

East Devon District Council

Transfer of an Asset owned by the Council to a Community Group by way of Community Asset Transfer Expression of Interest Form

Note: That the Community Asset Procedure relates to Council owned land or buildings that are NOT managed as part of the Housing Service

Please fill in this Initial Expression of Interest (EOI) if you want to be considered by East Devon District Council (EDDC) to take over a building or area of land owned by EDDC to run an asset or service of benefit to your community.

Before you start.....

Helpful tips:

In completing your EOI it is important for you to consider:

- the real purpose behind your activity – any benefit to the community – and not just describe the activity you want to do;
- how you will demonstrate there is real local need for what you intend to offer;
- if there are other assets within your community which already offer the same activities;
- what skills and experience you need to have to reach your goals;
- how you will raise the funds to meet your expenses.

N.B. if you do not want to run a community service from the building or land it does not mean that you will not be considered – it only changes the type of transfer which applies. (see Type of Asset Transfer below)

Please indicate the type of transfer you are considering:

The Council can transfer a building or land it owns to an individual or group in a number of ways. You can consider what would suit you best for consideration by the Council. *(it is possible to select more than one box)*

- Sale – at full market price (the “going rate”)
- Sale – at a discounted price (subject to approval and conditions)
- Lease – taking all responsibility for the asset for a set period of time. A rent – on top of the running costs – may be charged.
- Hire – casual use paying only for the time occupied.
- Free Transfer, subject to conditions (also known as a Community Asset Transfer) – can be below the “going rate” or free. **Only available for community use.**

Please email this Initial Expression of Interest form to: property@eastdevon.gov.uk or alternatively, post it to:

Property & Estates
East Devon District Council
Blackdown House, Border Road
Heathpark Industrial Estate
Honiton
EX14 1EJ

Asset Transfer - Initial Expression of Interest

1. You or Your Organisation's name and address:

Name of group:	
Address: (include Postcode)	

2. Who is the main point of contact for this application?

Name:	
Position in group:	
Phone number:	
Email address:	
Address: (include Postcode)	

3. Your status

- Parish or Town Council
- Registered Charity
- Company Limited by Guarantee
- Community Interest Company
- Development Trust Association
- Private individual
- If other please state: _____.

4. Please provide further information to confirm that your organisation is a relevant body (e.g. company registration number or charity registered number). If your organisation is not formally constituted, please give details of the type of organisation/legal structure you intend to use and timescales involved in setting this up (N/A if proposal is from a Town or Parish Council).

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5. Please outline name and location of Council asset/s identified?

Name and Address: (include Postcode)	
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6. Who is your local East Devon District Councillor(s)? Have they been informed of this proposal?

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7. Which Council services does your organisation support/work with:
(please provide manager name if known)

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8. Why do you want this asset?

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9. Please describe your vision for the future use of this asset:

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10. Please explain why this asset is suitable for the intended purpose:

11. How will this benefit the local community?

12. Please describe any evidence of community need undertaken to-date:

13. How do you propose to ensure the financial sustainability of the asset/s:

The information you provide in this form and any referenced supporting material will be the basis upon which the Council decides whether to progress to asking you to provide a full business case. If any information provided is beyond the scope of the information requested here, it will not be used as grounds to accept or reject your EOI and may not be considered.

- All information provided should be clear and concise.
- Responses to the questions and supporting materials can either be:
 - Inserted in the boxes below each question;
 - Attached as a Schedule to the form; or
 - A link to an embedded Word document can be inserted in each box
- All responses and supporting materials must be fully cross-referenced.
- If a possible transfer is identified as a result of completing this form, a more detailed business case will then need to be completed.

Please note:

Any personal information which you provide will be held and used by East Devon District Council for the purpose of processing applications for Community Asset Transfer. Your information may also be shared within East Devon District Council for the purposes of carrying out our lawful functions. Otherwise your personal information will not be disclosed to anybody outside East Devon District Council without your permission, unless there is a lawful reason to do so, for example disclosure is necessary for crime prevention or detection purposes. Your information will be held securely and will not be retained for any longer than is necessary. There are a number of rights available to you in relation to our use of your personal information, depending on the reason for processing. Further detail about our use of your personal information can be found in the relevant Privacy Notice which can be accessed [here](#)

By signing your name here (if submitting by post) or typing it (if submitting electronically) you are confirming that:

- The responses to the questions set out in this form and the supporting materials are accurate.
- The information provided will be used to assess your organisation's proposal to provide or assist in providing the relevant service.
- You are authorised to sign on behalf of your organisation.

Signature:		Date:	
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