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| LOGO | COMHAIRLE NAN EILEAN SIAR  Sandwick Road, Stornoway, Isle of Lewis HS1 2BW  Rathad Shanndabhaig, Steornabhagh, Eilean Leòdhais HS1 2BW |

**Asset Transfer Request**

**Expression of Interest Form – Stage 1**

Comhairle nan Eilean Siar (CnES) is committed to community asset transfer that will bring benefits to communities. It can be a valuable part of supporting and sustaining local communities within the Western Isles.

Before submitting an application, interested community transfer bodies (CTBs) are encouraged to discuss their options, their suitability and the scope of community asset transfer with Mairi Fellows, CnES Estates Surveyor by emailing her on m.fellows@cne-siar.gov.uk. These informal discussions will help to finalise requirements and prepare for the process of making a formal application for asset transfer request.

Comhairle nan Eilean Siar recognises that developing the business case and preparing an application for asset transfer request can be both time consuming and resource intensive. Therefore, the Expression of Interest stage has been designed to assess whether any potential application will meet the suitability criteria. It should not take long to complete and should avoid wasting valuable resources on an application that may not be eligible or suitable.

Applicants that meet the suitability criteria will be invited to complete a formal application for asset transfer.

***Please note:*** *The EOI stage helps the CTB develop their proposal and determine its viability before going through the extensive formal application stage. The outcome of the Expression of Interest does not prevent CTBs submitting a formal application for asset transfer request under the Community Empowerment (Scotland) Act 2015, Part 5. The intention of the Expression of Interest stage is to open dialogue between the CTB and Comhairle nan Eilean Siar* *and an indication of the success of an asset transfer request under the Act.*

1. Please provide details of the voluntary or community organisation (CTB) making the application

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| Name of CTB |  |
| Address of CTB |  |
| Telephone Number |  |
| E-mail Address |  |

1. Please provide your contact details

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| --- | --- |
| Your Name |  |
| Contact Address |  |
| Telephone Number |  |
| E-mail Address |  |
| Position in the CTB |  |

1. Type of voluntary or community organisation

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| What type of CTB are you? |
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| Do you have a formal constitution, governance document or set of rules?  \*If so please send a copy with this form\* |
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1. What is the structure and purpose of your voluntary or community organisation?

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| How many people are involved in your CTB; ie:-Management Committee; Paid Full-Time Staff; Paid part-time staff |
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| How many members does your organisation have? |
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| When was the CTB established? |
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| What is the purpose and main activities of your CTB? |
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| Does your CTB have previous experience of managing an asset? |
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| If yes please provide details |

1. Please tell us about the asset (building or land) you are interested in. Please refer to the Comhairle nan Eilean Siar asset register.

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| Name of Asset |  |
| Address of Asset |  |

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| Type of transfer you are interested in (Transfer of ownership or leasing). If leasing what length of lease is required? |
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| Please indicate the price the organisation is offering for either the lease or ownership of the asset |
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1. Please tell us:-

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| 1. What do you want the asset for? |
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| 1. What benefits will this bring to the local community? |
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Signed - Position -

Name - Date

Please email your completed form to Comhairle Nan Eilean Siar with **“Community Asset Transfer”** as the subject heading.

The email addresses for Comhairle Nan Eilean Siar are listed below:-

[m.fellows@cne-siar.gov.uk](mailto:m.fellows@cne-siar.gov.uk)