

**Community Right to Bid
Expression of Interest Form**



Please use this form to set out your expression of interest (EOI) 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: (a) who you are and (b) the asset you are interested in bidding for. This information will then be passed onto the asset owner providing it meets the necessary criteria.

Please submit your completed EOI to the following address:

**Assets of Community Value
Democratic Services
Stafford Borough Council
Civic Centre
Riverside
Stafford ST16 3AQ**

or alternatively email it to:

democraticservices@staffordbc.gov.uk

Section 1 - About You

Q1 Name and address of your organisation	
Organisation name:	
Address and postcode:	
Registration number (if you are a charity or social enterprise)	

Q2 Please specify which of the following categories your organisation relates to (tick <u>all</u> that apply)	
Category	Tick ✓
Parish/Town Council	
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	
Community Interest Company which satisfies the requirements of Part 2 of the Companies (Audit, Investigations and Community Enterprise) Act 2004	
Charity	

Q3 Who should we contact to discuss this EOI?	
Name:	
Address and postcode: (if different from Q1)	
Telephone number	
Mobile number	
Email address	

Section 2 - About The Property To Be Bid For

Q4 Which asset do you wish to bid for?	
Name of property:	
Address and postcode:	

In signing this expression of interest my organisation is aware that the owner of the asset is not obliged to accept any bid that we submit.

Any contact details provided on this form may be passed to the owner in order that they may contact you directly to discuss your expression of interest.

Signed:

Print Name:

Position in Organisation:

Date:

FOR OFFICE USE ONLY	
Date received	
Processed by:	

Guidance Notes

These guidance notes are provided to help you complete your Community Right to Bid 'Expression of Interest' (EOI) form.

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

Section 1 - About You

Q1 You or your organisation

Enter the name and address of your organisation in this section. If your organisation has a regional or national address, please provide details of the address where the challenge will be dealt with.

If you are a charitable organisation you must provide your charity number.

Q2 Type of organisation

In order to be able to submit an expression of interest 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 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 a local connection with the area

Q3 Who to contact about the EOI

Line 1: Please provide the name of the person who is authorised to submit and discuss the EOI form and if successful is able to discuss the expression itself

Line 2: Please provide the address for any correspondence relating to the submission to be sent. This only need 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 phone number for the person quoted in line 1.

Line 5: Please provide the e-mail address of the person quoted in Line 1.

Section 2 - About The Asset You Want To Bid For

Q4 Details of the asset

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 expression.