



PARTICIPATION REQUEST

IMPORTANT NOTES

Eligible Community Participation Bodies have a right to submit a Participation Request under Part 3 of the Community Empowerment (Scotland) Act 2015 (the Act).

You are strongly advised to contact the council's Community Support Unit Team by telephone on 01343 543451 or 563346 or by email to CSU@moray.gov.uk to discuss your proposal prior to making a request.

Discussion prior to request can help improve outcomes and ensure that your request can be processed as quickly as possible through the most appropriate route.

Please complete all sections of this form as fully as possible (if questions are not applicable please mark as N/A, do not leave blank).

Where possible, submit the form electronically to CSU@moray.gov.uk Return via post:

Participation Request Team, c/o Community Support Unit, Moray Council Offices, High Street, Elgin IV30 1BX

In section 4 of the Procedure Regulations, a participation request is not treated as having been made until all required information is received.

SECTION A:**Information about the Community Body making the request**

1. Details of Community Body	
Name of Community Body	
Registered Address	
Postcode	

2. Contact Information	
Contact Name	
Position in Group	
Postal Address (inc Postcode) <i>If different from above</i>	
Contact telephone no.	
Contact email address	

We agree that correspondence in relation to this advice request may be sent by email to the address given above. (tick to indicate agreement)	
<i>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.</i>	

3. What type of community participation body are you (Guidance Note 1)		
Community Controlled Body (with a constitution (or other governing documents) and members)		
Community Council		
Community Group (without constitution or other governing documents)		
A Body designated by Scottish Ministers as a community participation group		

If you are a community group without a constitution (or other governing documents), please tell us about the purpose of your group:

SECTION B:
Information about the public service authority

1. Name of the public service authority to which the request is being made
(Guidance Note 2)

2. Name of any other public service authority / authorities which you would like to participate in the outcome improvement process *(Guidance Note 3)*

SECTION C:
Information on outcome improvements

1. Please tell us the outcome would you like to improve (*Guidance Note 4*)

2. Tell us why you should participate in an outcome improvement process (*Guidance Note 5*)

SECTION D:
Reasons for Request

1. Please give us details of the knowledge, expertise and experience you have in relation to the outcome (*Guidance Note 6*)

2. Please tell us how the outcome will be improved because of your involvement (*Guidance Note 7*)

SECTION E:
Level and nature of support

1. Please tell us of the support you have within the community for your participation request and of any community engagement you have carried out (*Guidance Note 8*)

**SECTION F:
Additional Information**

1. Please add any other information that may be useful, including details of any support you feel you need to help you participate in the outcome improvement process (*Guidance Note 9*)

**Section G:
Checklist of accompanying documents**

To check that nothing is missed, please list any documents which you are submitting to accompany this pre-application advice request: (please tick)

Constitution	
Other Governing Documents (please list below)	

Useful Links

The following links provide sources of further information, advice or support for community bodies:

[Moray Council Participation Request](#)

[Moray Council Community Support Unit](#)

[Scottish Government Guidance for Community Transfer Bodies](#)

[Community Ownership Support Service \(COSS\)](#)

[Development Trust Association Scotland](#)

[Business Gateway Moray](#)

[Highlands and Islands Enterprise](#)

[tsiMoray](#)

Office Use only:

Reference:	
Date Received:	
Date Acknowledged:	
Validation Date:	

Guidance Notes:

1. To make a participation request the Community Empowerment (Scotland) Act 2015 provides that certain bodies can do so. The community participation body should provide the necessary information to the public service authority to show that they are a valid body who can make a participation request.
2. Specify the public service authority to whom the request is being made. Please also include any additional public service authorities the community participation body believes should also participate in an outcome improvement process. The authorities to whom a request can be made are listed in Schedule 2 in the Community Empowerment (Scotland) Act 2015. In Moray these are:
 - Moray Council
 - NHS Grampian
 - UHI Moray
 - Highlands and Islands Enterprise
 - Cairngorms National Park Authority
 - Police Scotland
 - Scottish Environmental Protection Agency
 - Scottish Fire and Rescue Service
 - Scottish Natural Heritage
 - HITRANS
3. Insert the name(s) of any other public service authority which the community participation body requests should participate in the outcome improvement process.
4. Specify an outcome that results from, or is contributed to by virtue of, the provision of a service provided to the public by or on behalf of the authority. An explanation of outcomes and examples can be found in section 3.49 of the Guidance at <https://beta.gov.scot/publications/community-empowerment-participation-request-guidance>
5. Set out the reasons why the community body believes it should participate in the outcome improvement process.
6. Provide details of any knowledge, expertise and experience the community body has in relation to the outcome specified under Note 4.
7. Provide an explanation of the improvement in the outcome specified under Note 4 which the community body anticipates may arise as a result of its participation in the outcome improvement process.

8. Provide details of the support the community body has within the community and of any community engagement carried out in relation to the outcome specified under Note 4.
9. Any other information in support of the participation request can be included in this section or attached separately should the community body wish to do so. It may be helpful for the community participation body to outline if they have previously been in contact with the public service authority regarding the outcome. The community participation body may also want to provide information on any additional support they may require to be able to participate in an outcome improvement process.

Appendix 2

If you need information from the Moray Council in a different language or format, such as Braille, audio tape or large print, please contact:

إذا كنتم في حاجة إلى معلومات من قبل مجلس موراي وتكون بلغة مختلفة أو على شكل مختلف مثل البراي، أسطوانة أوديو أو أن تكون مطبوعة باستعمال حروف غليظة فالرّجاء الإتّصال ب

Jei pageidaujate tarnybos Moray tarybos teikiamą informaciją gauti kitokiu formatu, pvz., Brailio raštu, garso įrašų ar stambiu šriftu, kreipkitės:

Jeśli potrzebują Państwo informacji od Rady Okręgu Moray w innym formacie, takim jak alfabet Braille'a, kasety audio lub druk dużą czcionką, prosimy o kontakt:

Se necessitar de receber informações por parte do Concelho de Moray num formato diferente, como Braille, cassete áudio ou letras grandes, contacte:

Ja Jums vajadzīga informācija no Marejas domes (*Moray Council*) citā valodā vai formātā, piemēram, Braila rakstā, audio lentā vai lielā drukā, sazinieties ar:

اگر آپ کو مورے کونسل سے کسی دیگر زبان یا صورت میں معلومات درکار ہوں مثلاً“
بریلے، آڈیو ٹیپ یا بڑے حروف، تو مہربانی فرما کر رابطہ فرمائیں: