Community Asset Transfer Application Form

For Town and Parish Councils applying for transfer of a Council-owned freehold asset

Before completing this form
Please read the Community Asset Transfer Policy. The Council will only consider assets owned freehold by the Council and deemed suitable for community asset transfer. Applicants are responsible for costs associated with the transfer, including valuation, legal and surveyor fees.

1. Application Route

☐ Proactive application – applicant has identified a Council asset for transfer

☐ Reactive application – Council has identified a surplus community asset and invited applications

2. Applicant Details

Town/Parish Council name	
Clerk/contact name	
Address	
Telephone	
Email	
Date of council resolution approving this application	Attach minute/resolution

3. Asset Details

Asset name/address	
Description of land/building	
Current use of asset	
Is the asset within your town/parish area?	Yes/No – explain
Is the Council the freehold owner?	If known
Plan/location map attached	Yes/No
Any known restrictions, leases or occupiers	If known

4. Expression of Interest and Purpose

Reason for requesting transfer	Explain why the asset is needed
Aims and objectives of the transfer	
Proposed future use	

How use will remain accessible to the local community	
How transfer supports direct service delivery	
Expected lease term requested	

5. Community Need and Benefits

Community/social demand	Provide evidence
Social benefits	
Economic benefits	
Environmental benefits	
How local people will influence decision-making	

6. Governance, Capacity and Compliance

Governance arrangements	Committees, decision-making and oversight
Financial systems and controls	
Staffing/volunteer capacity	
Relevant skills and experience	
Key policies held	Safeguarding, H&S, equalities etc.
Statutory/regulatory compliance	Asbestos, legionella, fire risk, insurance, PREVENT etc.

7. Financial and Business Case Information

Business case attached	Yes/No
Feasibility study attached	Yes/No
Income/expenditure forecasts	Attach
Funding sources	
Repairs and maintenance plan	Please outline the plan, or attach with the application.
Insurance arrangements	
Confirmation applicant will meet valuation, legal and surveyor fees	Yes/No

8. Declarations

☐ We understand that transfers will generally be at market value unless exceptionally agreed otherwise.

☐ We understand no negotiations on value are permitted once valuation is advised.

☐ We understand transfer should complete within 12 months of valuation or a revised valuation may be required.

☐ We confirm the asset will not be used solely for religious or political purposes.

☐ We confirm the proposal will not result in unlawful discrimination, harassment or failure to promote good relations.

Signed	
Name and position	
Date	