

**COMMUNITY ASSET TRANSFER**

**SHORT TERM/LOW VALUE LEASE APPLICATION (FORM D)**

**IMPORTANT NOTES**

This form is for applications relating to concessionary leases of short duration or low value (See Note). Any community bodies intending to make such an application are encouraged to take advantage of our pre-application service. This can help improve outcomes and ensure that the application is processed through the most appropriate route. Details of the pre-application service are available from the Council’s Community Asset Transfer (CAT) Team by telephone on 01343 543451 or by email via [CAT@moray.gov.uk](mailto:CAT@moray.gov.uk).

Please complete all sections of the form as fully as possible and, where possible, submit the form electronically to [CAT@moray.gov.uk](mailto:CAT@moray.gov.uk).

This form and any supporting documents may be published online. Personal information will be redacted before publication.

Note. This form is only for applications for a lease or licence to occupy where the annual value does not exceed £1,000 or where the annual value lies between £1,000 and £6,000 and the maximum duration does not exceed 6 months.

**Office Use Only:**

|  |  |
| --- | --- |
| Reference: |  |
| Applicant: |  |
| Asset: |  |
| Date Received: |  |
| Date Acknowledged: |  |
| Validation Date: |  |

**Section A:**

**Information about the organisation making the application**

|  |  |
| --- | --- |
| **Organisation Details** | |
| **Name** |  |
| **Registered address** |  |
| **Postcode** |  |

|  |  |  |
| --- | --- | --- |
| **Contact Information** | | |
| **Name** |  | |
| **Position in organisation** |  | |
| **Postal address  (inc. postcode)**  *If different from above* |  | |
| **Telephone no.** |  | |
| **Email address** |  | |
| **We agree that correspondence in relation to this request may be sent by email to the address given above**. *(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.* | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Please tick the corresponding box(es) below to confirm the type of organisation and its official number(s), where applicable:** | | | |
|  | Company and its company number… |  |  |
|  | If the company is also a registered charity, please tick this box and provide its charity number… |  |  |
|  | Scottish Charitable Incorporated Organisation (SCIO) and its charity number… |  |  |
|  | Community Benefit Society (BenCom) and its registered number… |  |  |
|  | Unincorporated organisation (no number) |  | ***LEAVE BLANK*** |
|  | If the organisation is also a registered charity, please tick this box and provide its charity number… |  |  |
| **Applications will only be accepted from bodies with a written constitution. Please submit a copy of your constitution with this application.** | | | |

**Section B:**

**Information about the property in which you are interested**

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| --- | --- |
| **You should provide a street address and any name by which the land or building is known.** | |
| Name of Asset |  |
| Asset Address |  |

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| **Please provide a description of the asset you wish to lease. The description should give enough information to identify your requirements clearly.** |
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**Section C:**

**Lease Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Request for a Lease.** | | | |
| What length of lease are you proposing? |  | | |
| How much rent (if any) are you willing to pay? | £ | per |  |

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| **Please set out any terms and conditions that you wish to apply.** |
|  | |

**Section D:**

**Information about your proposal**

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| **Please set out the reasons for seeking a short-term lease, describe how you intend to use the land or building, set out the benefits you consider would arise if the application were granted, and provide details of the level and nature of community support.** *(Letters of support can be submitted as evidence.)* |
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**Section E:**

**Financial**

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| --- | --- |
| **Please provide a copy of your most recent audited accounts.** | |
| **If you are seeking a fee waiver, please tick this box.** |  |

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| **How do you intend to fund your proposal?**  Please outline how you propose to fund your proposed use of the asset. |
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**Section F:**

**Declarations**

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

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| **We, the undersigned on behalf of the organisation as noted at Section A, make a request for a lease as specified in this form.**  **We declare that to the best of our knowledge the information provided in this form and in any accompanying documents is accurate.** |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Address: |  | | |
| Position: |  | | |
| Signature: |  | Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Address: |  | | |
| Position: |  | | |
| Signature: |  | Date: |  |

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| Please send the completed form, together with all 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) |

**If you have any queries regarding the completing of this form, please contact the Asset Transfer Team on telephone 01343 543451**

**Section G:**

**Checklist of accompanying documents**

To check that nothing is missing, please list all documents submitted in support of this application: (please tick)

|  |  |
| --- | --- |
| Governing documents (e.g. Constitution, Articles of Association) |  |
| Most recent audited accounts |  |
| Please note any additional supporting documents: | |
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