



Dundee City Council

Community Asset Transfer

Pre Application

JULY 2025

We strongly encourage all applicants to contact cld@dundeecity.gov.uk before completing this form

This form opens engagement with the Council and allows us to allocate support to your group via our local ward officers who work closely with local partners. When you submit a pre application we will provide you with a local Point of contact, support and advice to help you work through all aspects of the asset transfer process.

The formal asset transfer process will involve detailed business planning and it is important that groups receive good advice prior to this stage.

The pre application stage allows groups to consider fully what is required in the business plan which forms the basis of a formal asset transfer request

1.1 About your organisation

1.2 Name of the organisation making the asset transfer request (Name your organisation)

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

Postal address:

Postcode:

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

Contact Name

Email Address

Address

Postcode

☐ We agree that correspondence in relation to this asset transfer request may be sent by e-mail to the e-mail address given above. (Please tick to indicate agreement).

You can ask the relevant authority to stop sending correspondence by e-mail, or change the e-mail address, by telling them at any time, as long as 5 working days' notice is given.

2 Your Organisation Structure

Please provide the following details to help us to determine your organisations eligibility
Your Groups Legal Structure (Tick Boxes)

Organisation Type		Registered Number
SCIO		
Community Benefit Society		
Unincorporated organisation		No number
Company (no fewer that 20 members)		

Please attach any relevant documentation including a constitution with this form to evidence the:

The main activities of your organisation

How your activities benefit the wider community

3. The Asset

3.1 Please provide details of the asset

Address/ location

3.2

Please tell us the type of transfer requested

Full Ownership	
Lease or long term let	
Other	Please provide more details

3.2 Signature

Signed	Date
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Please send completed forms to cld@dundeecity.gov.uk