



COMMUNITY ASSET TRANSFER

Stage 1 (Suitability)
Application Form

Aberdeenshire Council is committed to community asset transfer where that will bring benefits to communities and contribute towards achieving the Council's aims and objectives. The Council recognises that community asset transfer can be a valuable part of supporting and sustaining local communities in Aberdeenshire and it wishes to ensure council assets can be owned and managed by the people who regularly use them.

Before submitting an application interested voluntary and community organisations (VCOs) are encouraged to discuss their options, their suitability and the scope of community asset transfer with their local Area Manager. These informal discussions will help them to finalise their requirements and 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 VCOs. Stage 1 of the application process has therefore been designed to assess whether any potential application will meet the Council's suitability criteria. It should not take any VCO long to complete and should avoid the VCO wasting its valuable resources on an application that has no chance of being approved by the Council.

Applicants that meet the Council's suitability criteria will be invited to complete a more detailed Stage 2 application form.

We will not be able to process your application unless we receive all the information relevant to your asset transfer. Thus you should fill in all sections of the form and write "not applicable" if a section does not apply to you.

1. Please provide details of the voluntary or community organisation (VCO) making the application

Name of VCO

Address of VCO

Telephone Number

Fax Number

E-mail Address

2. Please provide your contact details

Your Name	
Contact Address	
Telephone Number	
Fax Number	
E-mail Address	
Position In the VCO	

3. Type of voluntary or community organisation

What type of VCO are you?	
Do you have a formal constitution, governance document or set of rules?	

4. What is the structure and purpose of your voluntary or community organisation?

How many people are involved in your VCO; ie:-	Management Committee	
	Paid Full-Time Staff	
	Paid part-time staff	
	Volunteers	
When was the VCO established?		
What is the purpose and main activities of your VCO?		

Does your VCO have previous experience of managing an asset?
If yes please provide details

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5. Please tell us about the asset (building or land) you are interested in

Name of Asset

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Address of Asset

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Type of transfer you are interested in (Transfer of ownership or leasing). If leasing, what length of lease is required?

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6. Please tell us, using no more than one side of A4 paper:-

A. What do you want the asset for?

B. What benefits will this bring to the local community?

7. Can you indicate what level of support you might require from the Council (no specific figures required at this stage just a general indication of the type of support you may require, both financial and other).

- A. Transfer at below market value (what size of discount might you be seeking?)

- B. Help with costs of the application (legal fees, survey fees, etc)

- C. Capital Grant

- D. On-going revenue support

- E. Business planning advice and other officer assistance

Signed..... Position

Name..... Date.....

Completed applications should be sent to your **local Area Manager** and marked "Community Asset Transfer". .

Contact addresses are listed below:-

KINCARDINE & MEARNNS	FORMARTINE	BUCHAN
William Munro Area Manager Viewmount Arduthie Road Stonehaven AB39 2DQ	Elaine Brown Area Manger Formartine Area Office 29 Bridge Street Ellon AB41 9AA	Chris White Area Manager Arbuthnot House Peterhead AB42 1DA
MARR	GARIOCH	BANFF & BUCHAN
Janelle Clark Area Manager Alford Area Office School Road Alford AB33 8TY	Douglas Milne Area Manager Gordon House Blackhall Road Inverurie AB51 3WA	Margaret-Jane Cardno Area Manager St Leonards Sandyhill Road Banff AB45 1BH