**EXPRESSION OF INTEREST FORM (STAGE 1)**

**This form is to be completed to make an initial enquiry in respect of a Community Asset Transfer (CAT) under Brighton & Hove City Council’s CAT Policy.**

**The latest version of the CAT Policy is available here:**

[**https://www.brighton-hove.gov.uk/content/council-and-democracy/council-property-and-land/corporate-property-strategy-and-asset**](https://www.brighton-hove.gov.uk/content/council-and-democracy/council-property-and-land/corporate-property-strategy-and-asset)**.**

**The CAT Policy document contains further guidance on the application process.**

**Section A: Initial Eligibility Test**

Note that entering ‘No’ against either of these statements will mean that your application will be rejected at this stage.

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| **Initial Requirements** | **Enter ‘Yes’ or ‘No’** |
| I have read the council’s Community Asset Transfer Policy and consider that this application meets the requirements of the policy. |  |
| I am applying on behalf of a Third Sector Organisation that meets the definition provided in **Section 1.2.3** of the Community Asset Transfer Policy. |  |
| My organisation promotes and supports the council’s vision, values and objectives as set out in the Corporate Plan (<https://www.brighton-hove.gov.uk/content/council-and-democracy/about-your-council>). I am able to provide details to evidence this at Stage 2 of the application process. |  |
| I confirm that my organisation has a detailed business plan demonstrating financial and organisational resilience which can be made available to the council if this application proceeds to the next stage. |  |
| I confirm that sufficient experience is available within my organisation to adequately manage the premises for the term of the transfer and to meet all usual statutory requirements associated with property management. I will be able to supply further details to evidence this is the application proceeds. |  |
| My organisation would be willing to explore a joint arrangement with another applicant for this asset and agree for this application to be shared with the other party. |  |

**Section B: Contact Details**

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| **Your Organisation & Contact Details** | |
| Name of third sector organisation |  |
| Type of Organisation |  |
| Contact address |  |
| Your name |  |
| Your position in the organisation |  |
| Contact telephone number |  |
| Contact e-mail address |  |

**Section C: Your Transfer Request**

Please be as detailed as you can to enable the council to fully understand your application and requirements. Refer to **Section 4.0** of the CAT Policy for details of available options.

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| **Details of the proposed transfer** | |
| Name of the building or land asset to be transferred |  |
| Full address of the building or land asset to be transferred |  |
| Your anticipated lease / transfer terms |  |

**Section D: Your Organisation**

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| Please describe your organisation’s membership, structure and governance including details of the area or communities that you currently serve. (max 500 words) |
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**Section E: Your Service Offer**

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| Please provide a clear description of the services, activities or facilities that will be delivered through the proposed Community Asset Transfer. Please indicate the intended geographical extent of your service offer and which if any communities you have consulted with to determine the need for your services/activities/facilities (max 500 words) |
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**Section F: Reasons for a CAT Application**

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| Please explain why your organisation believes that a CAT application is necessary to include anticipated community social value benefits and outcomes. Include evidence as to why your service offer may be put at risk if your CAT application does not succeed. (max 500 words) |
|  |

Signed on behalf of the Third Sector Organisation: …………………………………………………….

Print name and position in the organisation: …………………………………………………….

Date of application: …………………………………………………….

On completion please return this form and any supporting information to the council’s Estates Team at [commandagriproperty@brighton-hove.gov.uk](mailto:commandagriproperty@brighton-hove.gov.uk).

On receipt of this Expression of Interest for Community Asset Transfer the council will review your request and may come back to you for more information if this is necessary to fully consider your application.

On receipt of the application and all required supporting information, the council will aim to advise you of its initial decision within a period of fifteen working days.

If your Expression of Interest is rejected at this stage you will be provided with details of why it has not succeeded.

If your expression of Interest is approved at this stage you will be invited to proceed with the full application.