

Community Asset Transfer (CAT) Policy & Guidance

December 2012

Final Draft for Consultation

Other formats available on request. Please contact 01706 217777 or visit our One Stop Shop at Lord St, Rawtenstall.

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What is a Community Asset Transfer?

Community Asset Transfer (CAT) is where the management and/or ownership of public assets (buildings or land) are transferred to community groups. This could be through long term lease or permanent transfer of ownership. A CAT relates to transferring of a piece of land, property or other asset to a voluntary or community organisation, which in turn commits to providing community benefits. The CAT is usually by way of a long term lease (anything from a few months up to 999 years) at less than market value or as appropriate it will mean the freehold transfer of the asset (see policy section for further details).

Community Asset Transfer is about giving local people and community groups greater control in the future of their area and their community. If local groups own or manage community buildings, such as community centres, it can help promote a sense of belonging in the community and bring people from different backgrounds together to work towards a shared goal.

Community ownership can also play a part in raising people's aspirations, in enhancing the local environment and in helping alleviate poverty.

This document provides clear guidance on the Council's Community Asset Transfer process.

Context

The value of community asset transfer has been known for some time. Recently we have seen new invigorated drivers for this.

The Quirk Review 2007 'Making Assets Work' concluded strongly in favour of local ownership of public assets having considered the risks, benefits and opportunities of community management and ownership of public assets.

Further, the introduction of the Localism Act 2011 and its provisions encourages the public sector to transfer assets that are no longer needed for operational delivery to the community as well as providing provisions and support for greater community empowerment such as the Community Right to Challenge and the Community Right to Bid.

Under section 123 of the Local Government Act 1972 and Circular 06/03 General Disposal Consent (England) 2003, the Council has the power to promote and improve the well being of the area by disposing of its surplus properties at less than Market value, provided that the difference between the actual value and the disposal price is less than two million pounds. It is under these powers, in line with the council's Asset Management Plan, disposal policies, Local Development Framework and Corporate Plan that the Council can progress Community Asset Transfers as and where viable.

Aims of Asset Transfer

The Council is committed to working with community groups and local people to ensure that community asset transfer in Rossendale is successful and sustainable in the long-term, in conjunction with the Council's Asset Management Plan, Core Strategy and Corporate Plan. The Council recognises that the transfer of an asset can contribute towards regeneration and act as a catalyst for social, environmental

and economic regeneration. It can stimulate involvement of local people, building capacity and confidence amongst individuals and organisations including strengthening social capital and safeguarding other activities and funding sources.

The Council has buildings and land that are used for a variety of community and public purposes. For some Council buildings and land, community management and ownership could bring benefits to the local community, benefits for the community-based group and benefits to the Council and other public service providers.

Asset transfer may mean that public assets get used more frequently and more effectively. It may mean that the use of those buildings or land extends the life of that facility. Community-led ownership may also allow additional opportunities for groups to secure extra funding or resources.

Where the Council transfers assets to community-based groups it will continue to promote public value, including:

- Community empowerment
- Area-wide benefits
- Building the capacity of, and encouraging a sustainable voluntary and community sector
- Economic development and economic well-being
- Social enterprise and social well-being
- Environmental improvements and environmental well-being
- Improvements to public services
- Value for money

Who can apply?

Applications will be welcomed from community and voluntary sector groups. Appropriate groups may be area-based, based around particular social groups or have some other shared interest. Applicants should meet the **following essential criteria**:

- An appropriately constituted voluntary and community sector organisation or social enterprise
- Be able to demonstrate good governance
- Be able to demonstrate sustainability / viability
- The proposed use must ensure extensive reach into the community and will be open to all. This can include organisations that serve a particular interest group or geographical area but they will be expected to demonstrate how they will be inclusive.
- Have the skills and capacity to effectively deliver services and manage the asset to be transferred.
- Be aware of any need to build capacity within their organisation and demonstrate how they intend to do this.

Key Considerations (See appendix 2-5 for further details)

Community groups can be best placed to manage facilities in their local communities. The transfer of assets can also improve access to funding whilst retaining facilities for public use.

It will be important, however, for community groups to consider both the benefits and costs of asset transfer.

Financial Responsibilities

Before you apply it is important to consider whether you are able to meet some of the costs that may be associated with the transfer. It is difficult to specify what these may be, as each transfer will be negotiated on an individual basis, however it may include;

- Purchase price, or rent including fees
- Rates
- Insurance
- Service costs (utilities)
- Staff (permanent staff such as cleaners or caretakers)
- Administration
- Repairs (some works may need to be carried out immediately and there will be ongoing maintenance costs)
- Any alterations to the building required to enable proposed use, including fees (building regulations, planning permission etc plus the costs of advisors to specify and project manage any works)
- Premises compliance with the Equality Act 2010 and accessibility for disabled people. (not just access for wheelchair users but consideration for disabilities including hearing loops, visual impairment etc)
- Security and Health and Safety (contracts for alarm systems, emergency lighting, fire systems, legionella testing and asbestos management)
- Legal fees
- Feasibility costs

It may be possible for you to secure grants or in-kind support for some of the costs, which you would need to explore. You will need to include this when developing a plan for community asset transfer.

Community Asset Transfer Policy

Key corporate principles for asset transfer

The Council's policy on Community Asset Transfer is underpinned by the following principles:

- Any proposed asset transfer must promote social, economic or environmental wellbeing and support the core purpose and corporate priorities of the Council.
- The Council has a dual role to support the voluntary and community but also to act as a steward of publicly owned assets.
- As part of the Council's Asset Management Plan it regularly reviews its assets for possible transfer.
- The Council will adopt a transparent corporate process for asset transfer which will include a clear point of first contact and clear stages and timescales for each party.
- The Council will not guarantee exclusivity on a first come first served basis when considering asset transfer and will consider other expressions of interest, as appropriate, in relation to any proposed asset transfer in order to gain maximum benefit for the local community.
- If any disposal at less than best consideration is pursued, it will be accompanied by a legally binding service level agreement (SLA) or other appropriate agreements identifying the benefits and how these will be monitored and

measured, together with the remedies available to both parties if the legally binding SLA or other mechanism is not met.

Some criteria for considering requests for Community Asset Transfer

The asset transfer decision involves the assessment of a number of criteria including (non-exhaustive list):

- Benefits to respective parties e.g. Council, Community and Voluntary Sector generated by the transfer of the asset to the community.
- Raising of capital receipts for future investment in direct service provision.
- Loss of any existing income.
- Potential loss of opportunity costs arising from transfer.
- Retention of assets for direct service delivery.

Requests for the transfer of Council owned assets would be considered where all of the following criteria are met.

The Asset

- The asset (land or buildings) is in the ownership of the Council. The policy does not specifically include or exclude any asset from potential transfer to a community group, allowing each case to be considered on its own merits and in the context of the Council's Asset Management Plan.
- The Council is not able to transfer land / property where the undervalue is more than £2,000,000 without obtaining consent from the Secretary of State, therefore only in exceptional circumstances will transfer of assets above this value be considered. Undervalue is the difference between the 'unrestricted' or market value of the asset and the value of the proposed transfer agreement.
- On occasion the council may choose to inform the Secretary of State of a CAT case to ensure compliance with government advice and regulations.
- The asset has been identified by the Council as suitable for community transfer.
- The asset is not currently needed or identified for future investment value or use for direct service delivery, which could best be provided directly by the authority rather than through the community.
- The transfer will assist in delivering the core purpose and corporate priorities of the Council.
- Transfer or management of an asset would not be contrary to any obligation placed on the Council.

Proposed use

- The proposed use will assist in the delivery of the Council's core purpose and corporate outcomes.
- The proposed use will ensure extensive reach into the community and will be open to all. This can include organisations that serve a particular geographical community or a particular interest group (e.g. youth services) but in all cases organisations will be expected to demonstrate how they will ensure that they are inclusive.
- The Council will not accept proposals where property will be used to support activities which are excluded within the Council's constitution and standing orders, e.g. political activities.
- The proposed use will maximise opportunities to ensure sustainability, for example, through income generation, social enterprise and the hiring of space and facilities.

- There is an evidenced need and demand for the activities being proposed within the local community.
- The applicant has established how much space it requires to deliver its proposals, and how they will make good use of such facilities. The applicant will need to demonstrate how the premises will be managed on a day to day basis, and take account of legislation affecting occupation of premises.

The Applicant

- A community or voluntary organisation - i.e. it must be a legal entity which:-
 - is non-governmental - not part of the statutory sector;
 - is non-profit distributing - it must reinvest any surpluses to further its social aims / community benefits;
 - has community benefit objectives
- Be appropriately constituted, for example, a registered charity, a community interest company or a charitable incorporated organisation, a not for profit company or a co-operative. The applicant's constitution should allow for the management/ownership of buildings and/or provision of services.
- Demonstrate good governance by operating through open and accountable co-operative processes, with adequate monitoring, evaluation and financial management systems.
- Demonstrate management experience and/or expertise.
- Applicant has demonstrated how they will address any capacity building requirements within their organisation.
- Demonstrate that the organisation is sustainable.
- Provide copies of the accounts of the organisation.
- Demonstrate a track record of delivering services, or in the case of a new organisation a track record of key individuals and a robust business case.
- The organisation has a clear purpose and understanding of the activities it wishes to deliver.
- Can demonstrate it has the skills and capacity within, or available to, its managing body to effectively deliver services and manage the asset;
- Embrace diversity and work to improve community cohesion and reduce inequalities.
- Be engaged in economic, environmental or social regeneration in Rossendale or be providing a service of community benefit in line with the Council's core purpose and priorities.
- Management proposal should include a specific plan on health and safety issues and compliance with legislation/statutory requirements arising from ownership or management of the building and/or running a service.

The assessment process will require applicants to provide information to enable the Council to assess how they satisfy this detailed criteria and CRB and financial checks where appropriate.

The basis of transfer

'Transfer' is considered to relate to freehold and/or leasehold arrangements at less than best consideration (this means a transfer at below the market value). 'Transfer' may take a number of legal forms. At one extreme, a transfer of the 'freehold' of a property would mean the entire ownership of the building would pass from the Council to the community based group. However, restrictions (called 'covenants') will ensure the property remains available to local people to use and prevent it being sold for development.

A 'lease' will give a community based group the exclusive right to use the property for the duration of the lease. A lease can run for any period - commonly from a few months, up to 999 years. At the end of the lease the building/asset will return, in no worse condition than originally transferred, to Council control. The Council will write in to such leases an appropriate clause (step-in rights) under which the asset would revert to the Council, for example: in the case of bankruptcy; in the case of corruption; if the anticipated benefits of transfer are not realised; if the organisation wishes to develop and move into bigger premises or in the case breach of any other terms of the lease agreement. Regular reviews where appropriate will be undertaken as part of the lease transfer contract.

The Council will discuss with community based groups what sort of transfer will be most suitable to meet the needs and expectations of the groups and local people. Whilst the Council may wish to retain the freehold of the property and grant a lease to the community based group, the Council will consider other options if it is in the best interest of local people.

The Council will determine rent payments or purchase costs on a case-by-case basis. The Council will normally expect community based groups to be responsible for all running costs of the building, including repairs, maintenance and all insurance. The terms of transfer will be negotiated on a case-by-case basis with the interested organisations. Any transfer at below market value will need to comply with State Aid Rules; this will form part of the transfer process and assessment.

The Council is committed to the successful transfer of assets to community based groups, where viable. However, it is also recognised that running a building is an onerous commitment. The Council does not want local people to be deterred from engaging in community asset transfer because they are apprehensive about the possible risks of transfer. Therefore the binding agreement leading to Community Asset Transfer, will include details where appropriate on (a) transfer return of building should the venture cease, (b) the Council retains the right to cease the agreement should conditions of transfer be breached and (c) appropriate covenants regarding future use of property. In the case of (a) dilapidations¹ liability may well apply.

In accepting return of an asset the Council will not normally assume any responsibilities or liabilities of the community based group. In addition the Council will not normally act as guarantor for a community based group when transferring an asset (or subsequently).

The Council will share with any interested community organisations its information regarding the condition and operating costs of any asset that may be transferred. The community organisation will be expected to satisfy the Council that they are able to maintain the building satisfactorily after transfer. Each transfer will be reviewed individually to determine the approach to putting the asset into full repair, which would normally be the financial responsibility of the community organisation.

¹ This relates to the occupiers liability to the landlord to maintain the property in the condition required by the lease agreement and when vacated, the property should be left in the agreed condition. If this is not the case, the Council will reserve the right to apply a financial penalty.

Registering an Expression of Interest (EOI)

How to Apply

Rossendale Borough Council owned asset identified as surplus for disposal or possible asset transfer will be listed on the Council's website.

If you wish to register an interest in a surplus Rossendale Borough Council asset identified for disposal or possible asset transfer you are invited to complete the Expression of Interest Form, which can be found at Appendix 6 within this pack or can be downloaded separately from the Council's website.

What Happens Next?

Rossendale Borough Council will undertake an initial assessment of viability. This will include an assessment of the market value of the asset so that the total cost of the Community Asset Transfer to Rossendale Borough Council can be established. You will be advised in writing whether or not it is successful.

There will also be some circumstances where a transfer is not appropriate. For example, where future development sites are concerned and certain safeguards may need to be included in the sale or alternative options considered. This will be dealt with on a case by case basis.

If your initial expression of interest application is unsuccessful at this point you will be informed so in writing. If it is unsuccessful, there is no appeal process but the applicant is eligible to submit an expression of interest in relation to another asset identified for CAT.

If your initial application is approved for further consideration by the Asset Review Panel you will then be required to submit a detailed business plan within 3 months of notification showing how you will fund all the premises costs identified above and that your organisation is able to take on the responsibilities of occupying the premises.

You will be required to evidence:

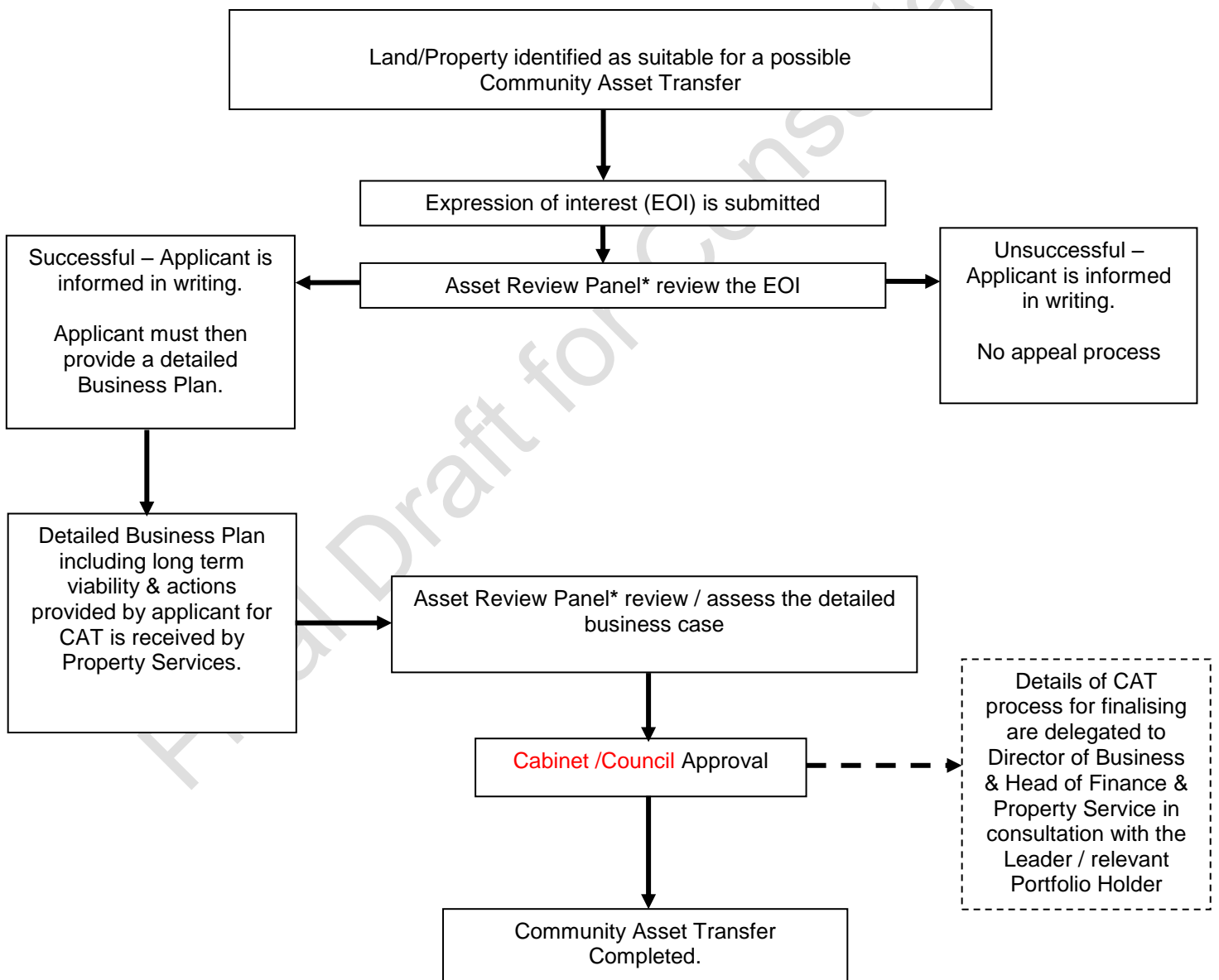
- Financial viability – a 3-5 year business plan showing the project is sustainable
- Organisational capacity – the right people are in place with the appropriate skills and there is clarity around governance
- Community support
- Clearly defined aims and objectives which are compatible with Rossendale Borough Council objectives.

See Appendix 7 for further details.

CAT Stages Overview

Stage 1: Expression of Interest
Stage 2: Council Checks viability / sustainability of asset transfer and operational/financial stability of applicant
Stage 3: Full application and business plan assessment of successful EOI applicants & recommendation to Cabinet/Council
Stage 4: CAT Finalisation & Implementation

A flowchart of the CAT process



*Panel includes Director of Business, Head of Finance & Property Service and Property Services Manager in consultation with relevant Ward Councillors and Cabinet Portfolio Holders as appropriate.

Further information

Rossendale Borough Council

If your question relates to a particular building please contact Property Services on 01706 252442/47.

If your question relates to the Legal aspects of the Council policy please contact the Legal Services on 01706 252496.

Asset Transfer Unit

This website has useful examples of asset transfer as well as good practice guides.

<http://atu.org.uk/>

Locality

Locality is the UK's leading network for community-led organisations.

<http://www.locality.org.uk>

Community Matters

The National Federation for Community Organisations with 1180 member organisations in the UK provides advice on a range of community asset matters including legal issues and running a community organisation and they also provide benefits such as a community centre insurance scheme. You can make use of some services as a non-member. Call: 0845 847 4253 or email:

advice@communitymatters.org.uk

<http://www.communitymatters.org.uk>

Development Trusts Association

A network of community enterprise practitioners dedicated to helping people set up development trusts and helping existing development trusts learn from each other and work effectively. Call: 0845 458 8336 or email: info@dta.org.uk

Planning Aid

Planning Aid provides free, independent and professional town planning advice and support to communities and individuals who cannot afford to pay planning consultant fees. It complements the work of local planning authorities, but is wholly independent of them. Call: 0121 214 2900 or email: info@planningaid.rtpi.org.uk

ProHelp

A service provided through Business in the Community offering the expertise of professionals free to community not for profit organisations. You will need to apply if you want to make use of this service.

Call 0115 924 7408 or see:

http://www.bitc.org.uk/community/employee_volunteering/prohelp/

APPENDIX 1 – Initial list of assets for Community Asset Transfer

This is an initial list of council owned assets that are open for potential community asset transfer. It is considered that this list is not exclusive and includes the following assets, some of which (see *) already have existing arrangements with community organisations:

- Whitaker Park Museum
- Stubblylee Hall & Annex
- Stubblylee Greenhouses *
- Stubblylee Barn *
- Leisure Facilities:
 - Haslingden Swimming Pool *
 - Haslingden Sports Centre *
 - Marl Pits Leisure Centre *
 - Marl Pits Pavillion and running track*
 - Rosendale Ski Slope *
 - Whitworth swimming Pool *
 - Whitworth Civic Hall *
- Bacup AB&D Centre *
- Various Bowling Greens and associated Pavillions
- Various Public Conveniences
- Various designated children's Playground & Parks
- Various sports and recreational grounds and associated pavilions
- Liberal Club, Rawtenstall
- Whitworth Museum *
- Balladen Community Centre, Rawtenstall *

It should be noted that the most current active list will be published on the Council's website once this policy is implemented.

APPENDIX 2 - Community Asset Transfer FAQs

What is an asset?

In the context of Community Asset Transfer (CAT) the asset is a piece of land, property or other asset in ownership by Rossendale Borough Council.

What does 'transfer' mean?

Depending on the circumstances regarding a particular building or site and the potential future use, the Council will either lease or sell the freehold to the successful interest to the community group.

How much will the Council charge to transfer the asset to our organisation/group?

The Council will set an initial purchase price appropriate to the value of the building but will determine the actual agreed purchase or lease price depended on the nature of each individual application. The Council would consider to spread the payment (for instance, over three years) of sale or transfer, if this would assist the group's business plan to be successful.

Is funding available to help purchase the asset?

No funding is available from the Council. However, funds or grants may be available from other sources. For further information see: <http://www.grantfinder.co.uk/>

How much does it cost to run a building?

The Council can provide information regarding the historic² running costs and condition of individual buildings. It will be important, however, that groups take appropriate professional advice (surveyors, solicitors, accountants) to ascertain obligations under the lease and any future liabilities accurately.

Buildings are generally expensive to run and allowing for maintenance, statutory testing, rates etc need to be realistically planned for to ensure that the CAT is viable and successful in the long term.

If things do not go to plan, can we return the asset to Rossendale Borough Council?

The Council will make every effort to ensure that a CAT only takes place where there is a good prospect of a successful and sustainable outcome.

If the Council has sold the freehold interest it may require certain safeguards within the terms of sale (for example if a building or site has development potential) to protect the interests of Council tax payers, such as a right of pre-emption, enabling it to buy back the asset, or a clawback clause to recover development value. Other than in these circumstances the Council will not ordinarily buy back assets.

How quickly will things happen?

This will depend to a significant extent on the resources and expertise available to the community group. The timescales and progress in relation to individual cases will be communicated with the applicant throughout the process.

² Future service costs are dependent on market forces; this should be taken into consideration during application.

APPENDIX 3 – Deciding that you want premises/land

This is intended to be a guide for any voluntary and community organisations who are thinking of taking a Community Asset Transfer. It is intended to help organisations to think through the implications and responsibilities before making a decision about managing a building. The following is not an exhaustive list of considerations, and it is recommended that independent advice is sought before a CAT is undertaken.

<p>Purpose Does your organisation have a clear purpose?</p>	<p>It is important that you are clear about your terms and objectives and the activities you want to deliver, to assess whether your proposal meets the objectives of Community Asset Transfer and that it makes the best use of the space available. You will need to consider how much space will be required and what facilities you need.</p>
<p>Need Do you know what other activity is going on in your area</p>	<p>It is important to ensure that there is both a need and demand for the activities you are planning and whether this is currently being addressed by another organisation. If another organisation is delivering similar activities in the area, it doesn't mean that there is not still demand or unmet need, but it is still important to establish this. By finding out about another organisation in your area, you may find useful links and sources of support. You should fully explore opportunities for co-location/shared facilities with other similar minded organisations in considering requests for asset transfer.</p>
<p>Benefit Will your organisation be more effective if it has a building – do the benefits outweigh the costs?</p>	<p>The decision to take on a building should be positive and benefit your organisation and the local community / intended users. It is important to consider whether occupying a building will strengthen your organisation and enable you to deliver your activities more effectively or will this realistically mean that all your resources and time will be spent on maintaining a building rather than delivering your activities.</p>
<p>Usage Have you established how much space you need and potential usage?</p>	<p>Have you established that the activities you want to deliver will make good use of the building? Or is it likely that there will be several periods when the building is not used. This might mean rethinking whether occupying a building is of benefit to your organisation or whether the potential benefits are outweighed by the responsibilities.</p>
<p>Cost Can you afford to run the building?</p>	<p>Have you thought through the costs of running a building? Please refer to Appendix 4 for the likely sources of outgoings.</p>
<p>What are the other options?</p>	<p>Having considered the above points, it is also worth looking at other options e.g. would it be more practical to share a building with another organisation or rent a room for specific periods to deliver your activities?</p>

APPENDIX 4 – The practicalities of buying, renting or leasing premises/land

The following is not an exhaustive list of considerations, and it is recommended that independent advice is sought before a CAT is undertaken.

<p>Financial issues Have you considered all the costs and how these will be met, including a financial plan.</p>	<p>A financial plan, outlining the funding for your organisation and how you will meet the outgoing costs for the premises, will help you identify costs. These may include:</p> <ul style="list-style-type: none"> • Rates • Utilities - electricity, telephone, water etc. • Insurance - building, contents and public liability. • Repairs - potentially both major and minor. The condition of the property will be established prior to transfer; the maintenance thereafter will be the responsibility of your organisation. • Staff e.g. cleaning and caretaking • Security • Administration • Potential alterations and/or adaptations <p>You will need to ensure that you have considered all the various costs and have funding in place to meet them. You will also need to think about costs/charges for advising on the lease documents and the heads of terms.</p>
<p>Management Structure Has your organisation got a clear management structure and are you clear how premises will be managed on a day-to-day basis</p>	<p>Acquiring a property is a major commitment for community groups, which involves considerable responsibilities and should not be underestimated. One of the key considerations should be whether occupying a building will enhance your ability to achieve the aims and objectives of your organisation or in reality mean that you have less time to focus on your core activities. You need to ensure that you have a clear management structure and have thought out how premises will be managed on a day to day basis, in addition to how the premises will be financed, usage and so on. This will include key questions such as:</p> <ul style="list-style-type: none"> • Do you have a clear constitution and established management committee? • Have you got a clear process for making decisions in relation to the building e.g. who will be responsible for room bookings, site problems, compliance with legal issues such as Health and Safety, and so on. • Have you considered who will be responsible for caretaking and cleaning responsibilities? • Who will take responsibility for managing payments for utility, rates and so on?
<p>Legal Issues Does your constitution give you the legal capacity you will need to take on premises? Have you considered all the other legal issues when taking on premises?</p>	<p>You need to ensure that your constitution gives you the legal capacity to take on premises. The table on the next page shows some of the legislation that impacts on building and premises. See http://www.ncvo-vol.org.uk/advice-support/trustee-governance/governance/legal-structures for further information on legal structures.</p>

APPENDIX 5 – Legislation to be considered

The following is not an exhaustive list of legislative considerations, and it is recommended that independent advice is sought before a CAT is undertaken.

Statute or Regulation	Implications
Health & Safety at Work Act 1974 and subsequent regulations. Fire Precautions Act 1971 and subsequent regulations	Public Liability Insurance; Health and Safety policy and procedures; Risk Assessment for fire and other risks; Fire Safety Certificate; Employers Liability Insurance.
Occupiers Liability Act 1957	Public Liability Insurance (£5m); Employer Liability Insurance (£10m); Risk Assessment for fire and other risks; Security of premises.
Landlord & Tenant Act 1954	Need for clarity about type of tenure and what rights or duties you may have.
Charities Act 1993	If buying premises on a mortgage, you will need appropriate financial advice and survey in writing from a suitably qualified person.
Town and Country Planning Act 1990 and regulations	Need for appropriate planning permission;
Equality Act 2010 & code of practice on goods, services and premises	Disability Audit; making reasonable adjustments to ensure goods, services and premises accessible in respect of a wide range of disabilities.
Building Act 1994 and subsequent regulations	Building regulations cover new buildings, extensions and renovations.

APPENDIX 6 – Community Asset Transfer: Expression of Interest Form

FOR COUNCIL REFERENCE ONLY	
Reference Number:	Outcome of EOI Review:
Date Received:	Date communicated to applicant:

COMMUNITY ASSET TRANSFER – EXPRESSION OF INTEREST
Please read the Community Asset Transfer Guidance Pack before completing this form.

A. THE ASSET
Name / Description of Asset Expression of Interest relates to:
B. ABOUT YOUR ORGANISATION

1. Name of Organisation/Group

--

2. Contact Details

Who is the main contact for this application?

Title:		First Name:		Surname:	
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Position held in organisation:	
--------------------------------	--

Address for correspondence:	
-----------------------------	--

Telephone Number:	
-------------------	--

Mobile Telephone Number:	
--------------------------	--

Email Address:	
----------------	--

3. What type of organisation/group are you?

i.e. Charity, Community Group, New Group, Society, Other etc

--

4. When was your organisation/group set up?

Year	
------	--

5. How many people are involved in your organisation?

Please state the number of paid staff, volunteers, full-time, part-time etc

--

6. Does your organisation/group have an Equal Opportunities /Equalities Policy?

Yes		No	
-----	--	----	--

7. What is your organisation's governance structure?

I.e. Informal, Trustee Board, Management Committee. Please identify the current board as appropriate.

--

8. Does your organisation have Public Liability or Professional Indemnity Insurance?

Please indicate the type of insurance you have and the level of cover.

--

9. Briefly describe the main purpose and activities of your organisation/group?

--

C. ABOUT YOUR PROPOSAL/PROJECT

10. Please provide a brief description of your proposal, including the reason why you are applying for a Council asset and what the intended use will be and how the CAT will benefit the wider community.

11. How will your organisation meet all the costs associated with taking ownership (leasehold or freehold) of the asset?

12. How do propose to operate the enterprise

Community Group		Limited Company (under Companies Act)		Other (please specify)	
------------------------	--	--	--	-------------------------------	--

D. SIGNATURE

I/we confirm that all the information and statements contained within this application are true and accurate. I understand that the Council may ask for additional information at any stage of the application process and that you may check this with other sources.

Signature:		Date:	
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Name:		Position:	
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Please return completed form to Property Services via the following email or address:

michaelforster@rossendalebc.gov.uk

Michael Forster
 Property Services
 Manager
 Rossendale Borough
 Council
 The Business Centre
 Futures Park
 Bacup, Lancs
 OL13 0BB

APPENDIX 7 - Community Asset Transfer Business Plan

Please note that this is only for use once your Expression of Interest has been formally approved.

Now that your Expression of Interest has been successful the Council require you to complete a detailed Business Plan so that we can progress your application further. To ensure flexibility while the Council does not require you to submit your Business Plan in a specific format/template, it does however require it to include some specific aspects. Your Business Plan must include, but not limited to information as follows;

- Contact Details
- Organisation profile
- Aims and objectives of the organisation
- Legal compliance
- Insurance
- Financial information
- Health and safety
- Equality & diversity
- Aims and objectives of your proposal (in relation to the CAT)
- How it links to council priorities?
- Sustainability of the proposal
- Can you demonstrate there is a need & support for your proposal?
- What is the impact / risk if this proposal is unsuccessful?
- Declaration of interest

If you have any queries in relation to developing your detailed business plan please contact the Property Services Manager.