



## **Community Asset Transfer**

### **Application Form**

#### **Section 1 – Your contact details**

Please provide the name of your organisation below:

Please provide contact details for this application below:

Name:

Position in the organisation:

Address

Telephone:

Email:

Web site link:

**DRAFT**

#### **Section 2 – Brief information on your organisation**

Please provide details of the type of organisation you represent, the charity and or companies house registration number, and a brief summary of the purpose of the organisation. Who does it serve and what the main activities and outputs.



### **Section 3 – Council owned property and/or land**

Please identify below the address of the property and or land you are interested in. If located from the council property and land transparency report please include the reference.

Please indicate what type of transfer you are interested in and where a licence or lease, can you indicate the approximate term you are looking for.



## Section 4 – Supporting Information

Please provide with this application the following information (tick if attached)

Minute of the meeting authorising application	
A business case	
Articles of association or other relevant governance documentation	
Recent annual report	
Organisational Structure	
Three years audited accounts	
Current Insurance Policy	
Please list any other supporting information you are including with your application below:-	

For more information on what to include in the business case please see the Councils Frequently asked questions which can be found on the web site link or a copy obtained by emailing [propertyservices@northnorthants.gov.uk](mailto:propertyservices@northnorthants.gov.uk)

The Council can request further information or references to support the application.

### Undertaking

**I confirm that I and the organisations group has read the Community Asset Transfer Policy and guidance notes, and understood the information contained in these documents.**

**I certify that the information supplied in this application form and accompanying documentation is accurate to the best of my knowledge and that I am authorised by the governing body of the organisation submit this expression of interest on its behalf.**

**I understand it is a criminal offence to knowingly make a false statement, to give or offer any gift or consideration whatsoever as an inducement or reward to an Council Officer, Councillor, Partner or Representative, and that any such action will empower the council to cancel this application for the transfer of the asset.**

**Signed** \_\_\_\_\_

**Print Name:** \_\_\_\_\_



**North  
Northamptonshire  
Council**

**Position within the organisation** \_\_\_\_\_

**Date:** \_\_\_\_\_

DRAFT