

**Community Asset Transfer Application Form**

**Fair Processing Notice: Personal Data included in application for Community Asset Transfer**

Carlisle City Council is committed to protecting and respecting your privacy in terms of how we collect, use, store and destroy your personal information.

We are the data controller of the personal information we will collect from you and under the General Data Protection Regulation, this fair processing notice is designed to provide you with all the information you have a right to be provided with.

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| Why are we collecting your personal information? | |
| We are collecting your personal information to deal with your expression of interest/application for a Community Asset Transfer. | |
| What allows us to collect your personal information? | |
| Your consent, which you can withdraw at any time. | |
| What personal information will we collect? | |
| The personal information we want to gather from you is a contact name, postal address, email address and telephone number. | |
| What will we do with your personal information? | |
| It will be shared with internal services for consideration of the application and enable the Council to respond to you.    Your personal information will be processed internally by Council staff in accordance with the Council’s Data Protection and Confidentiality Statement and will not be shared out with the Authority. | |
| How long will we keep your personal information? | |
| Your personal information and the information held in relation to your request will be kept in accordance with the Council’s Retention Schedule:   * 3 years if the asset transfer application is unsuccessful, at which point it will be securely destroyed. * the duration of any lease agreement if the asset transfer application is successful. Once the lease agreement is terminated, the information will be kept for 3 years, at which point it will be securely destroyed. | |
| Your rights are: | |
| * To be informed * To access your personal information * To have inaccurate personal information rectified * To have personal information erased * To restrict processing of your personal information * To obtain and reuse your personal information for your own purpose * To object to the processing of your personal information * To not be subject to decisions based solely on automated means, including profiling | |
| Right to lodge a complaint with the UK Information Commissioner’s Office (ICO) | |
| Should you be unhappy with the way Carlisle City Council has handled your personal information, we encourage you to let us know so that we can look into this for you and provide a response.  Should you then wish to lodge a complaint with ICO you can contact them at:  Website: <https://ico.org.uk/>  Address: Information Commissioner’s Officer, Wycliffe House,  Water Lane, Wilmslow, Cheshire, SK9 5AF  Email: [Casework@ico.org.uk](mailto:Casework@ico.org.uk) | |
| **Carlisle City Council can be contacted at:** | **Carlisle City Council’s Data Protection Officer can be contacted at:** |
| Address: Civic Centre, Carlisle,  Cumbria, CA3 8QG  Email: [customerservices@carlisle.gov.uk](mailto:customerservices@carlisle.gov.uk)  Telephone: 01228 817200 | Address: Civic Centre, Carlisle,  Cumbria, CA3 8QG  Email: [dataprotection@carlisle.gov.uk](mailto:dataprotection@carlisle.gov.uk)  Telephone: 01228 817200 |

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| PART A: ABOUT THE ASSET |

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| **Please provide details of the asset in which you have an interest:** | |
| **Building or site name** |  |
| **Address** |  |
| **Postcode** |  |

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| PART B: CONTACT DETAILS FOR YOUR ORGANISATION |

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| **Organisation name** |  |
| **Is your organisation a branch or part of a larger organisation?**  Yes ☐ No ☐  If yes, please provide details: | |
| **Organisation address** |  |
| **Organisation postcode** |  |
| **Who is the main contact for this application?** | |
| **Title and name** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone number(s)** |  |
| **Email address** |  |
| **Position in the organisation** |  |

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| PART C: ABOUT YOUR ORGANISATION |

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| **Does your organisation have a governing document (Constitution, Articles and Memorandum of Understanding, etc.)?**  Yes ☐ (please attach a copy with your application) No ☐ |
| **Does your organisation hold an Annual General Meeting (AGM) or similar governance meeting?**  Yes ☐ No ☐  If yes, please provide the date of the last meeting: |
| **Does your organisation produce annual reports or returns for Companies House, The Charity Commission or other governing body?**  Yes ☐ (please attach a copy with your application) No ☐ |
| **Please give details of your organisation’s management structure and how it is managed – please provide names, roles and responsibilities** (if you have an organisation structure diagram please attach a copy with your application) |
| **Does your organisation employ staff or is it run by volunteers?**  Employs staff ☐ (please attach your staffing structure to the application)  Run by volunteers ☐ |
| **Please confirm the overall numbers of people in involved with running your organisation/delivering activities** |
| **Please confirm how many people currently use your organisation’s services/activities** (this should be clients/users, not number of visits). |
| **Does your organisation have an audited or independently checked set of accounts for the last financial year?**  Yes ☐ (please provide a copy of the latest one) No ☐ |
| **Does your organisation have a bank account in its own name for which it receives bank statements?**  Yes ☐ (please provide a copy of the latest statement) No ☐ |
| **Does your organisation currently own or have a lease on an asset; or has it previously owned or had a lease on an asset?**  Yes ☐ (please give details) No ☐ |
| **One of the responsibilities attached to managing an asset is ensuring you have the right insurance cover in place. Does your organisation currently have any insurance policies in place?**  Yes ☐ No ☐ |
| **Has your organisation ever been refused insurance cover?**  Yes ☐ (please provide details of when and why) No ☐ |

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| **Does your organisation have written procedures in place to cover the following areas?** | | | | |
| **Area** | **Yes** | **No** | | **Comment** |
| **Recruitment & Induction** |  | |  |  |
| **Training & Development** |  | |  |  |
| **Health & Safety** |  | |  |  |
| **Equality & Diversity** |  | |  |  |
| **Safeguarding** |  | |  |  |
| **Disclosure Barring Service Checks** |  | |  |  |
| **Grievances/complaints** |  | |  |  |

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| PART D: BUSINESS PLAN |

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| **As part of Carlisle City Council’s Community Asset Transfer application process your organisation needs to submit a Business Plan along with its application. This needs to be a concise but robust document and as a minimum requirement it needs to cover/contain the following key areas:**   * A statement of the aims and objectives of your organisation. * A description of who the organisations clients/users are, its target group. * An executive summary of why your organisation requires the proposed asset; what difference it will make to your organisation. * Details of what activities, services, events and uses the asset will be required for, and how your organisation intends to deliver these. Please identify any new/additional activities/services that will be delivered as a result of managing the asset. * Which Council priorities your organisation will deliver against and what outcomes will be delivered as a result of your organisation managing the asset. * A community need statement outlining the community need and any community benefits from your organisation managing the asset - the how, who, how many and how you will measure this. Include details of stakeholders and evidence of community involvement and consultation. * What improvements, both physical and cosmetic your organisation intends to make to the asset – including indicative costs and how your organisation intends to pay for these. * A cash flow forecast and budget detailing the financial viability and sustainability of your organisation. This should demonstrate your organisation’s ability to manage the asset and any resulting costs. * The capacity for your organisation to manage the asset, including the expertise and skills of the board/managing group of the organisation in managing assets and delivering activities, services, managing health and safety requirements and projects. * Arrangements for on-going business planning. * Arrangements to be put in place to ensure effective management of the asset and compliance with relevant statutory regulation. * Succession planning – how your organisation will replace people on its board/managing group and ensure the right skills and knowledge are maintained. |

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| PART E: DECLARATION |

The transfer of an asset into community management and/or ownership can be a complex process. The processes of the Council and the responsibilities of your organisation are outlined in Carlisle City Council’s Community Asset Transfer Policy. If you require further advice please visit [www.carlisle.gov.uk](http://www.carlisle.gov.uk).

**I confirm that I and the organisation’s managing group have read the Community Asset Transfer Policy and understand the responsibilities and duties for our organisation as outlined within it.**

**I certify that the information supplied in this application form is accurate to the best of my knowledge and that I am authorised by the managing group of the organisation to submit this application form on its behalf** (Please supply a copy of the minute from the managing group meeting where this authority was granted or a letter confirming this).

**I understand it is a criminal offence to knowingly make a false statement, to give or offer any gift or consideration whatsoever as an inducement or reward to any Council officer, partner or representative and that any such action will empower the Council to cancel this application for the transfer of the asset.**

By signing this form, you are confirming that you have read and agree with the above declaration.

Signed:

Print name:

Position within organisation:

Date:

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| Please send this form and supporting information to [policy@carlisle.gov.uk](mailto:policy@carlisle.gov.uk) or  Policy and Communications Team  Carlisle City Council  Civic Centre  Rickergate  CARLISLE  CA3 8QG |

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| **Application attachment check list:** | | | |
| **Item** | **Yes** | **No** | **Comments** |
| Copy of governing document(s) |  |  |  |
| Copy of annual report and/or returns |  |  |  |
| Organisational structure diagram |  |  |  |
| Staffing diagram |  |  |  |
| Copy of audited/independently examined accounts for the last financial year |  |  |  |
| Copy of the latest bank statement |  |  |  |
| Business Plan |  |  |  |
| Copy of minutes or letter confirming authority to submit application form on behalf of the organisation |  |  |  |