

Application for the transfer of a Council asset

Your details

Your Organisation	<i>BISHOPSTONE VILLAGE HALL</i>
Contact name	<i>Francis Taylor</i>
Position held	<i>Treasurer</i>
Address	<i>XXX</i>
Postcode	<i>XX</i>
Telephone	<i>XXXX</i>
Email	<i>XXX</i>

Your proposal

(please complete Checklist CAT02 before filling in the following form)

Details of asset

Please include exact location, address, postcode, size, boundaries, access points and a map if possible

*The asset is a narrow strip of land at the end of the village hall car park measuring approximately 5m by 25m
The Village Hall address is :
Butt Lane
Bishopstone
Salisbury
SP5 4DD*

Summary of proposal

Why do you want the asset and how will this benefit the local community?

The village hall car park is too small for some of the events that are held in the hall and this extra piece of land will allow more hall visitors to park in the car park rather than leaving their cars on nearby roads. Many of the hall users are elderly & infirm so require car parking space next to the hall.

Community use

Please explain how the asset will be used
(Please refer to questions 5-8 in the checklist - CAT02)

The asset will be used to expand the existing car park and will be used both by members of the community and also by third parties who hire the village hall for functions.

Suitability for purpose

Please explain why this asset is suitable for the intended purpose
(Please refer to questions 5-8 in the checklist - CAT02)

The asset adjoins the existing car park so no extra effort is required for it to be used for car parking.

Community support and consultation

Please set out who you have consulted about your proposal and how you have addressed any concerns raised
(Please refer to questions 9-14 in the checklist - CAT02)

Villagers who use the hall have welcomed the opportunity to extend the existing car park.

Legal issues

Please set out how you will address any legal, planning, insurance and health and safety matters associated with the asset *(Please refer to questions 15-18 in the checklist - CAT02)*

There are no legal, planning, insurance or health & safety issues associated with this asset.

Financial matters

How will you fund future running costs, repairs and maintenance?
(Please refer to questions 19-25 in the checklist - CAT02)

There are no extra costs involved. Members of the village hall committee already trim grass & weeds that grow on this plot of land.

Future management

How will you manage the asset and ensure that it continues to contribute to the wellbeing of the local community in the future?
(Please refer to questions 26-29 in the checklist - CAT02)

The asset will be used to extend the existing car park which will benefit members of the local community who arrive at the village hall by car. This extra strip of land will be managed alongside the existing car park.

DECLARATION

I confirm that the details included in this application are correct

Signed: *Francis Taylor*

Name (please print): *FRANCIS TAYLOR*

Date: *04/09/11*

Form CAT02

Application for the transfer of a Council asset

CHECKLIST

Please refer to the questions highlighted in red to find out if your proposal is eligible.

	Question	Yes	No	Note
Community use	1. Is the asset to be provided for a public purpose?	Y	<input checked="" type="checkbox"/>	Other than in exceptional circumstances, the Council will only dispose of assets for private or commercial use by way of open market sale
	2. Will the asset be hired or used by third parties?	Y	<input type="checkbox"/>	If 'yes' your application should set out how this will work
	3. Will your organisation supervise use of the asset?	Y	<input type="checkbox"/>	If 'no' your application should explain how use will be supervised
	4. Will the public have access to the asset?	Y	<input type="checkbox"/>	If 'yes' your application should set out how your liabilities will be covered

	Question	Yes	No	Note
Is the asset fit for proposed use?	5. Is it big enough?	Y	<input checked="" type="checkbox"/>	The Council will only transfer assets that are fit for purpose
	6. Is it in the right location?	Y	<input checked="" type="checkbox"/>	The Council will not transfer assets that increase unnecessary car use
	7. Is it safe?	Y	<input checked="" type="checkbox"/>	The Council will not transfer assets that are unsafe
	8. Does it have utilities? (Water, electricity, drainage, etc)	<input type="checkbox"/>	N	If 'no'- your application should explain if they are needed

	Question	Yes	No	Note
Community Support and consultation	9. Have you consulted nearby residents?	Y	<input type="checkbox"/>	If 'no'- please consult before submitting your application
	10. Have you consulted adjoining owners?	Y	<input type="checkbox"/>	If 'no'- please consult before submitting your application
	11. Have you consulted others affected by the proposal?	Y	<input type="checkbox"/>	If 'no'- please consult before submitting your application
	12. Have you consulted the local Wiltshire Councillor?	Y	<input type="checkbox"/>	If 'no'- please consult before submitting your application
	13. Have you consulted the local Parish Council?	Y	<input type="checkbox"/>	If 'no'- please consult before submitting your application
	14. Is there community support for the change of use?	Y	<input type="checkbox"/>	If 'no' - consider carefully whether you wish to proceed with your application

	Question	Yes	No	Note
Legal	15. Are there any covenants or other legal constraints?	<input type="checkbox"/>	N	<i>If 'yes' your application should explain implications</i>
	16. Does the proposed use require planning consent?	<input type="checkbox"/>	N	<i>If 'yes' your application should explain implications</i>
	17. Have you considered insurance cover?	Y	<input type="checkbox"/>	<i>If 'no' your application must explain implications</i>
	18. Have you assessed health and safety liabilities?	Y		<i>Your application must explain how you will deal with risks and liabilities</i>

	Question	Yes	No	Note
Finance	19. Can you meet all capital maintenance costs?	Y	<input type="checkbox"/>	<i>If 'no' your application should explain how funding will be provided</i>
	20. Can you meet all day-to-day running costs?	Y	<input type="checkbox"/>	<i>If 'no' your application should explain how funding will be provided</i>
	21. Will you use the asset to generate income?	<input type="checkbox"/>	N	<i>If 'yes' your application should provide further details</i>
	22. Will any third party be assisting with the costs?	<input type="checkbox"/>	N	<i>If 'yes' your application should provide further details</i>
	23. Do you have any contingency funds?	Y	<input type="checkbox"/>	<i>If 'no' your application should set out how you will deal with contingencies</i>
	24. Are you prepared to pay for the asset ?	<input type="checkbox"/>	N	<i>If 'yes' your application should set out your offer</i>
	25. Are you seeking transfer of the councils running costs?		N	<i>If 'yes' your application falls outside of the scope of this scheme¹</i>

	Question	Yes	No	Note
Management	26. Will you manage the asset?	Y	<input type="checkbox"/>	<i>If 'no' your application should set out who will manage the asset.</i>
	27. Will a management committee be set up?	<input type="checkbox"/>	N	<i>If 'yes' your application should set out how this will work</i>
	28. Will users of the asset be involved?	Y	<input type="checkbox"/>	<i>If 'yes' your application should set out how this will work</i>
	29. Will someone be employed to manage the asset?	<input type="checkbox"/>	N	<i>If 'yes' your application should set out how this will work</i>

¹ The council may still be willing to transfer the asset and the running costs, or a proportion of the running costs but this falls under a separate scheme

Community Asset Transfer

