

Community Asset Transfer – Expression of Interest Form



If you want to express an interest in applying for an asset (building or land) under Sandwell Metropolitan Borough Council's **Community Asset Transfer Strategy**, please fill in all the sections on this form clearly. If you wish to print this form please complete in BLOCK CAPITALS and use black ink.

Data Protection – PLEASE READ CAREFULLY

The details you provide on this form will only be used in connection with assessing your expression of interest Asset Transfer enquiry. Your information may be shared with elected members, colleagues within Sandwell Metropolitan Borough Council and other voluntary and community organisations.

Completed forms can be forwarded by email to property_services@sandwell.gov.uk, or by post to **Community Asset Transfer Expression of Interest, FAO Property Services, Sandwell Council House, Freeth Street, Oldbury, B69 3DB**

Section A: About you

Q1 **Name:**

Q2 **Number / Name of property:**

Q3 **Street:**

Q4 **Postcode:**

Q5 **Contact telephone number:**

Q6 **Email address:**

Q7 **Please let us know if you have any particular communication needs?**

Q8 **Is this an initial enquiry for an unincorporated organisation?**
 Yes No

Q9 If you represent an organisation, please give details:-

Name of organisation:

Type of organisation:

Charity / CIC number (if applicable):

Section B: Information about the asset

Q10 About the Asset - if you are enquiring about a specific asset (building or land) please tell us about it?

Name of Asset

Address of Asset

Please provide a plan of property requesting to be transferred

Q11 If you do not have a specific asset (building or land) in mind, please specify your accommodation needs below:

Required Floor Area m2:
(Please detail your internal layout requirements)

Please express any preferences on location within the Borough:

Please detail any storage requirements:

Please detail any welfare requirements:

Please detail any security implications:

Q12 Please detail the days and hours of use of the asset (e.g. Monday - Friday, weekends, evenings, 9am-5pm)

Days

Hours

Q13 **Please detail how you intend to finance the running costs of the asset? (If progressed account details will be required as evidence)**

Q14 **Any additional information to support the Specification?**

Section C: Community Benefits

Q15 **Please state what you wish to use the asset for and what benefits will this bring to the local community?**

What do you want to use the asset for?

What benefits will this bring to the local community?

Declaration and authorisation

Q16 **Please print name of authorised signatory:**

Q17 **Date of enquiry: (dd/mm/yyyy)**

**Thank you for your expression of interest,
you have reached the end of the form.**

We will acknowledge your enquiry within 10 working days of receipt.

For office use only:

Community Asset Transfer expression of interest reference number: