

**Community Asset Transfer**

**Application Form**

The purpose of Northumberland County Council’s community asset transfer policy is to give eligible organisations the opportunity to take over the ownership either through a freehold transfer or the granting of a lease, those buildings that the Council has deemed as surplus to the organisation’s needs. The following ‘Application Form’ seeks to capture the information necessary to enable the Council to make a decision regarding the suitability of an eligible organisation to be considered for a transfer of an asset. Please complete all sections and provide all relevant supporting documents.

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| **SECTION 1: Details of the Property** | |
| **Name of Property** |  | |
| **Address** |  | |
| **Post code** |  | |

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| **SECTION 2: About your Community Organisation** | |
| **Organisation** |  |
| **Address** |  |
| **Phone Number** |  |
| **Email** |  |
| **Primary Contact** |  |
| **Position within Organisation** |  |

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| **SECTION 3: Status of your organisation** | | | |
| Registered Charity, including CIO |  | Company Limited by Guarantee |  |
| Community Interest Company |  | Industrial & Providential Society |  |
| Community Benefit Society |  | Constituted Community/Voluntary Group |  |
| Unconstituted Community Group |  | Neighbourhood Forum |  |
| Charity / Company number | |  | |

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| **SECTION 4: Governance** | | | | | |
| When was your organisation established? | | | | |  |
| Does your organisation have a written constitution, governing document or set of rules | | | | | Yes/no |
| How many people are involved in your organisation? | | | | | |
| Management committee | |  | Paid staff full time | |  |
| Paid staff part time | |  | Volunteers | |  |
| Does your organisation have an equality of opportunities policy, and has this policy been adopted at an Annual General Meeting? | | | | | Yes/no |
| Please tell us which of the following insurance covers your organisation holds and provide the levels of cover. | | | | | |
| Public Liability |  | | Employer Liability |  | |
| Professional Indemnity |  | |

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| **SECTION 5: Financial Stability** | | | | |
| What was the turnover of your organisation during the last two full financial years? | | | | |
| Last full year |  | Previous full year |  | |
| Please provide copies of your audited Financial Accounts for both years. | | | | |
| Has your organisation met all obligations to its creditors and employees during the past year? | | | | Yes/no |
| If the answer to the above question is no, please explain why not: | | | | |

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| **SECTION 6: What is the purpose and main activities of your organisation?** |
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| **SECTION 7: Executive Summary** |
| Use this section to demonstrate your business case and justify why you want to take this asset, and what developments you plan for it. |

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| **SECTION 8: Relevant Experience** |
| This is to demonstrate that you have experience in running an asset and/or managing a project. This section exists to give you a chance to prove that you understand governance and financial management, along with insurance and liabilities. You should show how your organisation plans/runs/manages a project and how you assess the viability of a project and respond to changes that might occur during the process. You may wish to demonstrate your experience in raising funding and managing policies. |

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| **SECTION 9: Promoting the Asset** |
| What are your plans to advertise and generate community interest in the asset? |

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| **SECTION 10: What are the Community Benefits?** |
| What would be the social and economic benefits to the local community and wider Northumberland? |

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| **SECTION 11: Evidence of Need** |
| Please provide evidence of need for the asset/service, and details of any consultation or engagement undertaken. |

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| **SECTION 12: Future Use** |
| What would your organisation use the land/building for in future (please give as much information as possible). |

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| **SECTION 13: Risk of displacing current activity and undermining existing services** |
| Are there any other organisation delivering what you are planning in the area? If so, please give details on collaboration and how your proposal will complement existing activity. |

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| **SECTION 14: Boundary of the Property** |
| Please outline what you consider to be the boundary of the property in as much detail as possible (you must provide a plan with the full extent outlined in red). |

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| **SECTION 15: Risk Assessment** |
| Please outline the risks to your project and how you plan to mitigate those risks (please also complete a separate risk assessment document). |

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| **SECTION 16: Supporting Information** |
| Please provide any additional information concerning your application including, where appropriate, evidence of any funds secured to finance the project. |

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| **SECTION 11: Finances** |
| Please show the financial projections for the next 3 years by completing the following cash-flow forecast.  You should increase your costs by 3% each year. If you are a Parish or Town Council you should demonstrate how the budget will be managed within your overall budget.  What are your plans for covering any deficit?  You should demonstrate how you will build a maintenance reserve?  Please insert additional rows as required. |

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| **INCOME** | **Year 1** | **Year 2** | **Year 3** |
| Room hire |  |  |  |
| Membership Fees |  |  |  |
| Fundraising/Grants |  |  |  |
| Parish or Town Council |  |  |  |
| Other |  |  |  |
| **(A) Total income for year** |  |  |  |

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| **EXPENDITURE** | **Year 1** | **Year 2** | **Year 3** |
| Electricity |  |  |  |
| Gas/Oil |  |  |  |
| Water |  |  |  |
| Rates |  |  |  |
| Insurance |  |  |  |
| Administration Cost |  |  |  |
| Licences |  |  |  |
| Marketing/Promotion |  |  |  |
| Stationary |  |  |  |
| Staff - Wages |  |  |  |
| Staff – Employers NI/Pension |  |  |  |
| Repair & Renewals |  |  |  |
| Building Maintenance |  |  |  |
| Sundry Expenses |  |  |  |
| Bank Charges |  |  |  |
| Other |  |  |  |
| **(B) Total expenditure for year** |  |  |  |
| **(A - B) Net Surplus/Deficit** |  |  |  |

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| **SECTION 18: Supporting Documents** | |
| Please list all of the documents in support of your application (insert additional lines if needed) | |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |

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| **SECTION 19: 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 organisation |  |
| Date |  |

**General Data Protection Regulation 2018 Privacy Statement**

Northumberland County Council is the sole owner of the information collected by us. The information collected will enable us to correctly process your request regarding a Community Asset Transfer. We will not provide your personal information to any other external organisation or individual unless it is lawful to do so, e.g. the prevention and/or detection of crime; where sharing is covered by a data sharing agreement or Service Level Agreement (SLA); or where you have provided explicit consent to do so. However, we will need to share your information with certain departments of this Council where necessary for the Council’s law enforcement functions, e.g. licensing, planning enforcement, trading standards and food safety, etc. If this is the case we are not required to, and will not, seek your consent to do so. The Council’s Privacy Notice can be found on the Council’s website and at Customer Information Centres.