



**DUNDEE CITY COUNCIL**

**COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015**

**ASSET TRANSFER REQUEST FORM**

**IMPORTANT NOTES:**

**You are strongly advised to contact us, complete a pre application form and discuss your proposals before making an asset transfer request.**

**([cld@dundeeccity.gov.uk](mailto:cld@dundeeccity.gov.uk))**

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

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

**(<http://www.gov.scot/Topics/People/engage/AssetTransfer>)**

**Please also see Dundee City Council guidance documents.**

**When completed, this form must be sent to [cld@dundeeccity.gov.uk](mailto:cld@dundeeccity.gov.uk)**

(1) 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 Dundee City Council. Please refer to Guidance document.

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(2) This is not an asset transfer request made under Part 5 of the Community Empowerment (Scotland) Act 2015 in relation to property owned, leased or managed by Dundee City Council. Please refer to Guidance document.

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

1.1 Name of the CTB making the asset transfer request (Name your organisation)

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:

Postal address:

Postcode:

E-mail:

Telephone:

☐ 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.

- 1.4 Please describe the structure of your organisation and its official number, if it has one.

	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 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:

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- 1.6 Does the organisation fall within a class of bodies which has been designated as community transfer bodies by the Scottish Ministers (i.e. those listed at 1.4 above)?

No ☐ Yes ☐

If yes what class of bodies does it fall within?

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## Section 2: Information about the land and rights requests

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 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

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

This should be given in the relevant authority's register of land.

UPRN:

### Section 3: Type of Request, payment and conditions

3.1 Please tick what type of request is being made:

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For ownership (under section 79(2)(a)) – go to Section 3A

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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?

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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
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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 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.

4.1.1 Objectives of 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 section should explain how the project will benefit your community, and others. Please refer to the guidance on how the relevant authority will consider the benefits of a request.

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

4.2.2. Regeneration

4.2.3. Public Health

4.2.4. Social Wellbeing

4.2.5. Environmental Wellbeing/Environmental Benefits.

4.2.6. Does your project contribute to the reduction in inequalities? Please detail how.

4.2.7 Any other relevant information?



### **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. (It may be necessary to organise meetings with City Development Planning Officers to ascertain this information).

### **Risk Analysis**

4.4 Please identify the main risks to your project and how you could mitigate/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

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

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

Have you/your organisation managed projects or owned/leased land previously?

.Please provide details of:-

4.5.1. Skills and experience of members of the organisation

4.5.2 Do you intend to use professional advisers

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

4.5.4. Please detail 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 How many people are members of your community as defined in your constitution/governing rules? Are they in agreement with this application?

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

5.1.4 Have you made contact with local staff? If yes please provide details of who

5.1.5 Have you made contact with any other communities that may be affected?

5.1.6 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 a decision/response

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

6.1.5 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**

Title of document attached
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**Section 2 – any maps, drawings or description of the land requested.**

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

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

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**Section 5 – evidence of community support**

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**Section 6 – funding**

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