



COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015

ASSET TRANSFER REQUEST FORM

IMPORTANT NOTES:

This is a standard asset transfer request form which can be used to make a request to Renfrewshire Council. For assets owned by other relevant authorities, please refer to that authority's own website.

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. All forms and guidance documents are available to download from the Council's [Website](#)

You are strongly advised to discuss your proposals with the Council before making an asset transfer request. You can do this by contacting the CAT Single Point of Contact at communityassettransfer@renfrewshire.gov.uk.

When completed, this form must be sent to: -

The CAT Single Point of Contact
Regeneration and Place
Renfrewshire Council
Renfrewshire House
Cotton Street
Paisley
PA1 1TT

Or submitted by email to: communityassettransfer@renfrewshire.gov.uk

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 Renfrewshire Council.

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) or main correspondence address.

Postal address:

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:
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.

*Renfrewshire Council takes the privacy of your personal data very seriously. For more information see our [Privacy Policy](#). *(Please tick to indicate agreement).**

We agree that information provided in this asset transfer request, including contact details, may ONLY be forwarded to relevant officers within Renfrewshire Council for the purposes of assessment and/or in order to provide specialist support to further the asset transfer request as appropriate. Contact details will only be forwarded with your consent for an explicit purpose. *(Please tick to indicate agreement).*

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

Tick	Type of Organisation	Registration Number (if applicable)
	Company Limited by Guarantee	
	Scottish Charitable Incorporated Organisation (SCIO)	
	Community Benefit Society (BenCom)	
	Registered Charity (Unincorporated)	
	Constituted Body (Unregistered and Unincorporated)	N/A

Please attach a copy of your 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:

--

Section 2: Information about the land and rights requested

2.1 Please identify the land / property 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.*

Name and description of the land or property
Address: -
Postcode:-
Community Partnership Area:-

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

If the property has a UPRN you will find it in the asset register.

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)) - go to section 3A

Note: to be eligible to apply for ownership you must be an incorporated body with no less than 20 members

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/property requested?

Please see [chapter 11 of the asset transfer guidance for community transfer bodies](#) for guidance on deciding how much to offer

Proposed price: - £

Please provide details of 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?

No. Years:

Please provide details of any other terms and conditions you wish to apply to the request

How much rent are you prepared to pay? Please make clear whether this is per year or per month. [Chapter 11](#) of the guidance can help you decide how much rent you should offer

Proposed rent: £ per month / year (delete as appropriate)

3C – Request for other rights

What are the rights you are requesting?

How much do you propose to pay for these rights? Please make clear what period this

Proposed payment: £

Section 4: Community Proposal

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

You should explain the reasons behind your project and why this land or building is necessary or particularly suitable for it. This section should also set out what you plan to do there: what will the land or building be used as and what activities will take place there? If you are requesting ownership or a substantial lease, do you plan to make any physical changes to the land, redevelop any buildings or create new ones? Refer to [Chapter 8](#) of the guidance for community transfer bodies for information on how to complete this section.

4.1.1 Objectives of the Project:

4.1.2 Why there is a need for your Project

4.1.3 Development / changes / modifications required

4.1.4 Activities that will take place

4.1.5 If the asset is to be used by the public it would be helpful if you could 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

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

This is one of the most important sections of the request. It is your opportunity to explain the good things your project will make happen in your community, which are key to the relevant authority's decision. Refer to [chapter 10](#) of the guidance which explains more about how the relevant authority makes its decision and what matters it has to take into account.

The legislation sets out a list of matters that the relevant authority must consider in reaching its decision on a request. You do not need to show that your project will deliver benefits in all these areas; rather, they are intended to be inclusive so that whatever you do will fit into one or other of these categories.

Please explain how the project will benefit your community by detailing how your project will promote or improve (see [Chapter 8](#)) : -

4.2.1 Economic development / income generation

4.2.2 Regeneration

4.2.3 Public Health

4.2.4 Social / Wellbeing

4.2.5 Environmental / Wellbeing / Environmental Benefits

4.2.6 Detail how your project will contribute to the reduction in inequalities.

4.2.7 Any other relevant information or benefits?

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, access restrictions or rights of access or planning restrictions.

Negative consequences

4.4 Please identify any potential risks which 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 community, local, economy, environment and explain how you could reduce these. Consider impacts like increased traffic, parking or noise as a consequence of your proposals.

Capacity to deliver

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

This should include information on your governance structure and how you will encourage new people to join and keep the project going in the long term; the skills and experience of members of the organisation/management committee; your track record of managing property or similar projects; and your proposed use of professional advisers, etc.

4.5.1 Describe the governance structure of the organisation and how you will encourage new people to join to keep the project going in the long term.

4.5.2 Describe the skills and experience of members of the organisation's management committee. Include current or previous experience in owning/leasing/managing property, including any leases or management arrangements with Renfrewshire Council, and track record in delivering similar projects.

4.5.3 Describe if you plan to use professional advisors, i.e. accountant, lawyer, architect, etc and how these will be used in the project.

4.5.3 Describe how you plan to maintain the asset

4.5.5. Any other relevant information?

Section 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.

5.1.1 How many people are members of your organisation? Are they in agreement with this application?

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

5.1.3 Have you been in contact with local staff? If yes, please provide details of who

5.1.4 Have you contacted any other communities that may be affected?

5.1.5 Any other relevant information

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.

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.

6.1.1 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.

6.1.2 Please also supply details of what funding you have received so far, and any conditions attached.

6.1.3 Details of funding you have applied for but are still waiting on a decision / response

6.1.4 Details of other funding i.e. voluntary donations, borrowing etc

6.1.5 Any other relevant information

Section 7: Other Supporting Documentation

To enable the Council to fully consider your application, the following supporting documentation must be submitted as part of your application:-

- A copy of your organisation's Constitution, Articles or Association or other governing rules as appropriate;
- A detailed business case (that is proportionate to the nature of the asset transfer request);
- A financial projection of income and expenditure for at least three full financial years following the date of this request;
- A copy of your organisation's most recent audited accounts, where available (or a financial projection covering the current financial year where the applicant has been operating for less than one year);
- Annual reports (where these are available).

Applicants are advised to refer to the Scottish Government Community Asset Transfer Guidance for Community Transfer Bodies for further details of what information should be included in these supporting documents. <https://www.gov.scot/publications/asset-transfer-under-community-empowerment-scotland-act-2015-guidance-community-9781786527509/>

Declaration and 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.

“I understand that the details provided will be used by Renfrewshire Council for the purpose of assessing the asset transfer request and may be shared with Council Officers and Elected Members for the purposes of providing support in making the application or other purposes as appropriate. Further information on how the Council looks after personal information can be found here :

<https://www.renfrewshire.gov.uk/article/2201/Privacy-policy>

1. Name

Address

Date

Position

Signature

2. 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 – funding

Section 7 – Supporting Documentation