

Community Asset Transfer Full Application Form

Name of Organisation

Irvine Elite Boxing Club

Name of Asset

Blacklands Hall, Abbots Avenue, Kilwinning KA13 6BZ

Asset Number

G2003006

Single Point of Contact (SPOC)

[REDACTED]

This form is to initiate an asset transfer request made under Part 5 of the Community Empowerment (Scotland) Act 2015. Information is available at [Community Empowerment \(Scotland\) Act 2015](#)

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Section 1: Information about the request

To help you along we have filled in the details given in your initial enquiry form. If any information has changed, please amend accordingly.

1.1 Please provide details of the organisation making the request

1.1.1 Main Contact for all correspondence

Personal information	Please detail
Name	[REDACTED]
Address	[REDACTED]
Telephone Number	[REDACTED]
Email	[REDACTED]
Position in the Organisation	[REDACTED]

1.2 Structure and purpose of the organisation

1.2.1 What type of organisation are you? What is your legal structure for example, Constituted Group, Scottish Charitable Incorporated Organisation (SCIO), Community Interest Company (CIC) etc. Your organisation structure must enable you to undertake a CAT based on the definitions of the Scottish Government as outlined in the NAC Guidance Pack. Information is available at [Community Asset Transfer](#)

SCIO

1.2.2 Do you have a written formal constitution, governance document or set of rules?

Yes ☒

Copy enclosed ☒

No ☐

Do you require support to obtain these documents ☐

1.2.3 How many people are members of your organisation?

Over 60 members

1.2.4 When was the organisation established?

Club was established in 2016 But we came a SCIO December 2024. SC053869

1.2.5 What is the purpose and main activities of your organisation?

The purpose of a boxing club typically revolves around promoting physical fitness, skill development, and community engagement through the sport of boxing. Here are some of the main activities you might find at a boxing club.

fitness and Health: To improve the physical fitness and overall health of members through structured boxing training.

Skill Development: To teach and refine boxing techniques, from basic to advanced levels.

Community Building: To create a supportive and inclusive environment where members can connect and grow together.

Competition: To prepare and support members who wish to compete in amateur or professional boxing matches.

Main Activities

Training Sessions: Regular classes and training sessions focusing on boxing techniques, conditioning, and sparring.

Personal Training: One-on-one coaching to help members achieve their personal fitness and boxing goals.

Fitness Classes: Group fitness classes that incorporate boxing elements, such as cardio boxing, strength training, and HIIT (High-Intensity Interval Training).

Sparring: Controlled sparring sessions to practice techniques and improve skills in a safe environment.

Workshops and Clinics: Special workshops and clinics led by experienced coaches or guest trainers to focus on specific aspects of boxing.

Competitions: Organizing and participating in local, regional, or national boxing competitions.

Click or tap here to enter text.

1.2.6 Does your organisation have previous experience of managing an asset?

Yes, for the last 6 years we have rented a unit in South New Moor ind Estate Irvine.

We are responsible for any maintenance on the building and have a PPM plan that we follow to keep in unit in best possible condition.

Click or tap here to enter text.

1.3 Please specify the asset (building or land) you are interested in

1.3.1 Asset

Asset information	Please detail
Name of Asset	Blacklands Hall
Address of Asset	Abbots Avenue, Kilwinning KA13 6BZ

1.3.2 Type of transfer you are interested in

Full Ownership of Asset ☒

Lease of Asset ☒

Other (please specify) ☐

Lease at the moment with a view of full ownership in the future.

1.3.3 If leasing, what length of lease? (Please attach a note re any other terms & conditions)

Click or tap here to enter text.

1.3.4 Are there any other organisations potentially affected by the ownership of this asset?

The asset is currently vacant now

1.4. Funding

1.4.1 Briefly outline how you propose to fund the transfer of ownership/lease.

Plan on funding by monthly membership scheme. Seeking funding opportunities and sponsorship we will also do our own initial fundraising by holding club shows.

1.4.2 A Business Plan with a 3 year cash flow statement is beneficial for required. A Business Plan will be required before a final decision is made.

Business Plan attached (if available) ☒

If not available, would you like help to prepare one? ☐

3 year cash flow attached (if available) ☐

1.4.3 Previous 3 years financial statement is required.

Attached (if available) ☐

Reasons if not available (for example, new organisation)

Click or tap here to enter text.

1.You previously shared with us the following. Is there anything you would like to add to this to enhance your application?

Why are you interested in this asset and what do you want to use the asset for?

To teach anyone within the area the sport of boxing in a dedicated facility. The hall will also be a community hub within its members to gather and socialize and offer support to each other. The asset is in a prime location for us and most our members are from Kilwinning area. It's a perfect size and will help us achieve our long term aims and objectives.

What benefits will this bring to local community?

Physical and Mental Health: Boxing is an excellent way to improve cardiovascular health, build endurance, and increase muscular strength. It also helps with mental health by reducing stress, improving focus, and boosting confidence.

Social Connections: Boxing clubs foster a sense of camaraderie and team spirit. Members often form close-knit relationships, supporting each other through training and challenges. This creates a supportive network and a sense of belonging.

Youth Engagement and Mentorship: Boxing clubs often engage with at-risk youth, providing them with a positive outlet and mentorship. This can help steer them away from negative influences and towards personal growth and development.

Inclusivity and Diversity: Boxing gyms are known for their inclusivity, welcoming people from diverse backgrounds, ages, and skill levels. This diversity enriches the experience and promotes mutual understanding and acceptance.

1.6 Please tell us below

1.6.1 Describe the level and nature of support for the request from the local community? (for example, Evidence from public meetings, community surveys, info on total number of people in the community etc).

We Put a survey out and have letters of support. See supporting documents.

1.6.2 Are you aware of any restrictions on the use or development of the asset?

These might include changes to the building, create a new build etc. Please explain how your project will comply with these.

N/A

1.6.3 Impact on existing use – what negative consequences (if any) may occur if your request is agreed to? How would you propose to minimise these?

I don't see many negative consequences occurring. There may be slightly more traffic than usual at the moment, but we can put a good traffic management plan in and utilise the car parking spaces already available.

Click or tap here to enter text.

1.6.4 Describe how the proposal will benefit the wider Community, please consider:

Physical Accessibility: By incorporating ramps, and wide doorways, the proposal ensures that individuals with mobility impairments can navigate spaces easily. This includes not only those who use wheelchairs but also parents with strollers and elderly individuals.

Public Transportation: Enhancing public transportation options with accessible vehicles and stops makes it easier for everyone, including those with disabilities, to travel independently.

Community Programs: Offering programs and activities that cater to a diverse range of abilities ensures that all community members can participate and benefit. This might include adaptive sports and educational workshops.

Communication: Providing information in multiple formats (e.g., braille, large print, sign language interpretation) ensures that everyone can stay informed and engaged with community events and services.

Wider community benefits

Healthcare Access: Improved healthcare facilities and services can lead to better health outcomes for the community.

Community Engagement: The proposal might include initiatives that encourage community participation and foster a sense of belonging among residents.

Preventive Measure: Engaging youth in structured activities like boxing can reduce crime rates by providing an alternative to delinquent behaviour.

Social Interaction: Boxing clubs bring people together from different backgrounds, fostering a sense of community and belonging.

Positive Outlet: A boxing club provides a constructive and disciplined environment for young people, keeping them engaged and away from negative influences.

Skill Development: It teaches valuable life skills such as discipline, perseverance, and goal setting.

Create opportunities for local organisations to work together.

Partnerships with Schools and Youth Organizations: A boxing club can collaborate with local schools and youth organizations to offer after-school programs and workshops. This can help keep young people engaged in positive activities, reducing the likelihood of involvement in antisocial behaviour.

Health and Wellness Initiatives: Local health organizations and fitness centres can partner with the boxing club to promote physical fitness and mental well-being. Joint initiatives could include fitness challenges, health fairs, and wellness workshops.

Community Events and Fundraisers: The boxing club can work with local businesses and charities to organize community events and fundraisers. These events can raise money for important causes while also bringing the community together and increasing local engagement.

Support for Vulnerable Groups: Collaborations with social services and support groups can help the boxing club provide specialized programs for vulnerable populations, such as at-risk youth, individuals recovering from addiction, or those experiencing homelessness.

Economic Opportunities: By partnering with local businesses, the boxing club can create economic opportunities. This could include sponsorship deals, local advertising, and providing a venue for local vendors during events.

Cultural Exchange and Inclusion: The boxing club can work with cultural organizations to promote diversity and inclusion. This can be achieved through multicultural events, inclusive programs, and outreach efforts to ensure that people from all backgrounds feel welcome.

Financial investment into the area (for example, through grants unavailable to the Council)

Sport-Specific Grants: Many organizations offer grants specifically for sports clubs. For example, Sport Scotland provides funding for community sports projects.

Health and Wellbeing Grants: Since boxing promotes physical fitness and mental health, clubs can apply for health-related grants from organizations focused on public health and wellbeing.

Local Businesses: Partnering with local businesses for sponsorships can provide financial support and mutual benefits through community engagement.

Crowdfunding Platforms: Using platforms like GoFundMe to raise funds from the community and supporters.

Fundraising Events: Hosting events such as boxing exhibitions, charity matches, and community fairs to raise money and increase visibility.

Membership Plans: Offering various membership plans can provide a steady income stream.

Training Programs: Providing specialized training programs and classes can attract more members and generate additional revenue.

Opportunities for developing local enterprise in particular ones which contribute to the community wealth building strategy. Information is available at [Community Wealth Building](#)

Click or tap here to enter text.

Create new employment/volunteering opportunities.

Youth Mentorship Programs: Volunteers can mentor young members, providing guidance and support both inside and outside the ring.

Community Outreach: Organizing events and programs that promote fitness and healthy lifestyles, engaging with local schools and organizations.

Event Assistance: Helping with the organization of boxing events, fundraisers, and community events.

Skill Development: Offering training in discipline, self-defence, and resilience, which can be valuable life skills.

Section 2: What skills, knowledge and experience does the organisation have in the following:

Please provide information on the following points and refer to guidance pack and Doc. BP-1 Business Proposal Template available on the website at [Community Asset Transfer](#)

Skills	Please detail
Management / Governance	<p>have extensive knowledge and capabilities in the areas of management and governance key skills.</p> <p>Strategic Planning: I can help with setting long-term goals, identifying key initiatives, and developing actionable plans.</p> <p>Leadership: I offer guidance on leadership principles, team dynamics, and effective communication.</p> <p>Risk Management: I can assist in identifying, assessing, and mitigating risks to ensure organizational stability.</p>
Financial Management	<p>Our club delegate works in finance and is a consultant in financial management This includes areas such as:</p> <p>Budgeting and Forecasting: Creating and managing budgets, predicting future financial performance.</p> <p>Investment Analysis: Evaluating investment opportunities, understanding risk and return.</p> <p>Financial Reporting: Preparing financial statements, understanding accounting principles.</p> <p>Cost Management: Analysing and controlling costs to improve profitability.</p> <p>Corporate Finance: Managing a company's capital structure, funding, and financial strategy.</p> <p>Personal Finance: Advising on savings, investments, retirement planning, and debt management.</p>

Skills	Please detail
Marketing	Members of our gym have their degrees in marketing and use it daily within their work life mainly focussing on social media marketing. They have helped in the past with market research marketing to reach out and find new members.
Community Engagement	Members of our club have experience in community engagement by having hands on experience working with community members and organisations.
Partnership Working	As a boxing club we have been Working with other organizations, local councils, and stakeholders to achieve common goals
Managing Assets	Within my role in my personal job, I managed over 70 train stations within Strathclyde area. I was responsible of managing the assets within the station to keep it safe and fit for purpose. Also had to set up ppm plans to keep on top of all electrical and drainage works
Human Resources	<p>I have a broad range of knowledge and experience in HR inc but not limited to.</p> <p>Recruitment and Staffing: Expertise in sourcing, interviewing, and selecting candidates to fill job vacancies.</p> <p>Diversity and Inclusion: Promoting a diverse and inclusive workplace culture.</p> <p>Employee Relations: Addressing employee concerns, resolving conflicts, and fostering a positive work environment.</p>
Business Planning	<p>Many members have their own businesses from cleaning to construction and have extensive knowledge including.</p> <p>Market Research and Analysis: Understanding market trends, customer needs, and competitive landscapes.</p> <p>Strategic Planning: Developing long-term goals and strategies to achieve business objectives.</p> <p>Financial Planning: Creating budgets, financial forecasts, and managing cash flow.</p> <p>Operational Planning: Designing efficient processes and workflows to optimize productivity.</p> <p>Risk Management: Identifying potential risks and developing mitigation strategies.</p> <p>Marketing and Sales Strategies: Crafting plans to promote products and services effectively.</p>

Skills	Please detail
Securing Funding for example, Grants	<p>Members have had previous experience working with charities and helped secure funding they have built key skill in doing so by having strong Communication skills verbal and writing this is essential for writing compelling grant proposals.</p> <p>They have ability to conduct thorough research to identify suitable funding opportunities and gather relevant data to support proposals.</p> <p>Analytical Skills: Evaluating funding sources, understanding financial statements, and aligning proposals with funders' priorities</p> <p>Understanding of the Organization's Mission: Deep knowledge of the organization's goals and how they align with potential funders' objectives</p> <p>Grant Writing Techniques: Familiarity with the structure and components of successful grant proposals.</p> <p>Funding Trends: Awareness of current trends in funding and the priorities of different grant-making bodies</p>

Section 3 - How will the proposal contribute to the local priorities set out by the NAC Community Planning Partnership Local Outcomes Improvement Plan.

Please provide details in the sections relevant to you. Information is available at

[Local Outcomes Improvement Plan – North Ayrshire Community Planning Partnership](#)

3.1 Wellbeing:

- We will address health inequalities.
- We will promote children and young people's wellbeing.
- We will enable community wellbeing.
- **Improving Physical Health and Wellbeing**
- **Contribution:** Boxing is a high-intensity sport that provides a full-body workout, helping to improve cardiovascular health, strength, coordination, and overall fitness. By encouraging regular physical activity, a boxing club can play a key role in addressing physical health issues like obesity, heart disease, and type 2 diabetes, all of which are significant concerns in local communities.

Supporting Mental Health and Wellbeing

- **Contribution:** Boxing not only helps with physical fitness but is also a powerful tool for mental health. It can reduce stress, anxiety, and depression, while also promoting self-confidence, discipline, and emotional resilience. The focus and structure of boxing training offer participants a way to channel negative emotions in a positive way, boosting overall mental wellbeing.

Reducing Health Inequalities

- **Contribution:** Boxing clubs can provide an affordable and accessible form of exercise for people from disadvantaged backgrounds or those living in areas with fewer sports facilities. Offering low-cost or free membership options can make the club more accessible to individuals who may otherwise not have the resources to join gyms or fitness centres.

Engaging Young People and Promoting Positive Activities

- **Contribution:** A boxing club can be a particularly effective way to engage young people in positive, structured activities that promote healthy habits and personal development. Boxing teaches important life skills such as discipline, focus, respect, and resilience, which can help youth avoid risky behaviours and build confidence.

Building Social Connections and Community Cohesion

- **Contribution:** Boxing clubs create a sense of community by bringing people together from different backgrounds and creating shared goals. The social environment of the club allows individuals to build friendships, reduce social isolation, and increase social networks, which is crucial for overall wellbeing.

Improving Confidence, Discipline, and Personal Growth

- **Contribution:** Boxing can be transformative for individuals, building both physical and emotional strength. Participants learn perseverance, resilience, and how to set and achieve personal goals. The sport also encourages self-control and accountability, which contributes to a sense of personal achievement and improved self-esteem.

Providing Opportunities for Lifelong Wellbeing

- **Contribution:** Boxing is a sport that can be practiced at any age, from youth to older adults, promoting lifelong engagement with physical activity. The club can offer a sustainable, ongoing pathway for individuals to stay fit and healthy throughout their lives.

Supporting Community Development and Volunteering.

- **Contribution:** A boxing club can create opportunities for residents to become involved in the community by volunteering as coaches, administrators, or event organizers. These roles provide valuable skills and help foster a sense of ownership and responsibility within the local area.

A boxing club proposal can make a significant contribution to the wellbeing priorities outlined in the NAC Community Planning Partnership Local Outcomes Improvement Plan. By promoting physical and mental health, reducing health inequalities, engaging young people in positive activities, and fostering social inclusion and community cohesion, the boxing club can help achieve key outcomes related to improving the overall wellbeing of the local population.

3.2 Work:

- We will increase employment.
- We will develop volunteering.

We will better support our young people.

Improving Employability and Skills Development

- **Contribution:** A boxing club offers opportunities for individuals to develop transferable skills that can enhance their employability. These skills include leadership, discipline, teamwork, communication, time management, and goal setting. For example, club members involved in coaching or organizing events can gain experience in administration, event management, or public speaking.

Creating Employment Opportunities

- **Contribution:** The boxing club itself could create local job opportunities, such as positions for coaches, administrative staff, fitness trainers, event organizers, and marketing or fundraising personnel. This can help stimulate the local economy and provide employment, particularly in areas with fewer job opportunities.

Youth Engagement and Pathways to Employment

- **Contribution:** Boxing clubs provide a structured environment for young people, which can serve as a steppingstone toward employment. By offering mentorship and guidance, experienced members or coaches can help youth navigate career options, develop a work ethic, and prepare for job opportunities.

Providing Opportunities for Volunteering and Leadership

- **Contribution:** The boxing club could encourage members to take on leadership and volunteer roles, such as assisting with training, managing events, or helping with club administration. Volunteering can provide individuals with valuable work experience that enhances their resumes and builds a sense of responsibility and leadership.

Support for Entrepreneurs and Small Businesses

- **Contribution:** A boxing club could serve as a launchpad for local entrepreneurs. Coaches or club founders may eventually look to expand the club, create merchandise, or offer additional services, such as fitness classes or wellness programs. This could contribute to local business development and the growth of the local economy.

Reducing Barriers to Employment

- **Contribution:** For individuals facing barriers to employment—such as those with low qualifications, lack of experience, or confidence issues—a boxing club can provide a supportive environment to build skills and self-esteem. For example, training as a boxer can boost confidence, which is vital in job interviews or workplace settings. Additionally, the club’s coaches and mentors can offer career advice and support.

Building a Stronger Local Workforce

- **Contribution:** A boxing club can attract individuals from different backgrounds and equip them with the physical and mental resilience needed to succeed in the workforce. For example, the discipline required in boxing can translate to a strong work ethic, while the camaraderie within the club can help develop teamwork skills.

Encouraging Active Lifestyles and Healthy Employees

- **Contribution:** Encouraging a healthy lifestyle through boxing can improve overall productivity and well-being, which has positive effects on work performance. For example, individuals who engage in regular physical activity are often more energized, focused, and better at managing stress, which benefits both their personal lives and their jobs.

Fostering Community Partnerships

- **Contribution:** The boxing club could collaborate with local schools, community centres, or businesses to create partnerships that support youth employment, work experience, or training initiatives. These collaborations can also lead to joint events or community outreach programs, further embedding the club within the community and supporting local economic growth.

The boxing club proposal can make a significant contribution to the work priorities outlined in the NAC Community Planning Partnership Local Outcomes Improvement Plan. Through promoting employability, creating job opportunities, developing leadership and volunteer skills, supporting entrepreneurship, and fostering a healthier, more resilient workforce, the boxing club can directly support the LOIP’s goals of improving employment opportunities and supporting local economic development.

Click or tap here to enter text.

3.3 World:

- We will work together to reduce carbon emissions and mitigate the impacts of climate change.
- We will increase active travel.
- We will increase carbon literacy within our organisations and communities.

Sustainability and Environmental Responsibility

- **Contribution:** A boxing club can contribute to environmental sustainability by adopting eco-friendly practices, such as using sustainable equipment, minimizing waste, or encouraging members to engage in community clean-up initiatives. In addition, the club could raise awareness about environmental issues through events, outreach, or partnerships with environmental organizations.

Encouraging Walking and Cycling to the Club

- **Contribution:** The boxing club can encourage its members, especially those living locally, to walk or cycle to training sessions and events. By promoting these modes of transport, the club can reduce reliance on cars and support active travel.

Community-Based Active Travel Initiatives

- **Contribution:** The boxing club could organize community events that promote active travel, such as **walking or cycling challenges**. For instance, the club could host "walk to boxing" days or "cycle to fitness" events that combine physical activity with travel. These events can engage members and their families in increasing their use of walking or cycling to attend the club.

Youth Engagement and Active Travel Education

- **Contribution:** For younger members, the boxing club can incorporate education on the benefits of active travel. The club could collaborate with local schools to offer walking or cycling initiatives as part of training sessions, and even set up educational workshops on the health and environmental benefits of choosing active transport.

Promoting Health and Wellbeing Through Active Travel

- **Contribution:** Active travel, such as walking and cycling, contributes to physical health by encouraging regular exercise. Since boxing is an intense sport, encouraging additional physical activity, such as walking or cycling to the gym, complements the fitness goals of club members. The combined physical activity benefits of both the sport and active travel can have significant positive effects on community health.

Integration with Local Active Travel Infrastructure

- **Contribution:** The club can work in partnership with local authorities and transportation agencies to ensure that its facilities are easily accessible via walking and cycling routes. This could involve

promoting existing cycling paths or even advocating for the improvement of active travel infrastructure around the club's location (e.g., safer bike racks, better lighting, or more pedestrian-friendly routes).

The proposal of a boxing club can contribute to the local priorities of increasing active travel set out in the NAC Community Planning Partnership Local Outcomes Improvement Plan in several ways. By encouraging walking and cycling to the club, working alongside local authorities to improve infrastructure, promoting active travel through community events, and fostering a culture of health and sustainability, the boxing club can support both individual wellbeing and broader environmental goals. Through these initiatives, the club can play a key role in making active travel a more integral part of the community's daily life.

Click or tap here to enter text.

Section 4 - Business & Development Plan

Please refer to Finance and Business documents: BP-I&E 3 Year Income & Expenditure and Doc. BP-1 Business Proposal Template available on the website at [Community Asset Transfer](#)

(If any the following is not incorporated in your business plan please provide detail below in 4.1 and 4.2)

4.1 Briefly describe how you propose to fund:

- the price or rent you are prepared to pay = [REDACTED]
- any revenue or capital costs
- any overheads
- any redevelopment or ongoing maintenance
- the costs of your activities

Please see business plan

4.2 Please identify all proposed income and investment, for example:

4.3 The club will be fundraising and exploring all available funds throughout the year.

Through our memberships, club shows and fundraising

4.3 Contingency Planning – for example, future pandemic, energy cost increases etc:

Energy Cost Increases

Energy Efficiency: Invest in energy-efficient equipment and lighting to reduce overall consumption. This includes LED lights, energy-efficient HVAC systems, and smart thermostats.

Renewable Energy: Consider installing solar panels or other renewable energy sources to offset energy costs. This can provide long-term savings and reduce dependency on the grid.

Energy Contracts: Lock in lower energy rates when possible, to protect against price volatility. Negotiating fixed-rate contracts with energy suppliers can help manage costs.

Health and Safety Protocols

Sanitation Procedures: Develop and regularly update health and safety protocols, including sanitation procedures, social distancing measures, and mask mandates.

Remote Services: Offer virtual classes and online training sessions to maintain member engagement even if the gym is closed.

Health Screenings: Implement health screenings for staff and members to prevent the spread of illness.

Financial Resilience

Financial Reserves: Maintain a financial reserve to cover unexpected expenses and revenue shortfalls.

Insurance: Ensure comprehensive insurance coverage, including business interruption insurance

Diversification: Diversify revenue streams by offering additional services such as personal training, nutrition counselling, and merchandise sales.

Community and Member Engagement

Community Support: Build strong relationships with local health departments and community organizations to stay informed and supported during crises.

Staff Training and Flexibility

Emergency Procedures: Train staff on emergency procedures and cross-train them to handle multiple roles if needed.

Flexible Scheduling: Implement flexible scheduling to accommodate staff needs during disruptions.

By proactively addressing these areas, boxing gyms can better navigate future challenges and continue to serve their members effectively. Have you considered any specific strategies for your gym.

Section 5 - Supporting documentation must be included (if applicable)





In order for us to properly assess your application we require a range of supporting documents as specified below. If these are currently not available and you are working on them, we will be back in touch soon and your SPOC will be on hand to help.





This information will be used as part of the assessment by NAC Community Asset Transfer team.

- Copy of constitution/governance document or set of rules (see Section 1.2)
- Any maps, drawings or description of the asset/land requested
- Note of any terms and conditions that are to apply to the request
- Copy of Community Consultation / Engagement activities
- Evidence of community support
- Evidence of Funding Secured
- Business Plan with 3 years projected cash flow statement (see Section 1.4 and Section 4)
- Last 3 years independently verified reports/accounts
- 12 months bank statements
- Equalities Policy / Statement
- Child Protection / Protecting Vulnerable Groups Policy
- Health and Safety Policy / Health and Safety at Work Act Policy
- Letters of Support or References
- Other policies for example, Training policy, Volunteer policy, proper Employment practices, wages and conditions of service of employees and purchasing policies, if relevant to your organisation
- Insurance – Public Liability Insurance / Buildings / Contents / Employers, etc.

We require 2 signatures at this stage.




Signatures of the organisation making the request

Signatory	Please detail
Signature 1	
Print Name	
Position	
Date	

Signatory	Please detail
Signature 2	
Print Name	
Position	
Date	

Date Protection: North Ayrshire Council gathers and process information about you so that services, including this form, can be delivered effectively. We will only ask for the minimum information necessary and process this in line with the provisions of the Data Protection Act. A copy of our privacy Policy Statement is available on request or can be viewed on our website at [Privacy Policy](#)

By signing below you are agreeing to your information being gathered and processed as above.

Signatory	Please detail
Applicant's Signature	
Print Name	
Date	

By ticking this box you are agreeing to your information in relation to this asset transfer request being shared with a third party, who may have involvement in your application process ☒

We will keep your information for 5 years to monitor your asset transfer. If you wish this information to be removed, please contact us and we will remove within 30 days.