

**COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015**

**ABERDEEN CITY COUNCIL ASSET TRANSFER REQUEST FORM**

**IMPORTANT NOTES:**

**This is an application form which can be used to make an Asset Transfer Request to Aberdeen City Council. Any Community Body interested in making an Asset Transfer Request is advised to contact the Estates Team (****CAT@aberdeencity.gov.uk****) before making the request so that we can discuss your proposal.**

**Please complete the asset transfer request form if the property/land is owned/leased/managed by Aberdeen City Council.**

**You should read the asset transfer guidance provided by the Scottish Government before making a request.**

**When completed, this form should be sent to,**

**The Estates Team, Corporate Landlord, Resources, Aberdeen City Council, Business Hub 10, Second Floor South, Marischal College, Broad St, Aberdeen, AB10 1AB. E-mail: estates@aberdeencity.gov.uk**

**Please confirm that this is an asset transfer request made under Part 5 of the Community Empowerment (Scotland) Act 2015 in relation to property owned, leased or managed by Aberdeen City Council.**

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

* 1. Name of the CTB making the asset transfer request
	2. CTB address. This should be the registered address, if you have one.

Postal address:

Postcode:

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

Contact name:

Postal address:

Postcode:

Email:

Telephone:

**☐** We 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 the relevant authority 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.*

* 1. Please mark an “X” in the relevant box to confirm the type of CTB and its official number, if it has one.

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| --- | --- | --- |
|  | Company, (with no fewer than 20 members) and its company number is …………. |  |
|  | Scottish Charitable Incorporated Organisation (SCIO) (with no fewer than 20 members) and its charity number is ……………….. |  |
|  | Community Benefit Society (BenCom) (with no fewer than 20 members) 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. 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. 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. **Information about the land and rights requested**
	1. Please identify the property/land to which this asset transfer request relates.

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 the relevant authority’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 give a 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.

Details of Property:

Address:

Postcode:

Community Area:

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

This should be found in the Aberdeen City Council’s Register of Land.

UPRN:

1. **Type of request, payment and conditions**
	1. Please tick what type of request is being made:

 for ownership (under section 79(2)(a)) - go to section 3A

 for lease (under section 79(2)(b)(i)) – go to section 3B

 for other rights (section 79(2)(b)(ii)) - go to section 3C

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.

1. **Community Proposal**
	1. Please set out the reasons for making the request and how the land or building will be used.

This should explain 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.

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| 4.1.1 Objectives of Project  |
| 4.1.2 Why there is a need for your Project? |
| 4.1.3 Will any Development/changes/modifications be required? |
| 4.1.4 What activities will take place? |
| 4.1.5. If the asset is to be used by the public, please provide details of letting’s policy and opening times. |
| 4.1.6 What provision will be provided for people with disabilities? |
| 4.1.7 Any other relevant information? |

Benefits of the proposal

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

This should explain how the project will benefit your community, and others. Please refer to the guidance on how the Council will consider the benefits of a request.

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| Please explain how the project will benefit your community by detailing how your project will promote or improve:-4.2.1. Economic development/income generation i.e please include details of any job creation or volunteering and training opportunities that will be available. Also details of how your organisation will involve the local community and of any incentives that may be available to encourage the local community to use the proposed services  |
| * + 1. Regeneration i.e. please include details of how your organisation will contribute to the physical regeneration of the area, and how your proposal will impact on the regeneration of the area in terms of volunteering, employment, physical and mental health?
 |
| * + 1. Public Health i.e How likely is the proposal to improve the Public Health of the Community, in terms of physical and mental health?
 |
| * + 1. Social Wellbeing i.e How will the proposal improve the Community's Social Well-Being and mental health or how might it improve the learning offer and activities available in the area?
 |
| * + 1. Environmental Wellbeing/Environmental Benefits i.e. Will the proposal have an impact on the local environment, if so please give details of this, either positive or negative
 |
| * + 1. Does your project contribute to the reduction of inequalities? i.e. will the proposal enable the community to access activities not otherwise available; will these activities be available at an affordable rate; how will your organisation work with other local providers within the LOIP aims?
 |
| 4.2.7 Any other relevant information? |

Restrictions on use of the land

* 1. 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.

**Risk Analysis**

* 1. Please identify the risks to the success of your project, and explain how you propose to minimise / reduce 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

* 1. 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.

Has your organisation or any of its members managed projects or owned / leased property/land prior to this?

Please provide details of:

4.5.1 Skills and experience of the members of the organisation

4.5.2. Do you intend to use professional advisors?

4.5.3 Do you currently lease/manage a property from ACC? If yes, please provide details

4.5.4 Please detail how you plan to manage the building?

4.5.5 Please provide any other information you think may be relevant.

1. **Level and nature of support**
	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.

5.1.1 How many people are members of you community as defined in your constitution or governing rule? Are they in agreement with this application?

5.1.2 Have you consulted with other local stakeholder groups or agencies? Please provide evidence.

5.1.3 Have you been in contact with local staff? If Yes, please details of those personnel.

5.1.4 Have you been in contact with any other communities or community groups that may be affected?

5.1.5 Please provide any other information you think may be relevant.

1. **Financial Viability of Project**

You should outline the policies and procedures your organisation has in place to govern the groups’ finances, submit at least 1 year’s audited account to evidence your organisations financial stability, provide a projected income and expenditure account and cash flow forecast for the proposed asset transfer

6.1 Outline of Financial Policies and Procedures:

6.2 Does your organisation have sufficient cash reserves to meet your projects financial obligations for up to 3 months?

6.3 Does your organisations’ business case evidence that the project will be able to sustain the project in the long term?

6.4 If your asset request is for the transfer of ownership at less than market value, please substantiate why your organisation should receive the asset at less than market value?

1. **Funding**
	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.

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

7.1.1 Please show your calculations of the costs associated with the transfer of the land or buildings and your future use of it, including any redevelopment, ongoing, maintenance and the costs of your activities. All proposed income and investment should be identified, including volunteering and donations.

7.1.2 Please supply details of what funding you have received so far, and of any conditions attached to it.

7.1.3 Please supply details of any funding you have applied for but have not yet received a response or decision.

7.1.4 Details of any other funding you will have access to? i.e. voluntary contributions, borrowing etc.

7.1.5 Any other relevant information?

**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**

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

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

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

**Section 5 – Evidence of community support**

**Section 6 – Financial – Copies of accounts, Forecasts, etc**

**Section 7 – Funding – Copy of Business Case etc**