

# Community Asset Transfer

## Application Form



Community Asset Transfer presents a number of long term benefits to communities and the Council. For communities, transfer of an asset to a community organisation means putting control, empowerment and ownership closer to communities and building the capacity of local groups. It also leads to regeneration, increased community confidence and more sustainable community organisations. For the Council, community asset transfer can assist it in meeting its wider corporate objectives.

The Council welcomes the opportunity to talk to organisations about community asset transfer. We recognise the valuable role that voluntary and community organisations have to play in the delivery of community services and are committed to working closely with you.

Once completed please return the application form to:

Joanne Weir  
Property Management Services  
Copeland Borough Council  
The Copeland Centre  
Catherine Street  
Whitehaven  
CA28 7SJ

Telephone Number: 01946 598532

E-mail: [joanne.weir@copeland.gov.uk](mailto:joanne.weir@copeland.gov.uk)

We will make a decision on your application based upon the information that we ask for in this form and in accordance with our Community Asset Transfer Policy, 'How we will assess CATs'. We may ask you for further information to enable us to consider your application more fully.

When completing this form, please refer to the Council's [Community Asset Transfer Policy](#) for guidance.

**Please let us know if you need this form in a different format.**

Q1. Your Organisation	
Name of Organisation	
Contact Name	
Address (Including postcode)	
Telephone	
E-mail address	

Please also complete Q1 for any partner organisations.

Q1. Your Organisation Continued		
<p>In order to submit an application, you must be one of the bodies listed in the Council's Community Asset Transfer Policy, and these are listed for you as 'interested parties' category. Please indicate which description is relevant.</p> <p><i>(Please provide evidence that you fit into the category with this form)</i></p>	<b>Interested Parties</b>	<b>Tick which applies</b>
	A body designated as a Neighbourhood forum	
	A Parish/Town Council or other Statutory body	
	An unincorporated body	
	A charity	
	A company limited by guarantee, a community interest company or an industrial or provident society who does not distribute any profit to its members	

## Q2. Financial Information

Please provide details of your financial resources in the box below.

Examples of the information you may want to provide includes your most recent full accounts or those of your parent/ultimate holding company; any information about bankruptcy or administration; your business plan; bankers' or accountants' references. These examples are given for advice only and the information that the Council requires in order to decide whether or not to accept your application will vary depending on the type of asset you wish to acquire and the community service it provides. If the information that you provide under this heading is not sufficient to allow the Council to assess your application you may be asked to modify your application.

Please also provide details for each consortium member or sub-contractor where your expression is part of a consortium or sub-contractor arrangement.

*(If you would like to provide evidence in support of Q2, then please enclose with this form).*

## Q3. Capability

Examples of the information you may want to provide includes information about your organisation's objectives, structure, experience and referees; your plans for delivery; staff numbers and qualifications and relevant memberships; whether you have sufficient insurance and certification; information on policies such as health and safety, equal opportunities, environment and safeguarding. These examples are given for advice only and the information that the Council requires in order to decide whether or not to accept your application will vary depending on the type of asset you wish to acquire and the community service it provides. If the information that you provide under this heading is not sufficient to allow the Council to assess your application you may be asked to modify your application.

Please also provide details for each consortium member or sub-contractor where your expression is part of a consortium or sub-contractor arrangement.

*(If you would like to provide evidence in support of Q3, then please enclose with this form).*

Please provide the name and address of the asset you wish to acquire together with information about the community service that you would like to run from the asset.

Asset Name:

Asset Address:

Community service to be provided:

#### Q5. Outcomes

Please provide information about the outcomes to be achieved by yourselves (or consortium of which you are part) in acquiring the asset and providing the community service. In particular,

- a. How the provision will promote or improve the social, economic or environmental well-being of the local authority's area.  
Examples of the information that you may want to provide include creating jobs, improving skills, increasing local volunteering opportunities or improving environmental conditions; and
- b. How the service will benefit the community.  
Examples of the information that you may want to provide include needs assessments prepared by the council or other sources.

These examples are given for advice only and the information that the Council requires in order to decide whether or not to accept your application will vary depending on the type of asset and community service you are looking to provide. If the information that you provide under this heading is not sufficient to allow the Council to assess your application you may be asked to modify your application.

***(If you would like to provide evidence in support of Q5, then please enclose with this form).***

Q6. Any other relevant information

Please provide any other information you think will support your application to acquire the asset.

Q7. Declaration

I confirm that I have the authority to submit this application on behalf of the relevant body and that to the best of my knowledge the information contained in the application is complete and accurate.

Signed	
Position in the organisation	
Dated	