

# Community Asset Transfer

Submitting an Expression of Interest to take over the management of a council-owned property.

Please submit a brief outline of the business case for your project: Why should the council let this (vacant) property at a reduced or no rent to your project?

1. Explain why the asset is needed and by whom
2. Why is this particular asset suitable/ideal for your project?
3. State the aims and objectives of your organisation and the project
4. What support is there from other third sector orgs, statutory agencies, individuals, networks, etc?
5. Demonstrate that your organisation has the ability to manage the asset effectively

There is no need to submit a full business plan, costings, accounts or projected budgets at this stage.

More details of the property and the application process are set out in the Brief for this property, which is a separate document that can be downloaded or emailed to you on request.

Attached is a concise list of the topics you may wish to cover in your Expression of Interest. You may use your own template or format, but please supply all the information the council needs to select the proposal that best meets the needs of the local community and the Brief.

Before you submit an Expression of Interest, please check the council's CAT criteria to ensure your organisation and project are eligible for CAT. Full details of the criteria and the process can be found in the CAT Policy, which is available at [www.bristol.gov.uk/cat](http://www.bristol.gov.uk/cat)

You are also advised to check that your organisation and the project for which you require the property meet the pre-VISIBLE quality standard. This checklist may be downloaded free-of-charge from:

[www.visiblecommunities.org.uk/downloads/New%20PreVISIBLE%20Text.doc](http://www.visiblecommunities.org.uk/downloads/New%20PreVISIBLE%20Text.doc)

This document covers 30 different aspects of successfully managing a voluntary/community organisation and provides useful background information to help you meet the standard.

# CAT Expression of Interest

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- Name and address of the property to which your EoI relates
  - Name and full address of organisation submitting the EoI
  - Name of lead contact
  - Contact tel nr and email address
  - Requested length of lease
  - Proposed annual rent
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## Why the asset is needed:

- brief history of your organisation
- its achievements
- its current premises (if applicable) and why you need new premises
- details of the project/activity for which you need the property
- your organisation's aspirations and plans

## Why this particular asset?

The reasons why this property would be ideal for your project/activities, eg:

- location
- public transport links
- proximity to service users
- community needs
- business needs
- opportunities for partnership working/sharing of the property
- financial sustainability
- accessibility
- running costs
- etc

### Aims and objectives of the organisation and the project:

- Mission and Vision
- organisational objectives
- the council's objectives and Mayoral Vision
- the needs of the local community
- relationship with the local Neighbourhood Partnership

### Support from others:

- local contacts
- individual or high-profile supporters
- community supporters
- support from the business community
- support from council departments
- support from other organisations
- support from potential funders or lenders
- support from future service users
- etc

### Effective management of the asset:

- legal status of your organisation
- its constitution and governance
- its experience and track-record
- the expertise held by its directors or management committee members
- accreditations or quality marks held by your organisation
- examples of other properties or projects that your organisation has managed

## Privacy Notice Community Asset Transfer

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Bristol City Council is the data controller for the purposes of the Data Protection Act 1998 and other relevant regulations. The purpose of this privacy policy is to tell you about what information we collect about you when you use our service, how we use that information and who we may share it with.

The contact details of the data controller are Bristol City Council P.O Box 3176. Bristol. BS3 9FS

### **What data we need to collect and the legal basis for processing it:**

To enable the Property Department to consider your expression of Interest your name, address, phone number and email address are collected. Your details are required in order to take those steps at your request prior to entering into a contract and, should a contract be awarded, for the performance of this contract to which you are party.

### **How long we will keep your data for:**

Your records are retained for Audit purposes.

### **Why we need to collect your data:**

Your data is collected so that Bristol City Council can consider your expression of interest in a community asset transfer.

### **Yours rights as a data subject:**

You have the right to request access to your data and where data is found to be inaccurate to have that data corrected. In certain circumstances you have the right to have data held about you erased, or the use of it restricted, you may be able to object to processing as well as the right to have your data transferred to another data controller.

You have the right to object to the processing of your information and to have any inaccurate information corrected. You also have a right of complaint to the Information Commissioner's Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk) if you think we have dealt with your information in an inappropriate manner.

Further guidance on your data can be found here

<https://www.bristol.gov.uk/about-our-website/privacy>

### **Fraud Prevention and Detection:**

Bristol City Council is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing, administering public funds, or where undertaking a public function, in order to prevent and detect fraud. For more information visit <https://www.bristol.gov.uk/data-protection-foi/fraud-prevention-and-detection>

You can ask to see what information we hold about you and have access to it. You can do this, by contacting:

Senior Data Protection Officer  
Bristol City Council  
ICT Commissioning and Information Governance  
P O Box 3176  
BRISTOL  
BS3 9FS  
[Data.protection@bristol.gov.uk](mailto:Data.protection@bristol.gov.uk)

Any further questions regarding the data being processed may also be sent to the above address.