



Asset Transfer Request Expression of Interest Form

Argyll and Bute Council is committed to community asset transfer where that will bring benefits to communities and contribute towards achieving our aims and objectives, or significant, wider community benefit that would be likely to promote or improve the following as stated in the Argyll and Bute Single Outcome Agreement;

- Economic development
- Regeneration
- Public Health
- Social wellbeing, or
- Environmental wellbeing.

Argyll and Bute Council recognises that community asset transfer can be a valuable part of supporting and sustaining local communities in the area.

Before submitting an application interested voluntary and community organisations (VCOs) are encouraged to discuss their options, their suitability and the scope of community asset transfer with the council's Social Enterprise Team. These informal discussions will help resolve any issues that might rise during a formal Asset Transfer Request.

Argyll and Bute Council recognises that developing the business case and preparing a full Asset Transfer Request can be both time consuming and resource intensive for VCOs.

The option to raise an Expression Of Interest (EOI) has been designed to identify any potential issues a full ATR may come up against and to make sure VCO's meet the suitability criteria.

It should not take any VCO long to complete and should avoid the VCO wasting its valuable resources on a full request that may have little chance of success.

VCO's that fit the criteria will be designated a Community Transfer Body and be able to submit a full Asset Transfer Request.

We need the information detailed in the EOI form to be able to make an informed view on how best to support your request please fill in all sections of the form or mark "not applicable" if a section does not apply to you.

Please note;

The result of initial discussions, instigated from the response to any EOI does not prevent you from submitting of a full Asset Transfer Request under the requirements of the Community Empowerment (Scotland) Act 2015.

The intention of this early stage is to gather information and give support to VCO's.

Section A – Information about the Voluntary/ Community Organisation making the request:

1. Please provide details of the voluntary or community organisation (VCO) making the application	
Name of VCO	
Address of VCO	
Telephone Number	
E-mail Address	

2. Please provide your contact details	
Your Name	
Contact Address	
Telephone Number	
E-mail Address	
Position in the VCO	

3. Type of voluntary or community organisation
What type of VCO are you?

Do you have a formal constitution, governance documents or a set of rules?

Yes No

*If yes can you attach a copy when returning this form?

4. Please Tick the corresponding box below to confirm the type of organisation and its official number if it has one		
Limited Company Number		
Scottish Charitable Incorporated Organisation (SCIO) Charity Number		
Registered Charity Number		
Community Benefit Society (BenCom) and its Registered Number		
Unincorporated organisation (no number)		Leave Blank

5. Please tick the corresponding box below to confirm which documents accompany the expression of interest	
Constitution	
Articles of Association	
Registered Rules	
Financial Statements	

6. Has your organisation been individual designated as a community transfer body by the Scottish Ministers?	
Yes	
No	

7. If yes please give the title and date of the designation order

8. Does the organisation fall within a class of bodies which has been designated as a Community Transfer Body by Scottish Ministers?	
Yes	
No	

9. If no to 7 and 8, does the organisation meet the relevant criteria to be considered a Community Controlled body (To help you determine if you can meet the criteria look at this webpage you may wish to complete the checklist which can be downloaded from this page)	
Yes	
No	

10. If yes please state in the box below where in the documents accompanying this expression of interest the following provisions can be found	
(a) A definition of the community to which the body relates	
(b) Provision that the majority of the members of the body is to consist of members of that community	
(c) Provision that the members of the body who consist of members of that community have control of the body	
(d) Provision that membership of the body is open to any member of that community	
(e) A statement of the body's aims and purposes, including the promotion of a benefit for that community	
(f) Provision that any surplus funds or assets of the body are to be applied for the benefit of that community	

If your organisation is planning to request full transfer of ownership there are additional provisions that need to be detailed in your governing documents

(g) Provision that your organisation must have no fewer than 20 members.

11. Do you intend to make an Asset Request for Ownership of a building or land	
Yes	
No	

11. If yes please state in the box below where in the documents accompanying this expression of interest the following provisions can be found	
(g) provision that the organisation must have not fewer than 20 members.	

12. What is the structure and purpose of your voluntary or community organisation?
How many people are involved in your VCO; ie:-Management Committee; Paid Full-Time Staff; Paid part-time staff; Volunteers
When was the VCO established?
What is the purpose and main activities of your VCO?

Does your VCO have previous experience of managing an asset?

If yes please provide details

Section B - Information about the land and rights requested

13. Please tell us about the asset (building or land) you are interested in. Please refer to the asset register.	
Name of Asset	
Address of Asset	
Asset UPRN (Unique Property Reference Number) as listed on the Council Register	

A red line drawing showing the boundaries of the land you are requesting is required. If you are requesting part of a piece of land or building you must clearly explain your requirements.	
Map attached	
Drawing attached	
Picture attached	

14. Please indicate below what type of request you intend making	
Ownership	
Lease	
Other Rights	
15. Do you propose to make payments for the transfer	
Yes	
No	

If yes how much are you prepared to pay (if known) please make clear what payment would cover	
Proposed Payment £	Single Payment/Per Month/Per Year

16. Are you willing to meet the costs of a joint valuation (ticking yes does not commit you to meeting these costs. Officers will discuss this with you in more detail if instructions are issued.	
Yes	
No	

Section D –

17. Reasons for the Request
What do you want the asset for?
What benefits will this bring to the local community?

Signed.....

Position

Name.....

Date.....

Please email your completed form to the Assets Team
asset-transfer@argyll-bute.gov.uk with “**Expression of Interest**”
 in the subject heading.