



From mountain to sea

**Asset Transfer Request -
Expression of Interest Form (EOI)**

Community groups are encouraged to complete an Expression of Interest form to open up informal discussions regarding their asset, needs and options with their Area Manager prior to making any formal application for an asset. Please read 'Applicant Notes' prior to completion.

The Area Manager will be able to provide relevant information and signpost applicants to organisations which will be able to support the development of the asset transfer request.

To ensure that we can process your application effectively we need to receive all the information relevant to your asset transfer. You should therefore ensure you fill in all sections of the form and write 'not applicable' if a section does not apply to you.

1. Please provide details of the Community Transfer Body (CTB) making the application, this should be the registered address if you have one.	
CTB Name	
Address	
Postcode	



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2. Please provide your contact details	
Name	
Address	
Telephone Number	
Email Address	
Role in the Organisation	

3. Please give details of the roles held in your organisation e.g. (Chair, Treasurer etc.)
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Role in Organisation	Name

We agree that correspondence in relation to this asset transfer may be sent by email to the email addresses given above. *(Please tick to indicate agreement)*

You can ask the relevant authority to stop sending correspondence by email, or change the email address, by telling them at any time, as long as 5 working days' notice is given.



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4. Eligibility and Governance Arrangements	
What type of Organisation are you? (please see note 2 in the applicant notes re eligibility)	
Please provide: <ul style="list-style-type: none">• A copy of the governing documents for the organisation demonstrating it is appropriately constituted. Specific details are required in terms of dissolution and equalities.• A statement of accounts for the most recent 3-year period examined by an Independent Examiner.¹ (see footnote)	

¹ This is only applicable to organisations with a gross income in a financial year of less than £250,000 or companies limited by guarantee with a turnover of less than £500,000. Organisations with a turnover exceeding these figures must submit statements of audited accounts for the most recent 3-year period. For organisations which have not been established for a 3-year period, a one-year financial statement may be considered.



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5. What is the structure and purpose of your Organisation?		
How many people are involved in the Organisation?	Management Committee/Board	
	Paid full-time staff	
	Paid part-time staff	
	Members (with voting rights at AGM)	
	Volunteers	
When was the Organisation established?		
What is the purpose and main activities of your Organisation?		
Does your Organisation have previous experience of managing an asset? If yes please provide details:		



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6. Please tell us about the asset (building or land) you are interested in See asset list (the asset does not have to appear on the asset list for you to make an application)	
Name of asset	
Address of asset (please provide a site map)	
Type of transfer you are interested in (Please tick one option)	<input type="checkbox"/> Full Transfer (Ownership)
	<input type="checkbox"/> Lease (Please state length of lease)
	<input type="checkbox"/> Other (Please give details)



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7. Please tell us briefly: -
<p>A. What do you want the asset for and why you think there is a need for your project? Include in your answer any community support for the project and the benefits which will arise from the asset transfer request being granted?</p>
<p>B. Please let us know how you plan to fund the project including the price or rent you are prepared to pay.</p>



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Declaration:

I, the undersigned on behalf of the community transfer body noted in section 1, declare that the information provided in the is form and any accompanying documents is accurate to the best of my knowledge.

Signed	
Name	
Position	
Date	

Final Checklist:

- Expression of Interest Form
- Constitution
- Financial Statements
- Site Map



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Completed applications should be sent to your **local Area Manager** and marked “**Asset Transfer – Expression of Interest**”.

Contact addresses are listed below:

<p>BANFF & BUCHAN Area Manager Town House 34 Low Street Banff AB45 1AY</p> <p>Email: banffandbuchanamo@aberdeenshire.gov.uk</p>	<p>BUCHAN Area Manager Buchan House St Peter Street Peterhead AB42 1QF</p> <p>Email: buchanareaoffice@aberdeenshire.gov.uk</p>
<p>FORMARTINE Area Manager Formartine Area Office</p> <p>Email: formartineareaoffice@aberdeenshire.gov.uk</p>	<p>GARIOCH Area Manager Unit 7, Harlaw Industrial Estate Harlaw Way Inverurie AB51 4SG</p> <p>Email: garioch@aberdeenshire.gov.uk</p>
<p>KINCARDINE & MEARNES Area Manager Viewmount Arduithie Road Stonehaven AB39 2DQ</p> <p>Email: kincardineandmearnes@aberdeenshire.gov.uk</p>	<p>MARR Area Manager Alford Area Office School Road Alford AB33 8TY</p> <p>Email: marr@aberdeenshire.gov.uk</p>