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| **Highland Council Asset Transfer Request Approach**  **Expression of Interest Form** |

*The Expression of Interest opens a dialogue between the community transfer body and Highland Council. This is not a full application for Community Asset Transfer.*

*The Expression of Interest is an important first stage to identify a named contact for the community transfer body, who will be able to provide information and signpost organisations to support and inform the subsequent development of a full asset transfer request.*

1. **Please provide details of the community transfer body applying:**

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

1. **Please provide your contact details:**

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

1. **Eligibility of community transfer body**

Only certain types of organisation can apply for an asset transfer. This will help us identify whether you are currently eligible or whether you may have to change the status of your organisation before submitting the formal asset transfer request.

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| What type of community transfer body? (please see guidance document to assist) |
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| --- | --- | --- | --- | --- | --- |
| Do you have a formal constitution, governance document or set of rules? | | | | | |
|  | | | | | |
| Yes\* |  |  | No |  |  |

\*If yes, **please send a copy with this form**\*

1. **Please tell us about the asset (building or land) you are interested in.**

This will help us check that we own the asset you are interested in and to give you an informal indication of whether an asset transfer request is likely to be successful.

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

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| Type of transfer you are interested in: owning, using, managing or leasing. If leasing what length of lease is required? |
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1. **Please tell us about how the asset transfer would assist your organisation in achieving its objectives:**
2. **Have you discussed your asset transfer proposal with anybody in Highland Council – a Councillor or an officer? Please provide any details.**

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Signed……………………… Position …………………….…..

Name………………………. Date……………………………..

Please email your completed form to the Central Point of Contact at : [cat@highland.gov.uk](mailto:cat@highland.gov.uk)

We will confirm receipt of your Expression of Interest and provide you with a named contact for any communication.  
  
Search “Privacy Notices” on the Highland Council website to view our Privacy Statement in regards to Expressions of Interest.