

**City of Edinburgh Council
Application for an Asset Transfer**

**Stage 1 – Expression of Interest Form
Pre-application Process**

Introduction

This form allows your organisation to express an interest in an asset, i.e; a Council-owned building and/or piece of land. This first stage means that the Council will work with you to assess your use of the asset. The information will be used to develop a business case which will be presented to the Council's Finance and Resources Committee for consideration.

This form contains:

- Section 1 - Guidance on the Council's Asset Transfer Policy and for submitting a request at both Stage 1 and Stage 2;
- Section 2 - Sources of free and specialist advice (a fee may be payable for some advice) and support in progressing a detailed business plan;
- Section 3 – Stage 1 Form to detail the wider community benefits, proposed use of the asset, the costs involved and how you intend to maintain ownership and revenue provision over many years. The form can be completed and submitted electronically.

Section 1 - Guidance

Applicants should read the Council's Asset Transfer Policy before completing an initial request (Stage 1 – Expression of Interest Form) and for information relative to a more detailed submission (Stage 2 – Sustainable Business Case).

Question - Why do we need an Expression of Interest Form?

Answer: It is important that community organisations have the opportunity to discuss matters and submit proposals for council assets and that these are assessed at an early stage.

This initial consideration can signal; (i) key issues or matters of substantial concern – potentially preventing further community efforts when there may be good reason not to proceed, or (ii) substantial potential for the asset leading to further work and a Stage 2 submission.

Question – Who will be assessing submissions?

Answer: A Panel will consider Stage 1 and Stage 2 submissions and will make recommendations to Council Committee. The Panel will include Council staff, elected members and third parties and will seek specialist input when required to provide additional evidence. The Panel will provide recommendations to Council Committee

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following receipt of Stage 2 submissions only; these will be for elected member's consideration and the Committee is not bound by the panel's view.

Question –What should be included in the Stage 2 Sustainable Business Case and how should this be presented?

Answer: A detailed Business Case is required to cover a period of years, setting out how you intend to use and finance the asset. The sustainability aspects relate to; (i) how you intend to continue long-term ownership, (ii) arrangements for strong governance and intended operations and financial arrangements for long-term growth, (iii) improving community benefit while (iv) minimising any harmful environmental impacts.

In relation to how your early plans should be presented, it is sometimes helpful to share your initial thinking with someone independent from you and asking them to be a “critical friend” as they are often able to offer an objective view, for example if the answer is: ‘I don’t know’, or ‘not sure’, or ‘perhaps’ then further thinking may be required to develop your outline proposals.

Section 2 – Sources of Advice and Support

In examining the use of an asset (for the benefit for the community), it may be helpful for applicants to request specialist help and support. The following organisations* are independent of the Council and could provide additional support if requested.

Dependent upon the nature of the request, some of these will be free and some may apply a fee.

- [Community Ownership Support Service](#)
- [Edinburgh Business Gateway](#)
- [Edinburgh Third Sector Interface](#)
- [Community Shares Scotland](#)
- Council and Community Learning and Development services

Sources of further information and reference* are also available, some of which are as follows:

[SME Business Planning Toolkit](#)
[Starting a Social Enterprise – Business Planning](#)
[Business planning – 8 critical success factors](#)

*Other sources of information and advice are available and this should not be interpreted as an endorsement from the Council.

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Section 3 – Completing the Stage 1 Expression of Interest Form

In the form, you are asked to provide; (i) initial details of the asset, (ii) your proposals for use of the asset, (iii) early community support, (iv) how your use of the asset contributes to key city and community plans, and (v) any other details.

NOTE: Applicants are asked to note that the commissioning of a Stage 2 submission does not represent a commitment from the Council to transfer the asset. It merely represents a request to develop a sustainable business proposal.

Finalising your submission and accompanying information

Please ensure that you answer all of the questions asked throughout the form. Any failure to fully respond may delay your request being considered by the Council.

Please also ensure that:

- a) You attach any documents that you think provide additional information to assist with your proposals at this early stage; and
- b) Three people from your organisation sign off the Stage 1 Expression of Interest Form to ensure that the Board of Directors/Management Group is aware of and support the submission.

Please return the Form to:

Property and Facilities Management
G4 Waverley Court
4 East Market Street
Edinburgh
EH8 8BG

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1 Organisation Name

What type of organisation are you: e.g. charity, social enterprise, cooperative, not formally established

What is the organisation's objectives or core business

2 Contact Details – for enquiries relating to this request

| | | | |
|-------|----------------------|-------|----------------------|
| Name | <input type="text"/> | Phone | <input type="text"/> |
| email | <input type="text"/> | | |

3 Council Asset(s) – Please identify below the building(s) and/ or land that you are expressing an interest in

4 Using the Asset(s) – Please describe below your proposals for use of the land and/or building and outline the benefits.

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- 5 Maintaining / Developing the Asset(s) – please describe how resources would be obtained to maintain and/or develop the building/land

- 6 Previous Discussions - If there have already been any discussions about your ideas for using the asset with the wider community or Council officials please provide details

| Who | When | Any agreed outcome(s) |
|-----|------|-----------------------|
| | | |
| | | |

- 7 Supporting Priorities - Please indicate how your proposals will help to deliver the city, Council and neighbourhood partnership priorities (should support all three in some way)

City priorities [[Edinburgh Community Plan 2015-18](#)]

Insert the outcomes that would be achieved

Council priorities [[City of Edinburgh Council Business Plan 2016-20](#)]

Insert the outcomes that would be achieved

Local priorities [[Neighbourhood Partnerships Development Plans 2014-17](#)]
also e.g. Leith Town Centre Plan

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| |
|--|
| Insert the outcomes that would be achieved |
|--|

- 8 Please add below any other information that you would want to provide in support of your request.

| |
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Signing Off

| | |
|---|-----------|
| Please get the following to sign-off your application*: | |
| | Signature |
| Chairperson of your organisation NAME: DATE: | |
| Senior Director/Committee Member NAME/POSITION: DATE: | |
| Name of person submitting the application: NAME/POSITION: DATE: | |

* Signatories: In signing the above you have assessed that the information contained within the application form is accurate at the time of submission. Should the Asset Transfer request be successful, conditions of transfer will be the subject of separate legal agreement(s) with the Council.