

**Aberdeen City Council Asset Transfer Request Approach**

**Expression of Interest Notification**

The Expression of Interest stage is to open dialogue between the community transfer body and Aberdeen City Council. It will identify a named contact for the community transfer body, who will be able to provide any information to support the asset transfer request process and signpost to organisations that will be able to support the organisation develop their asset transfer request.

1. **Please provide details of the community transfer body making the application**

|  |  |
| --- | --- |
| Name of organisation |  |
| Address of organisation |  |
| Telephone Number |  |
| E-mail Address |  |

1. **Please provide the details of your main contact**

|  |  |
| --- | --- |
| Name |  |
| Contact Address |  |
| Telephone Number |  |
| E-mail Address |  |
| Position in organisation |  |

1. **Please provide details of other committee members within your organisation**

|  |  |
| --- | --- |
| Name | Position |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. **Eligibility of community transfer body**

Only certain types of organisation can apply for an asset transfer. This will help us identify whether you are currently eligible or whether you may have to change the status of your organisation before submitting the formal asset transfer request.

|  |
| --- |
| What type of community transfer body? (please see guidance document to assist) |
| SCIO Charity Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Incorporated Company Registered Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Community Benefit Society Registered Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Unincorporated Group­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Do you have a formal constitution, governance document or set of rules? | | | | | |
|  | | | | | |
| Yes\* |  |  | No |  |  |

\*If yes, please send a copy with this form\*

1. **Please tell us about the asset (building or land) you are interested in.**

This will help us check that we own the asset that you are interested in and give you an informal indication of whether an asset transfer request is likely to be successful.

|  |  |
| --- | --- |
| Name of Asset |  |
| Address of Asset |  |

|  |
| --- |
| Type of transfer you are interested in: owning, using, managing or leasing. If leasing what length of lease is required? |
|  |

1. **Have you discussed your asset transfer proposal with anybody in Aberdeen City Council – a Councillor or an officer? Please provide any details.**

|  |
| --- |
|  |

Signed……………………… Position …………………….…..

Name………………………. Date……………………………..

Please email your completed form to: CAT@Aberdeencity.gov.uk

We will confirm receipt of your Expression of Interest and provide you with a named contact for any communication.  
  
The Privacy Statement in regards to an Expression of Interest is available to view on the Aberdeen City Council website by clicking on the link below

[Expressions of Interest Privacy Statement](https://www.aberdeencity.gov.uk/your-data/why-and-how-we-use-your-data/your-data-community-asset-transfer-expression-interest)