

Nominating an Asset of Community Value in Lewisham

Application Guidance and Frequently Asked Questions

The Asset of Community Value Nomination Form can be completed online at <https://lewisham.gov.uk/mayorandcouncil/community-support/community-assets/nominating-community-assets>

If you are unable to complete the form online, you may request a Word version of the form by contacting community.assets@lewisham.gov.uk

How to Complete the Form

Below is additional guidance for each section of the form:

Section 1: About You

Provide the contact details of the person completing the form. This person will be the main point of contact for any queries.

Section 2: About Your Organisation

- Tick the box that best describes your organisation.
- If you are an unincorporated group, upload or attach a list of at least 21 members of your organisation who are registered to vote in Lewisham along with their addresses (this is one of the eligibility criteria for nominating Assets of Community Value if you are unincorporated).
- Provide documents that show your organisation's status (e.g. constitution, registration certificate).
- Explain how your organisation is connected to Lewisham — for example, where you are based or who you serve.

Section 3: About the Asset

- Clearly describe the asset and its boundaries. Be specific — include any land or features that are part of the asset (e.g. gardens, car parks).
- Attach a map or sketch plan with boundaries marked in red. Land Registry documents are helpful but not essential.
- Include photographs if available.

Section 4: Ownership and Occupation

- Provide the names and addresses of the freehold and leasehold owners, and any current occupiers or licensees, if known.
- If you've obtained Land Registry information, please attach it.

Section 5: Reasons for Nomination

This is the most important section. You must explain why the asset is of community value. Address the following:

- How is the asset currently used by the community?
- If not currently in use, how was it used in the recent past?
- Is it realistic to think the asset could be used in the next five years to benefit the community?
- What specific benefits does the asset provide? Tick all that apply and give examples.

You should also provide supporting evidence. This could include:

- Letters of support from local residents or community groups
- Testimonials or case studies
- Photographs of events or activities
- Usage statistics or attendance records
- Media coverage or social media posts
- Business plans or proposals for future use
- Archival documents showing historical or cultural significance

The stronger your evidence, the better the chance of a successful nomination.

Section 6: Declaration

Confirm that the information you've provided is accurate. If submitting online, typing your name is sufficient.

What Happens Next?

Once you submit your nomination:

1. We will acknowledge receipt of your application.
2. We will assess whether your organisation is eligible to nominate.
3. We will check that the asset meets the legal definition of community value.
4. We will notify the asset owner and any occupiers that a nomination has been made.
5. A decision will be made within 8 weeks of receiving a valid nomination with all the requested documentation.
6. If successful, the asset will be added to the List of Assets of Community Value for five years. All Assets will be listed on the council website with the date they received the ACV designation. The date at which designation expires will also appear on the published list.
7. Either in advance of, or once the designation has expired, the asset can be re-nominated for a further 5 years following the same process.
8. If the ACV nomination is unsuccessful, we will explain the reasons and add the asset to a list of unsuccessful nominations.

9. If the owner decides to sell the asset during this time, a 6-week interim moratorium period will begin to allow community to express an interest to the Council in writing to . If your group expresses interest in bidding, a full 6-month moratorium will apply to allow time to prepare a bid.

For more information about the Localism Act 2011 and Assets of Community Value visit the government legislation website:

[Localism Act 2011](#)

[Assets of Community Value Statutory Regulations](#)

Need Help?

If you have any questions or need support completing the form, please contact
communityassets@lewisham.gov.uk