

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**

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

**Asset Name:**

**Address:**

In accordance with Regulation 6 (Assets of Community Value (England) Regulations 2012) the nomination must include the following information:-

- (a) a description of the nominated land including its proposed boundaries; .
- (b) a statement of all the information which the nominator has with regard to— .
  - (i) the names of current occupants of the land, and
  - (ii) the names and current or last-known addresses of all those holding a freehold or leasehold estate in the land;
- (c) the nominator's reasons for thinking that the responsible authority should conclude that the land is of community value; and
- (d) evidence that the nominator is eligible to make a community nomination.

In relation to your application we therefore require further information in order to proceed.

[insert information you require to proceed]

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

Failure to provide the above information within 14 days from the date of this letter will result in the Council rejecting the nomination as invalid with no further communication.

King's Court, Chapel Street, King's Lynn, Norfolk PE30 1EX  
Tel: (01553) 616200; fax: (01553) 691663  
DX 57825 KING'S LYNN

Chief Executive – Ray Harding

Yours faithfully

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*Chief Executive* – **Ray Harding**