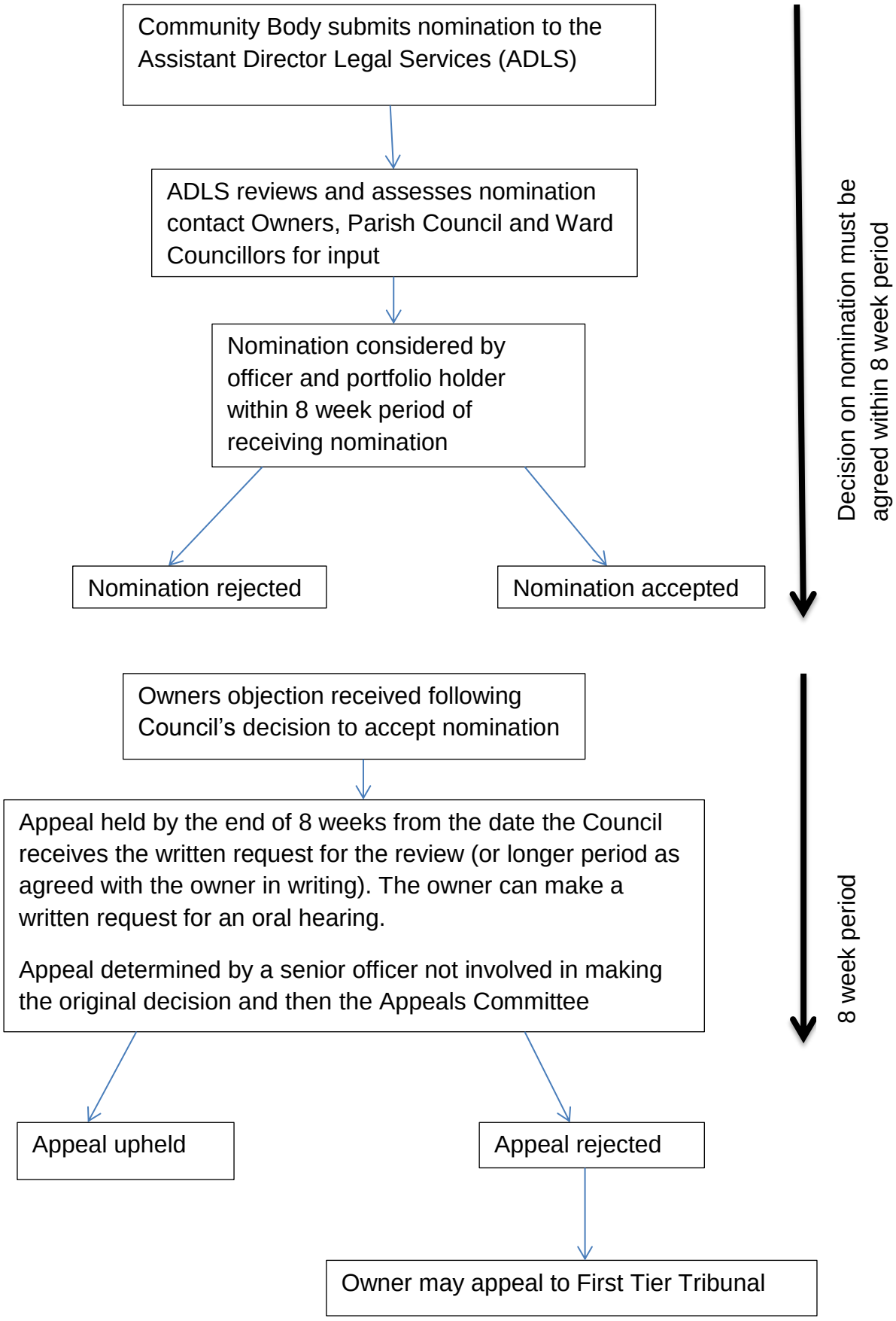
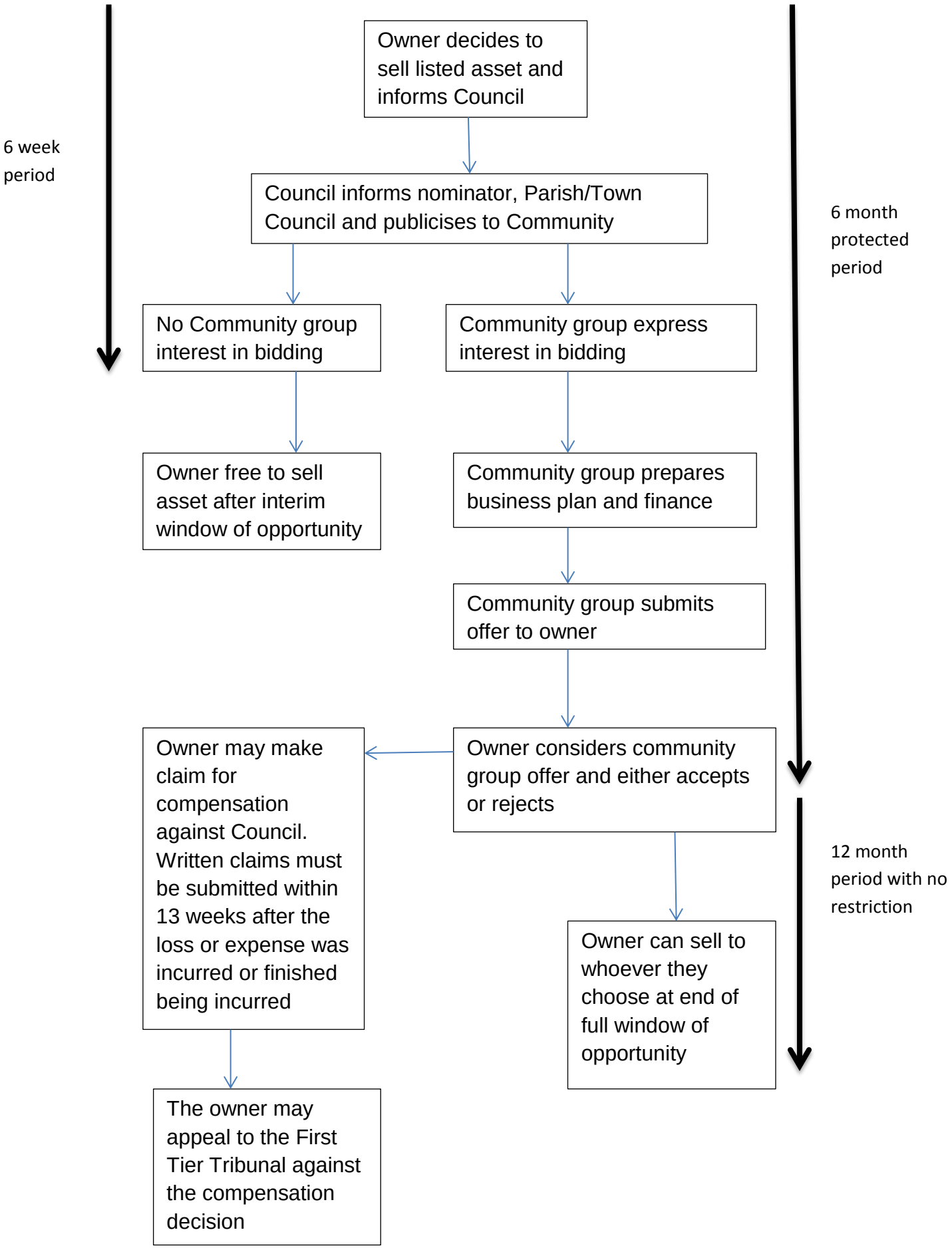

Community Body submits nomination to the Assistant Director Legal Services (ADLS)
ADLS reviews and assesses nomination contact Owners, Parish Council and Ward Councillors for input
Nomination considered by officer and portfolio holder within 8 week period of receiving nomination
Nomination rejected
Nomination accepted
Decision on nomination must be agreed within 8 week period
Owners objection received following Council's decision to accept nomination
Appeal held by the end of 8 weeks from the date the Council receives the written request for the review (or longer period as agreed with the owner in writing). The owner can make a written request for an oral hearing.
Appeal determined by a senior officer not involved in making the original decision and then the Appeals Committee
Appeal upheld
Appeal rejected
Owner may appeal to First Tier Tribunal
8 week period


6 week period
Owner decides to sell listed asset and informs Council
Council informs nominator, Parish/Town Council and publicises to Community
6 month protected period
No Community group interest in bidding
Community group express interest in bidding
Owner free to sell asset after interim window of opportunity
Community group prepares business plan and finance
Community group submits offer to owner
Owner may make claim for compensation against Council. Written claims must be submitted within 13 weeks after the loss or expense was incurred or finished being incurred
Owner considers community group offer and either accepts or rejects
12 month period with no restriction
Owner can sell to whoever they choose at end of full window of opportunity
The owner may appeal to the First Tier Tribunal against the compensation decision