Community Asset Transfer Appeal Form

For applicants wishing to appeal a rejected transfer decision

Policy reference: Community Asset Transfer Policy – July 2026

Appeal route
An appeal must be submitted in writing to the Chief Executive, setting out why the applicant considers the transfer would be appropriate and identifying any evidence or information that was not considered in the original decision.

1. Applicant and Decision Details

Applicant Town/Parish Council	
Contact name and role	
Email	
Asset concerned	
Original decision date	
Decision being appealed	Initial assessment / detailed assessment
Reference number	

2. Grounds of Appeal

☐ Relevant information was not considered.

☐ The policy criteria were incorrectly applied.

☐ The decision did not adequately reflect community, social, economic or environmental benefits.

☐ There has been a material change in circumstances.

☐ Other – explain below.

Detailed reasons for appeal	
Evidence or information not considered originally	List and attach
Why the transfer remains appropriate	
Proposed mitigations for any concerns raised	

3. Supporting Documents

☐ Copy of original decision notice.

☐ Updated or additional business case evidence.

☐ Community need/support evidence.

☐ Financial/valuation information.

☐ Governance or compliance information.

☐ Other supporting documents.

4. Declaration

Signed on behalf of applicant	
Name and position	
Date	