



# COMMUNITY ASSET TRANSFER: EXPRESSION OF INTEREST

## IMPORTANT NOTES

### THIS FORM IS NOT AN ASSET TRANSFER REQUEST

Community Transfer Bodies have a right to make an asset transfer request under the Community Empowerment (Scotland) Act 2015 (the Act). Community bodies are encouraged to register their interest in making an asset transfer request using this form. This will help make the application process more efficient by encouraging early communication, identifying key issues and avoiding delays later in the process. This can also help identify alternative routes to achieving your desired outcomes.

You do not need to be a Community Transfer Body as defined in section 19 of the Act to submit an Expression of Interest. However, only formal asset transfer requests made by eligible bodies can be considered under the Act.

While we make every effort to ensure that all advice is as comprehensive and accurate as possible, any advice provided in response to an Expression of Interest will be given on the basis of the professional opinion of the officer(s) concerned, based upon the information provided and the policies prevailing at the time. Any views expressed do not constitute a decision by Moray Council and are given without prejudice to the Council's determination of any subsequent asset transfer request.

If you have queries about filling in this form, then please email [cat@moray.gov.uk](mailto:cat@moray.gov.uk) or telephone 01343 561915.

## Section A: Information about the community organisation

### 1. Details of Community Organisation

<b>Name of organisation</b>	
<b>Registered address</b>	
<b>Postcode</b>	

**2. Organisation Contact Information**

<b>Contact name</b>	
<b>Position in organisation</b>	
<b>Postal address (inc postcode)</b> <i>If different from above</i>	
<b>Contact telephone no.</b>	
<b>Contact email address</b>	

**We agree that correspondence in relation to this expression of interest may be sent by email to the above address. (Tick to indicate agreement)**

*You can ask us to stop sending correspondence by email, or change the email address, by telling us at any time; please give 5 working days' notice.*

**3. Please tick the corresponding box(es) below to confirm the type of organisation and its official number(s), where applicable:**

	Tick	Official Number
Company and its company number:		
If the company is also a registered charity, its charity number:		
Scottish Charitable Incorporated Organisation (SCIO) and its charity number:		
Community Benefit Society (BenCom) and its registered number:		
Unincorporated organisation (no number)		<b>LEAVE BLANK</b>

**4. Please tick the corresponding box below to confirm which documents accompany this advice request:**

Constitution	
Articles of Association	
Registered Rules	
If the organisation does not have a written constitution, please tick this box.	

*Please note that a formal asset transfer request will only be considered from eligible community controlled bodies with a written constitution.*

**Section B:**  
**Information about the land and rights in which you are interested**

**1. You should provide a street address and/or grid reference and any name by which the land or building is known as. If you have identified the land via the Council's register of land, please enter the details we have listed.**

Name of Asset	
Name Asset otherwise known by	
Asset Address	
Grid Reference of Asset	
Asset UPRN (Unique Property Reference) as listed on Council Register	

**2. Please provide a sketch or drawing showing the boundaries of the land or building in which you are interested. If you are interested in part of a piece of land or building, please explain clearly your requirements in your answer to question 3 below.**

Sketch/drawing attached	<input type="checkbox"/>
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**3. Please provide a description of the asset you are interested in. Your description should give enough information to clearly identify your requirements.**

**Section C:  
Type of Request**

**1. Please indicate below what type of request you intend making:**

Ownership (section 79(2)(a) of the Act)	
Lease (section 79(2)(b)(i) of the Act)	
Other rights (section 79(2)(b)(ii) of the Act)	

If your interest is in leasing, please state the length of lease required. If your interest is in other rights, what rights are you intending requesting?

**2. Do you propose to make any payment(s) for the transfer?**

Please tick the relevant box	Yes	
	No	

**3. If yes, do you intend requesting a transfer at less than market value?**

Please tick the relevant box	Yes	
	No	

**4. Are you willing to share the costs of a joint valuation instruction?**

Yes		Please tick the relevant box. This does not commit you to meeting these costs. Officers will discuss this with you before any instructions are issued.
No		

## **Section D: Outline Proposal**

### **1. Community Proposal**

Please outline your reasons for seeking an asset transfer. *(At this stage we do not require detailed proposals.)*

### **2. Previous Contacts**

Please provide details of any previous discussions with officers or Elected Members of Moray Council in relation to this proposal.

## Section E: Declarations

Two office bearers (board members, charity trustees or committee members) of the community organisation must sign the form. They must provide their full names and home addresses for the purposes of prevention and detection of fraud.

**We, the undersigned on behalf of the community organisation as noted at Section A, make a request for pre-application advice as specified in this form.**

**We declare that the information provided in this form and any accompanying documents is accurate to the best of our knowledge.**

Name:			
Address:			
Position:			
Signature:		Date:	

Name:			
Address:			
Position:			
Signature:		Date:	

Please send the completed form, together with all accompanying plans and documentation, to:

**By Post:** **Asset Transfer Team**, Moray Council, High Street, Elgin IV30 1BX

**By Email:** [CAT@moray.gov.uk](mailto:CAT@moray.gov.uk)

## Office Use only:

Reference:	
Date Received:	
Date Acknowledged:	