

GUIDANCE NOTE 1: ASSETS OF COMMUNITY VALUE: PROCEDURE FOR NOMINATION AND DECISION

Community nominations can be received at any time from voluntary or community bodies.

Nominations can be sent by post to:

Planning Policy, 6th Floor, River Park House, Wood Green High Road, London N22 8HQ

Or by email to: ldf@haringey.gov.uk

Nominations will be acknowledged within 3-5 working days, setting out the process and anticipated timescales for decision. All nominations will be considered by an assessment panel.

A decision to accept or reject a nomination must be made within eight weeks of receiving the completed submission.

Following receipt of a completed nomination, officers must give the information that it is considering listing the land to:

- the owner (Section 107 of the Localism Acts sets out the definition of owner)
- any holder of the freehold or leasehold estate, and
- any lawful occupier of the land

To inform the panel, assessment criteria have been developed detailing all of the areas in which a nomination must be compliant in order to be accepted. The Assessment criteria can be found on the Assets of Community Value page online in the Guidance Notes section.

Prior to convening a panel officers should consider whether the nomination meets the basic criteria i.e. is the nominated asset exempt from the Act, or is the group eligible to make a nomination? This may lead to a request for further information from the Council to the nominating group.

An assessment panel will be convened to assess community nominations against the criteria and to make a decision. Membership of this panel shall be:

- Assistant Director for Planning, or nominated officer (Chair)
- Assistant Director of Corporate Governance, or nominated officer
- Head of Policy and Business Management, or nominated officer

If a decision is made to list the land or building as an asset of community value the council will give written notice of inclusion on the register to:

- the owner
- any occupier who is not the owner
- where they are not the owner, any holder of the freehold or leasehold estate

- the person who made the nomination

Alternative reasonable steps to give notification of the listing will be made where the above is not possible.

Notice of listing will provide information regarding:

- the consequences of the land or building being listed
- the right to request a review of the decision

Listing will also be recorded on the Local Land Charges Register.

Where a nomination is rejected the Council must provide the group nominating the asset with written reasons for its decision.

A list of all listed assets of community value, and all rejected nominations, will be maintained on the Council's website. Both lists will also be made available for free public inspection; this will be done as per normal procedures for making planning documents available for public inspection.

Listed assets will be removed from the list after 5 years. It is for the council to decide how long unsuccessful nominations should be maintained on the list. Reasons for unsuccessful nominations will be included on the public register.

Assets of community value will be removed from the list if:

- The asset is sold legitimately
- Following a successful appeal against listing
- If the council considers that the land or building is no longer of community value

Following removal of an asset from the list, the council must give notice to:

- the owner
- any occupier who is not the owner
- the person who made the nomination

The council will take alternative reasonable steps to give notifications, where the above is not possible