

## APPENDIX A: HOW THE COMMUNITY RIGHT TO BID WORKS

### Step 1: Identify an asset

Your community group decides which asset it's interesting in buying. This could be something that you've heard is going to be sold or closed down but that you want to keep running.

Even at this early stage, think about what you want the asset for and what you want to achieve with it in the future.

The more people in your community you can involve, the better. Getting the support of key local partners like your MP, councillors, council officers, other voluntary and community groups and journalists will help your bid.

### Step 2: Get your group ready to make a bid

Decide how best to [structure your group](#) for the project.

For example, should you set up as a company limited by guarantee or community interest company?

If you're not an established community group, you'd need to make sure you have at least 21 members on the local electoral register.

You should also do things like:

- make sure your group has the right skills and training
- make sure your group has the right management structure
- plan how you would develop the asset once you take it over
- plan how you would run the asset in the long-term
- secure finance
- appoint relevant professionals like surveyors, architects, builders, lawyers or accountants

### Step 3: Ask your local authority to 'list' the asset

Your group submits a short nomination to the [local authority that deals with planning](#). In many cases, this will be your local district or borough council.

Your nomination should explain:

- what the asset is
- why the asset boosts the social well-being of your community
- details about your group

Your local authority can tell you how much detail you should provide.

The authority then considers your request and decides whether to put the asset on a list of local 'assets of community value'.

If it decides **not** to list it, it should say why.

If the asset is listed and the owner disagrees, the owner could ask the authority to review its decision. If the authority sticks to its decision to list it, the owner could then appeal to a tribunal.

#### **Step 4: If the owner decides to sell**

If the owner decides to sell the asset and it's been listed by the local authority, the authority will tell you that it's come up for sale.

There are some exceptions to this. Your local authority will be able to give you more advice.

#### **Step 5: Decide if you want to bid**

Once you've been told the asset is being sold, incorporated groups have 6 weeks to tell the local authority they want to bid for it.

This is called making an 'expression of interest'.

#### **Step 6: Prepare and submit your bid**

From the date the local authority tells you the asset is being sold, you have 6 months to prepare and submit your bid to buy it.

Your bid should include a detailed description of:

- why your group is best placed to take over the asset
- how you would finance the purchase
- how you would run the asset

#### **Step 7: The owner considers the bids**

Once the 6 months are up, the owner then looks at all the bids and decides who to sell the asset to.

#### **Step 8: If successful, you take over ownership**

If the owner decides to sell it to you, your group then goes through the process of buying the asset from the current owner.

The asset would then be yours to manage and run.