COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015

ASSET TRANSFER REQUEST FORM

IMPORTANT NOTES:

This asset transfer request form can be used to make a request to Argyll and Bute Council.

You do not need to use this form to make an asset transfer request but using a form will help you to make sure you include all the required information.

You should read the asset transfer guidance provided by the Scottish Government before making a request. We also provide additional guidance and notes on our scheme.

www.argyll-bute.gov.uk/asset-transfer

We strongly advise you to contact Argyll and Bute Council at the address below to discuss your proposals before making an asset transfer request.

When completed, this form should be sent to

asset-transfer@argyll-bute.gov.uk

This is an asset transfer request made under Part 5 of the Community Empowerment (Scotland) Act 2015.

Section 1: Information about the community transfer body (CTB) making the request

1.1 Name of the CTB making the asset transfer request.

1.2 CTB address. This should be the registered address, if you have one.

Postal address: Postcode:

1.3 Contact details. Please provide the name and contact address to which correspondence in relation to this asset transfer request should be sent.

Contact name: Job Title/Role: Postal address: Postcode: Email: Telephone:

☐ I agree that correspondence in relation to this asset transfer request may be sent by email to the email address given above. *(Please tick to indicate agreement)*

You can ask Argyll and Bute Council to stop sending correspondence by email, or change the email address, by telling them at any time, as long as 5 working days' notice is given.
For more information on our Data protection and privacy notice ***follow this link***

1.4 Please check the relevant box to confirm the type of CTB and add its official number, if it has one.

☐	Charity and its charity number is:	
☐	Company, and its company number is:	
☐	Scottish Charitable Incorporated Organisation (SCIO), and its charity number is:	
☐	Community Benefit Society (BenCom), and its registered number is :	
☐	Unincorporated organisation (no number)	

Please attach a copy of the CTB's constitution, articles of association or registered rules

1.5 Has the organisation been individually designated as a community transfer body by the Scottish Ministers?

◯ **No**
◯ **Yes**

Please give the title and date of the designation order:

1.6 Does the organisation fall within a class of bodies which has been designated as community transfer bodies by the Scottish Ministers?

◯ **No**
◯ **Yes**

If yes what class of bodies does it fall within?

1.7 When was your organisation established?

1.8 What does your organisation do?

1.9 What is your organisational structure?

1.10 Who is responsible for running your organisation?

Name	Volunteer/Employee	Role in Organisation	Previous Experience

1.11 How many members does your organisation have?

1.12 Does your organisation comply with the Equalities Act 2010?

- ◯ Yes (If yes, please attach a copy of your policy statement)
- ◯ No

1.13 Does your organisation have a comprehensive Health and Safety Policy?

- ◯ Yes (If yes, please attach a copy of your policy statement)
- ◯ No

1.14 Does your organisation have relevant Child Protection/Vulnerable Adults Policies?

- ◯ Yes (If yes, please attach a copy of your policy statement)
- ◯ No

Section 2: Information about the land and rights requested

2.1 Please identify the land to which this asset transfer request relates.
(In law, "land" includes buildings and any other structure on the land, such as a bridge, wall or pier.)

You should provide a street address or grid reference and any name by which the land or building is known. If you have identified the land on Argyll and Bute Council's register of land, please enter the details listed there.

*It may be helpful to provide one or more maps or drawings to show the boundaries of the land requested. If you are requesting part of a piece of land, you **must** attach a map and full description of the boundaries of the area to which your request relates. If you are requesting part of a building, please make clear what area you require. A drawing may be helpful.*

2.2 Please provide the UPRN (Unique Property Reference Number), if known.

This may be found our register of land.

UPRN:

SECTION 3: Type of request, payment and conditions

3.1 Please tick what type of request is being made:

○ For ownership (under section 79(2)(a)of the Act) - go to section 3A
for more details look under section 8 of the Guidance

○ For lease (under section 79(2)(b)(i)of the Act) – go to section 3B
for more details look under section 8 of the Guidance

○ For other rights (section 79(2)(b)(ii)of the Act) - go to section 3C
for more details look under section 8 of the Guidance

3A – Request for ownership

What price are you prepared to pay for the land requested?

Proposed price: £

Please attach a note setting out any other terms and conditions you wish to apply to the request.

3B – Request for lease

What is the length of lease you are requesting?

How much rent are you prepared to pay? Please make clear whether this is per year or per month.

Proposed rent: £ per

Please attach a note setting out any other terms and conditions you wish to be included in the lease, or to apply to the request in any other way.

3C – Request for other rights

What are the rights you are requesting?

Do you propose to make any payment for these rights?

○ **Yes**

○ **No**

If yes, how much are you prepared to pay? Please make clear what period this would cover, for example per week, per month, per day.

Proposed payment: £ per

Please attach a note setting out any other terms and conditions you wish to apply to the request.

Section 4: Community Proposal

4.1 Please set out the reasons for making the request and how the land or building will be used.

This should explain the reasons behind the project, the objectives of your project, why there is a need for it, any development or changes you plan to make to the land or building, and any activities that will take place there.

Benefits of the proposal

4.2 Please set out the benefits that you consider will arise if the transfer request is agreed to.

This section should explain how the project will benefit your community, and others. Please refer to the Scottish Government guidance (Section 13) on how Argyll and Bute Council will consider the benefits of a request.

Restrictions on use of the land

4.3 If there are any restrictions on the use or development of the land, please explain how your project will comply with these.

Restrictions might include, amongst others, environmental designations such as a Site of Special Scientific Interest (SSI), heritage designations such as listed building status, controls on contaminated land or planning restrictions. If your organisation is proposing a change of use of the asset, you should provide details.

Negative consequences

4.4 What negative consequences (if any) may occur if your request is agreed to? How would you propose to minimise these?

You should consider any potential negative consequences for the local economy, environment, or any group of people, and explain how you could reduce these.

Capacity to deliver

4.5 Please show how your organisation will be able to manage the project and achieve your objectives.

This could include the skills and experience of members of the organisation, any track record of previous projects, whether you intend to use professional advisers, etc.

5: Level and Nature of Support

5.1 Please provide details of the level and nature of support for the request, from your community and, if relevant, from others.

This could include information on the proportion of your community who are involved with the request, how you have engaged with your community beyond the members of your organisation and what their response has been. You should also show how you have engaged with any other communities that may be affected by your proposals.

Section 6: Funding

6.1 Please outline how you propose to fund the price or rent you are prepared to pay for the land, and your proposed use of the land.

i. You should show your calculations of the costs associated with the transfer of the land or building and your future use of it, including any redevelopment, ongoing maintenance and the costs of your activities.

ii. The proposed operating costs and how they would be met.

iii. All proposed income and investment should be identified, including volunteering and donations.

iv. You should state whether you have been in receipt of a Council grant over the last five years.

v. If you intend to apply for grants or loans you should demonstrate that your proposals are eligible for the relevant scheme, according to the guidance available for applicants.

Section 7: RISK/SOCIAL IMPACT

7.1 This section should explain whether any other organisation/business in your area will be affected by your operational proposals, how you will monitor the benefits of the asset transfer and what barriers or challenges to your project succeeding you have identified.

7.2 All Asset Transfer requests should comply with state aid rules. With reference to Scottish Government Guidance please explain why your proposal will not breach State Aid Rules. Find out more about State Aid Test here.

Please refer to the Scottish Government guidance (Section 11.8) for an explanation of State Aid Rules and further links.

Section 8: Community Planning Partnership/Single Outcome Agreement

8.1 Please tell us which Community Planning Partnership (CPP) outcomes you would be contributing to. Further information in relation to the Community Planning Partnership/Single Outcome Agreement can be found at:

- https://www.argyll-bute.gov.uk/council-and-government/community-plan-and-single-outcome-agreement

CPP outcomes

Outcome 1: The economy is diverse and thriving	
Outcome 2: We have infrastructure that supports sustainable growth	
Outcome 3: Education, skills and training maximises opportunities for all	
Outcome 4: Children and young people have the best possible start	
Outcome 5: People live active, healthier and independent lives	
Outcome 6: People live in safer and stronger communities	

8.2 Please tell us which Corporate Plan outcomes you would be contributing to. Further information in relation to the Corporate Plan 2015 -2017 can be found at:

- https://www.argyll-bute.gov.uk/sites/default/files/corporate_plan_2015-17_2_-_on_web_-_approved_council_june_2015.docx#

Making Argyll and Bute a place people choose to live	
Supply of affordable housing	

Investment in the infrastructure of our towns, villages and islands	
Communities are empowered to work in partnership with the council to meet their local needs	
Making Argyll and Bute a place people choose to learn	
Provide quality education to young people	
Working in partnership with FE/HIE providers and businesses to ensure young people are best placed to gain employment or create their own business in the future	

Making Argyll and Bute a place people choose to work and do business	
Make Argyll and Bute the best and easiest place to do business	
Use Council resources and facilities innovatively to generate income in order to protect and enhance services	
Take advantage of the opportunities improved broadband availability brings and continue to demand improved mobile phone coverage	
Market Argyll and Bute to encourage companies and individuals to relocate to the area	
Improve strategic transportation links	

Signature

Two office-bearers (board members, charity trustees or committee members) of the community transfer body must sign the form. They must provide their full names and home addresses for the purposes of prevention and detection of fraud.

This form and supporting documents will be made available online for any interested person to read and comment on. Personal information will be redacted before the form is made available.

☐	**We, the undersigned on behalf of the community transfer body as noted at section 1, make an asset transfer request as specified in this form.**
☐	**We declare that the information provided in this form and any accompanying documents is accurate to the best of our knowledge.**

Name:

Address:

Date:

Position:

Signature:

Name:

Address:

Date :

Position:

Signature:

Checklist of accompanying documents

To check that nothing is missed, please list any documents which you are submitting to accompany this form.

☐ **Section 1 – you must attach your organisation's constitution, articles of association or registered rules**

Title of document attached:

☐ **Section 2 – any maps, drawings or description of the land requested**

Documents attached:

☐ **Section 3 – note of any terms and conditions that are to apply to the request**

Documents attached:

☐ **Section 4 – about your proposals, their benefits, any restrictions on the land or potential negative consequences, and your organisation's capacity to deliver**

Documents attached:

☐ **Section 5 – evidence of community support**

Documents attached:

☐ **Section 6 – funding**

Documents attached: