

## Community Asset Transfer (Property and Land) Stage 2: Application Form

- There needs to be a clearly defined reason (economic, social, wellbeing to the local community) as to why an asset is being transferred at less than best consideration.
- The applicant (recipient authority) needs to demonstrate that it can manage the assets and that they are affordable to it.
- It is for the applicant (recipient authority) to submit an Asset Transfer application form to Sevenoaks District Council.
- Approved transfers will generally be on a leasehold basis and although freehold transfers may be considered, such transactions are likely only in exceptional circumstances.

<b>Your name:</b>	
<b>Position held:</b>	
<b>Organisation:</b>	
<b>Address:</b>	
<b>Postcode</b>	
<b>Email:</b>	
<b>Telephone:</b>	
<b>Mobile Telephone:</b>	
<b>Website:</b>	

**Does your organisation have a governing document (Constitution, Articles and Memorandum of Understanding, etc.)?**

Yes

*(please attach a copy with your application)*

No

**Does your organisation hold an Annual General Meeting (AGM) or similar governance meeting?**

Yes

*Please provide the date of the last meeting: 00/00/0000*

No

**Does your organisation produce annual reports or returns for Companies House, The Charity Commission or other governing body?**

Yes

*(please attach a copy with your application)*

No

**Does your organisation employ staff or is it run by volunteers?**

Employs staff

*(please attach your staffing structure to the application)*

Run by volunteers

Please confirm the overall number of people involved with running your organisation/delivering its activities

**Has your organisation got an audited or independently check set accounts for its last financial year?**

Yes

*(please provide a copy of the latest accounts)*

No

**Does your organisation have a bank account in its own name for which it receives bank statements?**

Yes

*(please provide a copy of the most recent statement)*

No

**Does your organisation currently own or have a lease on an asset; or has it previously owned or had a lease on an asset?**

Yes

*(please give details below)*

No

**As part of Sevenoaks District Council's Community Asset Transfer application process your organisation needs to submit a Business Plan along with its application. This needs to be a concise, but robust document and as a minimum requirement it needs to cover/contain the following key areas:**

1.	A statement of the aims and objectives of your organisation.
2.	A description of who the organisations clients/users are, its target group.
3.	Details of asset: please include exact location, address, postcode, size, boundaries, access points and a map if possible
4.	Details if the site a heritage asset

5.	An executive summary of why your organisation requires the proposed asset; what difference it will make to your organisation.
6.	Community use: details of what activities, services, events and uses the asset will be required for, and how your organisation intend to deliver these; please identify any new/additional activities/services will be delivered as a result of managing the asset.
7.	Suitability for purpose: please explain why this asset is suitable for the intended purpose.
8.	How your application supports the priorities of Sevenoaks District Council as set out in its Council Plan? (please see <a href="#">Council Plan</a> ) and what outcomes will be delivered as a result of your organisation managing the asset.
9.	Community and stakeholder (including local ward councillors and town or parish council) support and consultation: set out who you have consulted about your proposal and how you have addressed any concerns raised.
10.	Explain how your organisation will use the site to help maximise economic, social and/or environmental benefits to local residents, the neighbourhood and/or the community.
11.	Set out how you will address any legal, planning, insurance and health and safety matters associated with the asset.
12.	Financial matters: how will you fund future running costs, repairs and maintenance?
13.	A cash flow forecast and budget detailing the financial viability and sustainability of your organisation. This should demonstrate your organisations ability to manage the asset and meet all resulting costs.
14.	The capacity for your organisation to manage the asset: <ul style="list-style-type: none"> <li>• Expertise and skills of the Board/Managing Group of the organisation</li> <li>• Experience/history of the organisation in managing assets and delivering activities, services, managing health and safety requirements and projects</li> <li>• Arrangements for on-going business planning</li> <li>• Experience in managing property and ensuring compliance</li> </ul>
15.	Arrangements to be put in place to ensure effective management of the asset and compliance with relevant statutory regulation (and confirm that there is sufficient budget in place).
16.	Succession Planning – how your organisation will replace people on its Board/Managing Group and ensure the right skills and knowledge is maintained.
17.	Future management: how will you manage the asset and ensure that it continues to contribute to the wellbeing of the local community in the future?
18.	Details of the applicant's transfer requirements and proposed lease terms (if applicable)

## DECLARATION

I can confirm the details included in this application are correct.

Signed	
Name (please print)	
Organisation	
Date	

## Check list

Have you:	√
Completed all sections within the application form and attached required documentation.	
Enclosed an unrestricted open market valuation for the site	
Signed and dated the declaration	

Please send the completed application and any appendices to: [cat@sevenoaks.gov.uk](mailto:cat@sevenoaks.gov.uk)