

# Community Asset Transfer Expression of Interest Form

Version 4 March 2015

Reference Number :( for office use only)

*Please read through the guidance notes below before you start to fill in this form. It has been designed so you can provide the standard information we need to assess your application. Your answers should show that you are thoroughly considering the requirements of a full proposal.*

Before you fill in this form please make sure that both your organisation and the plans you have for the asset once transferred meets **ALL** the criteria set out in the **Community Asset Transfers Policy Position and Guidance Document**.

It is vital your full proposal contributes to the council's priorities, the Cumbria Community Strategy which focus on better outcomes for the people of Cumbria and has the support of the community in which it is based/serves. In this expression of interest you are asked to describe your plans so think about those requirements when you fill in this form.

Sustainability for your service delivery and therefore asset use is also a key element. You need to show that you have thought about this before making an expression of interest and then demonstrate how you will do this in your full proposal.

Please provide us with as much detail as you can, the boxes on the form expand to fit the content so that you can do this. Tell us how the transfer of the asset will bring benefits to the both the wider community and the community it currently serves. Once your application has been received a named council officer will be appointed as your contact throughout the application process.

*We would prefer to receive proposals electronically, but will accept hard copies by post where necessary.*

*If you have any queries, please contact*

Allerdale – Lizzy Shaw 01900 706189 [lizzy.shaw@cumbria.gov.uk](mailto:lizzy.shaw@cumbria.gov.uk)  
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## 1. Contact Details

Describe the asset for which transfer is request (e.g. playing field, retail unit, community hall, residential property, office building, farm building, agricultural land, industrial unit etc.)

Name of Organisation

Address

Post Code

Is this the same address as the asset you are applying for transfer? If no please give address and postcode

Contact name

Telephone Number  
(for contact person)

Email address  
(for contact person)

## 2. Your Organisation

Are you a voluntary and community sector organisation which is a legal entity, or a legally constituted through a consortia agreement?

What type of organisation are you? (E.g. a registered charity, community interest company or charitable incorporated organisation, a not for profit company etc.)  
When was it established?

Explain your governance arrangements?

Describe what does your organisation does?

### 3. Reasons for Transfer

Explain why you are applying for a community asset transfer and how this will benefit the wider community?

How will your organisation meet all the costs associated with taking on ownership (leasehold or freehold) of the asset?

CONFIRM IN BOX BELOW THAT THIS APPLICATION HAS THE FULL SUPPORT OF YOUR ORGANISATION

Name of person completing the form

Position in organisation

Date