# Community Asset Transfer Initial Enquiry Form

## **Please provide details of the organisation making the request**

### **Name of Organisation**

Click or tap here to enter text.

### **Main Contact for all correspondence**

| **Personal information** | **Please detail** |
| --- | --- |
| **Name** | Click or tap here to enter text. |
| **Address** | Click or tap here to enter text. |
| **Telephone Number** | Click or tap here to enter text. |
| **Email** | Click or tap here to enter text. |
| **Position in the Organisation**  | Click or tap here to enter text. |

## **Structure and purpose of the organisation**

### **2.1 What type of organisation are you?** What is your legal structure e.g. 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](https://www.north-ayrshire.gov.uk/your-community/facilities/community-asset-transfer.aspx)

Click or tap here to enter text.

### **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 [ ]

### **How many people are members of your organisation?** For guidance on what we mean by members please see NAC Guidance Pack. Information is available at [Community Asset Transfer](https://www.north-ayrshire.gov.uk/your-community/facilities/community-asset-transfer.aspx)

Click or tap here to enter text.

### **2.4 When was the organisation established?**

Click or tap here to enter text.

### **2.5 What is the purpose and main activities of your organisation?** (Summary of your aims and objectives)

Click or tap here to enter text.

### **2.6 Does your organisation have previous experience of managing an asset?**

(If yes, please provide details)

Click or tap here to enter text.

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

### **3.1 Asset**

| **Asset information** | **Please detail** |
| --- | --- |
| **Name of Asset** | Click or tap here to enter text. |
| **Address of Asset** | Click or tap here to enter text. |
| **Ordinance Survey Grid Reference** | Click or tap here to enter text. |
| **Please attach map** |  Map attached [ ]  |

### **3.2 Type of transfer you are interested in**

Full Ownership of Asset [ ]

Lease of Asset [ ]

Other (please specify) [ ]

Click or tap here to enter text.

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

Click or tap here to enter text.

### **3.4 Are there any other organisations potentially affected by the ownership of this asset?** Please give details including in relation to existing ownership/leasehold arrangements/ current users/other contractual arrangements or any funding associated with the asset where conditions on its use or ownership may apply.

Click or tap here to enter text.

## **Please tell us below**

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

Click or tap here to enter text.

* 1. **What benefits will this bring to local community**

Click or tap here to enter text.

**Signature of the organisation’s representative making the request**

| **Signatory** | **Please detail** |
| --- | --- |
| **Signature**  |  |
| **Print Name** | Click or tap here to enter text. |
| **Position** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |

**Data Protection:** North Ayrshire Council gathers and process information about you so that services, including this form, can be delivered effectively and efficiently. 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](https://www.north-ayrshire.gov.uk/privacy-policy.aspx)

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

| **Signatory** | **Please detail** |
| --- | --- |
| **Signature**  |  |
| **Print Name** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a 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.