



COMMUNITY ASSET TRANSFER: PRE-APPLICATION ADVICE REQUEST (OUTLINE SUBMISSION)

IMPORTANT NOTES

THIS FORM IS NOT A FORMAL ASSET TRANSFER REQUEST.

Community Transfer Bodies have the right to submit an asset transfer request under Part 5 of the Community Empowerment (Scotland) Act 2015 (the Act). Moray Council is committed to delivering a pre-application advice service to help identify any key issues and information that community bodies will need to submit as part of a formal asset transfer request. This service will help make the application process more efficient by encouraging early and effective communication to help identify key issues early on and avoid delays later in the application process.

You do not need to be a Community Transfer Body as defined in section 19 of the Act to make a request for pre-application advice. However, formal asset transfer requests under the Act can only be accepted from eligible bodies. The pre-application advice service will also help identify alternative routes to achieving your desired outcomes.

All community bodies intending to make an asset transfer request to Moray Council are encouraged to submit a request for pre-application advice using this form before submitting their formal asset transfer request. This will help ensure that your request can be processed as quickly as possible through the most appropriate route.

You are strongly advised to contact the council's Asset Transfer Team by telephone on 01343 563915 or by email to CAT@moray.gov.uk to discuss your proposal prior to making a request for advice. The form is designed to help identify how far advanced your project is and what steps remain to be taken. Please complete all sections of this form as fully as possible (if a question is not applicable please mark with NA) and, where possible, submit the form electronically to CAT@moray.gov.uk.

While we make every effort to ensure that any pre-application advice is as accurate and comprehensive as possible, any advice provided in response to this pre-application advice request 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 formal asset transfer request.

Section A:
Information about the community organisation making the request

1. Details of community organisation	
Name of organisation	
Registered address	
Postcode	

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

<p>We agree that correspondence in relation to this advice request may be sent by email to the address given above. <i>(Please tick to indicate agreement)</i></p>	
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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. Number of people involved in the organisation	
Management Committee / Board	
Total Membership	
Paid staff (no of FTEs)	

4. Please tick the corresponding box below to confirm the type of organisation and its official number, if it has one:

Company and its company number.....		
Scottish Charitable Incorporated Organisation (SCIO) and its charity number.....		
Community Benefit Society (BenCom) and its registered number.....		
Unincorporated organisation (no number)		<i>LEAVE BLANK</i>

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

Constitution	
Articles of Association	
Registered Rules	

6. Has the organisation been individually designated as a Community Transfer Body by the Scottish Ministers?

Yes		Please note that this question relates only to those bodies referred to in section 77(2)(a) of the Community Empowerment (Scotland) Act 2015.
No		
Don't know		

If yes, please give the title and date of the designation order:

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7. Does the organisation fall within a class of bodies which has been designated as Community Transfer Bodies by the Scottish Ministers?

Yes		Please note that this question relates only to those bodies referred to in section 77(2)(b) of the Community Empowerment (Scotland) Act 2015.
No		
Don't know		

If yes, please give the class of bodies it falls within together with the title and date of the designation order:

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Section B:
Information about the land and rights requested

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	
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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 other rights, what rights are you intending requesting?

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

Yes	
No	

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

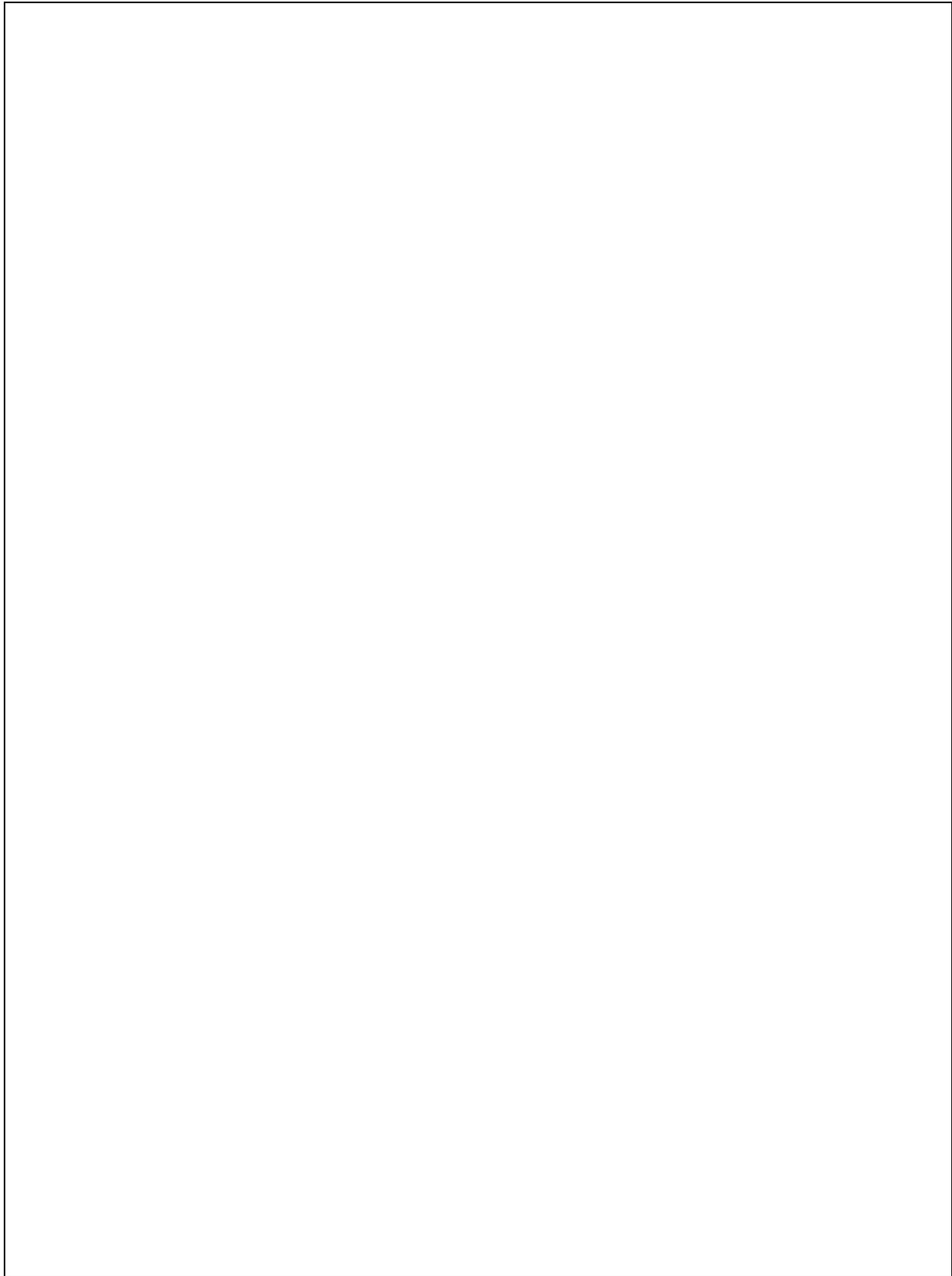
Yes	
No	

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

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

5. Please outline any terms or conditions you wish to apply to the transfer.

(This should include an outline of the nature of any ongoing Council responsibility for the property related to your proposals.)



Section D: Outline Proposals

Please outline the reasons for seeking an asset transfer and describe how the land or building is intended to be used.

(This should outline the broad objectives of your project, why there is a need for it, any development or changes you plan to make to the asset, and any activities that will take place there. At this stage we do not require detailed proposals.)

Section E:
Level and nature of support

Please provide details of the level and nature of any existing support from your community and describe any consultations carried out or proposed.

(This could include information on the proportion of your community who are involved with the project, how you have engaged or intend to engage with your community beyond the members of your organisation. You should also show how you have engaged or intend to engage with any other communities that may be affected by your proposals.)

Section F: 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

If you have any queries regarding the filling in of this form, please contact the Asset Transfer Team on telephone 01343 563915

**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	
Articles of Association	
Registered Rules	
Sketch / drawing of asset	
Note of terms and conditions you wish to apply	

Please note any additional documents not listed above:

Useful Links

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

- [Moray Council Community Asset Transfer](#)
- [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:	