

Your ref:  
Our ref:  
Please ask for:  
Direct dial:  
E-mail:

**Debbie Gates**  
Executive Director

**Central and Community Services**

[Address]

[date]

Dear Sir/Madam

**ASSETS OF COMMUNITY VALUE – NOMINATION OF ASSET**

The community right to nominate provisions in the Localism Act 2011 entitle community groups to nominate public or private land of community value to be included by the Council on a List of Assets of Community Value maintained by it. The Council has a duty to bring all nominations to the attention of the owner of the nominated land.

This is written notification that the Council has received a nomination from [insert nominator] to list the following land:

**Asset Name:**

**Address:**

This asset has been given the following reference number [ ] which will be used in all written or verbal communications. The Council having received the nomination will:

- Notify all other parties (as determined by the Council) of this nomination.
- Undertake an appraisal of the nomination using the process as laid down in its List of Assets of Community Value Procedure Guide. (A copy of which can be viewed at the Council's website).
- Will make its decision on this nomination within eight weeks and provide you with its written verdict no later than nine weeks from the date of this letter.

The date by which the Council will determine the nomination is [insert date].

If you require any clarification on the procedure or Localism Act 2011, please refer to the Council's Procedure Guide or contact the Council using the details shown above.

Yours faithfully

King's Court, Chapel Street, King's Lynn, Norfolk PE30 1EX  
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Chief Executive – Ray Harding