# Community Asset Transfer – Stage 1 Expression of Interest

Before submitting an application applicants are encouraged to discuss their options, suitability and the scope of community asset transfer with the CAT Officer. These informal discussions will help to prepare for the process of making a formal application for transfer.

The Council recognises that developing the business case and preparing an application for community asset transfer can be both time consuming and resource intensive for applicants. **Stage 1** of the application process has therefore been designed to assess whether any potential application will meet the Council’s suitability criteria. The Council will not be able to process the application unless all the information relevant to the asset transfer is received. It is simple to complete and should avoid spending time and valuable resources on an application that is unlikely to be approved. Applicants that meet the Council’s suitability criteria will be invited to complete a more detailed **Stage 2 application.**

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| **1. Please provide details of the organisation making the application** |

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| Name of Organisation: |  |
| Address of Organisation: |  |
| Applicant Name: |  |
| Position: |  |
| Telephone Number: |  |
| Email Address |  |
| Date: |  |

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| **2. Type of organisation** |

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| --- | --- |
| What type of organisation are you e.g. registered charity? | Give charity number |
| Do you have a formal  constitution, governance  document or set of rules? | Give company registration number |

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| **3. What is the structure and purpose of your voluntary or community organisation?** |

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| --- | --- | --- |
| How many people are involved in your organisation? | Management Committee |  |
| Full Time Employees |  |
| Part Time Employees |  |
| Volunteers |  |
| When was the organisation established? |  | |
| What is the purpose and main activities of your organisation? |  | |
| Does your organisation have experience of managing an asset? If yes please provide details  If you have projections of income and expenditure at this stage, give further details. |  | |

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| **4. Please tell us about the asset (land or buildings) you are interested in?** |

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| --- | --- |
| Name and address of asset |  |
| If this is a speculative application please provide details of the type of asset and location required |  |
| Type of transfer you are interested in. |  |

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| **5. Please tell us about the proposed use of the asset**  (please continue on a separate sheet if required but no more than one side of A4) |

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| --- | --- |
| What do you want the asset for? |  |
| What benefits will this bring to the organisation, the local community and the Council? |  |

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| **6. Please tell us about any partners, collaborators and stakeholders** |

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| --- | --- |
| If you are proposing any arrangements with public sector or other third sector partners please provide details | *Please enclose a letter of support from any other joint user* |

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| **7. Give details as to how your proposals link with the Council’s priorities** |

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| **See paragraphs 4 and 6.2** |  |

**Please return the completed form to:**

**Community Asset Transfer Officer**

**Communities Directorate**

**Bridgend County Borough Council**

**Civic Offices**

**Angel Street**

**Bridgend**

**CF31 4WB**

**Telephone: (01656) 815323**

**Email: Guy.Smith@bridgend.gov.uk**