

**Stage 1**  
Expression of interest stage

**Expression of Interest Submitted - Single Point of Contact**

Named contact – co-ordination  
Ownership  
Status of Organisation  
Signposting to external supports

**Stage 2**  
**Assessment and Consideration**  
– 6 months from when complete ATR submitted with all required supporting evidence

**Asset Transfer Request Submitted**

**Completed ATR submitted** by community organisation & published online for public notice. Includes what is being requested, financial support, community benefit of the ATR, and community support.

**Internal assessment of ATR:** property, governance, staff, financial resources and sustainability, community support, community benefit.

**Asset Transfer Board**

**Considered by Asset Transfer Board** – based on assessment. Refuse / vary offer / recommend approval – for consideration by Committee, or for progress by officers if approved and asset value under £10,000

**Committee Consideration**

*If approved, stage 3*

*Option to appeal if refused or disagree with conditions of offer*

**Review Panel** – confirm the decision, or if the panel disagrees, remit to Housing & Property Committee for re-consideration.

**Member Asset Review Panel**

**Stage 3**  
**Negotiation of Contract**  
– 6 months maximum, can be extended

**Contract Agreed**

**Agreement of Terms** – to include legal, financial, terms of ownership/lease. Group to finalise financial arrangements