognised charity.</p>
<p>A company limited by guarantee</p>	<p>Does not distribute surplus it makes to members</p>	<p>Copy of Constitution, memorandum and articles and most recent accounts. If non-profit distributing is not specified in Constitution then at least the past three years of accounts.</p> <p>Limited company number.</p>

Co-operative or community benefit societies	Does not distribute surplus it makes to members	Copy of Constitution, memorandum and articles and most recent accounts. If non-profit distributing is not specified in the Constitution/Articles of Association/Memorandum then at least the past three years of accounts. Society registration number.
A community interest company	Satisfies the requirements of part 2 of the Companies (Audit, Investigations and Community Enterprise) Act 2004, s26, 35, 36A and any other relevant requirements. http://www.legislation.gov.uk/ukpga/2004/27/part/2	Limited company number.

6. Does the nominating body have a local connection?

If yes → progress to 7

If no → reject application

Please use the table below when to assess whether the nominating body has a local connection

Nominating Body	Local Connection Criteria	Evidence required
Neighbourhood forum	Activities are wholly or partly concerned with Barnet or a neighbouring authority's local area.	Evidence is required to support lists of activities and could include minutes of meetings, accounts, newsletters, adverts, newspaper or other published reports, brochures, constitution/terms of reference/memorandum or articles of association,

		<p>links to web pages or social media.</p> <p>The more evidence that is provided, the stronger the application.</p>
A parish council	<p>In respect of land that is in the parish council's area</p> <p>Has a local connection with land in another parish council's area if any part of the boundary of the first council's area is also part of the boundary of the other council's area</p> <p>Has a local connection with land that is in a local authority's area but not in the parish council's area if the parish council's area is the local authority's area or any part of the boundary of the parish council's area is also part of the boundary of the local authority's area.</p>	<p>Proof that the asset is in the parish council's area, in another parish council's area that shares a boundary, or in a local authority's area that shares a boundary with the parish council (and the asset is not in any parish council's area) – for example, a map showing the parish council's area.</p>
An unincorporated body	<p>Activities are wholly or partly concerned with Barnet or a neighbouring authority's local area.</p> <p>Any surplus is applied wholly or partly for the benefit of Barnet or a neighbouring authority's area</p>	<p>Evidence is required to support lists of activities and could include minutes of meetings, accounts, newsletters, adverts, newspaper or other published reports, brochures, constitution/terms of reference/memorandum or articles of association, links to web pages or social media.</p> <p>The more evidence that is provided, the stronger the application.</p> <p>At least three years of accounts to show what surplus is spent on. If it is not clear from the accounts whether the surplus was applied wholly or partly for the benefit of the local area, this needs to be described in the application. Information</p>

		<p>regarding any standing orders that are applied for the benefit of the local area will also act as evidence.</p>
A charity	<p>Activities are wholly or partly concerned with Barnet or a neighbouring authority's local area.</p>	<p>Evidence is required to support lists of activities and could include minutes of meetings, accounts, newsletters, adverts, newspaper or other published reports, brochures, constitution/terms of reference/memorandum or articles of association, links to web pages or social media.</p> <p>The more evidence that is provided, the stronger the application.</p>
A company limited by guarantee	<p>Activities are wholly or partly concerned with Barnet or a neighbouring authority's local area.</p> <p>Any surplus is applied wholly or partly for the benefit of Barnet or a neighbouring authority's area</p>	<p>Evidence is required to support lists of activities and could include minutes of meetings, accounts, newsletters, adverts, newspaper or other published reports, brochures, constitution/terms of reference/memorandum or articles of association, links to web pages or social media.</p> <p>The more evidence that is provided, the stronger the application.</p> <p>At least three years of accounts to show what surplus is spent on. If it is not clear from the accounts whether the surplus was applied wholly or partly for the benefit of the local area,</p>

		<p>this needs to be described in the application. Information regarding any standing orders that are applied for the benefit of the local area will also act as evidence.</p>
<p>Co-operative or community benefit societies</p>	<p>Activities are wholly or partly concerned with Barnet or a neighbouring authority's local area.</p> <p>Any surplus is applied wholly or partly for the benefit of Barnet or a neighbouring authority's area</p>	<p>Evidence is required to support lists of activities and could include minutes of meetings, accounts, newsletters, adverts, newspaper or other published reports, brochures, constitution/terms of reference/memorandum or articles of association, links to web pages or social media.</p> <p>The more evidence that is provided, the stronger the application.</p> <p>At least three years of accounts to show what surplus is spent on. If it is not clear from the accounts whether the surplus was applied wholly or partly for the benefit of the local area, this needs to be described in the application. Information regarding any standing orders that are applied for the benefit of the local area will also act as evidence.</p>
<p>A community interest company</p>	<p>Activities are wholly or partly concerned with Barnet or a neighbouring authority's local area.</p>	<p>Evidence is required to support lists of activities and could include minutes of meetings, accounts, newsletters, adverts, newspaper or other published reports,</p>

		<p>brochures, constitution/terms of reference/memorandum or articles of association, interest statement, links to web pages or social media.</p> <p>The more evidence that is provided, the stronger the application.</p>
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7. Does the nomination include the nominator’s reasons for thinking that the London Borough of Barnet should conclude that the property is of community value?
 If yes → progress to the next stage.
 If no → reject nomination.

APPLICATION CAN NOW BE CONSIDERED

At this stage, we have confirmed that your nomination form is complete and that your nominating body is eligible to make the nomination.

8. Does the main (non-ancillary) use of the asset currently further the social interests or social wellbeing of the local community, or was there a time in the recent past where the main use of the asset furthered the social interests or social wellbeing of the local community?

*Social interests cover sporting, recreational, and cultural interests.
 Please note that anecdotal evidence alone is not enough to determine whether this is the case, supporting evidence must be submitted. We need to see what the activities are, how they are considered the main use rather than an ancillary use, and how these activities benefit the local community rather than the general public or a specific group of people.
 Evidence may include posters, leaflets, brochures, press releases, web pages or social media, written statements of support from the local community.*

If yes → progress to 9
 If no → circulate to Legal Team for second opinion; if still no, application is unsuccessful.

9. Is it realistic to think that the main (non-ancillary) asset can continue to further the social wellbeing and social interests of the local community (whether in the same way as before or not), or if not currently in such use, is it realistic to think that the asset can have a main use that will further the social wellbeing or social interests of the local community in the next five years?

Applications must explain why the nominating body believes this to be realistic, for example,

continued demand, the asset fills a gap in the market. Evidence here can be anecdotal or documents can be uploaded if they support the case. If anecdotal evidence is being used it must be robust – how do we know demand is high? What other facilities are there in the area, and how are they not filling this gap in the market?

If yes → progress to 10

If no → circulate to Legal Team for second opinion; if still no, application is unsuccessful.

10. Considering any input from the following service areas – Legal, Estates, Finance, Planning, Growth and Development – or the landowner, is there any reason to believe that the asset should not be listed?

The question to be decided is whether the property meets the criteria in section 88 of the Localism Act 2010, which are summarised above at 8 and 9. Input from service areas is relevant only to the extent it bears on that.

If yes → application is unsuccessful

If no → asset is listed.