**FULL APPLICATION FORM (STAGE 2)**

**This form should only be completed by Third Sector Organisations who have been notified of a successful Expression of Interest application 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**

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| **Initial Requirements** | |
| Please confirm that you have read the council’s Community Asset Transfer Policy and that you have previously submitted a successful Expression of Interest (EoI) application. |  |
| Please confirm that the details submitted on your original EoI application are unchanged. If any amendments have been made please ensure that any differences are clearly identified in the sections below. |  |
| Please provide the date that your original EoI application was approved. |  |

**Section B: Contact Details**

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| --- | --- |
| **Your Organisation & Contact Details** | |
| Name of third sector 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 |  |

**Section D: Your 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 your intended service users. (max 500 words) |
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**Section E: Intended Use of the Building**

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| Please provide a clear description of how you intend to use the building and ensure that it is fully utilised and operated in the most environmentally sustainable way (see also **Appendix D**). Include details of how you intend using the asset to raise income or increase social enterprise. (max 500 words) |
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**Section F: Service Demand**

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| Please demonstrate that there is a need and demand for the activities being proposed and that your proposals do not duplicate existing facilities in the community. Please reference any and all community consultation that you may have carried out (max 500 words) |
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**Section G: Transfer Requirements**

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| Please detail here any specific lease requirements you will require in order for the CAT to succeed. This should include details of the minimum lease lengths required. (max 500 words) |
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**Section H: Delivering Social Value**

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| Please provide details of how your service offer resulting from a successful CAT application will promote social, economic or environmental well-being and support the council’s aims and objectives as detailed in the Corporate Plan – web link below. (max 500 words)  <https://www.brighton-hove.gov.uk/content/council-and-democracy/about-your-council> |
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**Section I: Monitoring of Benefits**

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| Please describe your proposed timescales for achieving social value outcomes described above and how you will monitor these. Please confirm that you will provide an annual report to the council describing progress against the timescales and the impact of the social value. (max 500 words) |
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**Section J: Your Experience**

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| Please describe your organisations skills, knowledge and experience in providing the intended service and in managing a similar property. (max 500 words) |
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**Section K: Risk Mitigation**

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| Please describe how your organisation intends to mitigate the risks identified in **Appendix C** of the CAT Policy. (max 500 words) |
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**Section L: Additional Details**

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

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| **Additional Details** | **Enter ‘Yes’ or ‘No’** |
| I have attached a copy of our business plan that covers at least the period of our intended lease or the first five years whichever falls sooner. |  |
| I have attached a copy of the latest accounts for my organisation. |  |
| I have attached a copy of my organisations governance and legal structures. |  |

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 application 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 decision within a period of fifteen working days.