

EXPRESSION OF INTEREST FORM

Property Services
Ty Penallta
Tredomen Campus
Ystrad Mynach

A greener place Man gwyrddach

Mae'r ddogfen hon ar gael yn Gymraeg. Mae ar gael mewn ieithoedd a fformatau eraill ar gais.

This document is available in Welsh. It is available in other languages and formats on request.

PLEASE NOTE

Your expression of interest form must be completed in full. If your form has not been completed, cannot be read or is not on an appropriate form, it will be returned to you to update / complete before assessment commences.

- 1. Stage 1 of the CAT application process has been designed to assist the Council to make an initial assessment of your application and make a decision as to whether your application meets the Council's suitability criteria. We will not be able to start the process of considering your application unless we receive all the information relevant to your proposal for asset transfer.**
- 2. Council officers will then process and review your proposal. If the asset is suitable for transfer and the proposal is considered viable, you may be asked to supply further details in relation to the proposal and invited to progress to stage 2 of the application process.**

DATA PROTECTION STATEMENT

We require the information requested in this form to allow us to process your application. All information provided in support of an application, including personal details, will be held in a database. You have a number of rights in relation to the information including the right of access to information we hold about you and the right of complaint if you are unhappy with the way your information is being processed.

For further information on how we process your information, and your rights please click the following link: [Click here for your privacy notice \(PDF\)](#)

For office use only:
Reference No:
Date Received: Click or tap for date.

A. ABOUT YOUR ORGANISATION

Contact Details (Main contact for this application – this must be someone who knows about your project).

Name of organisation:

Title:

First Name:

Surname:

Position held in organisation:

Address for correspondence:

Postcode:

Is this your organisation address? Y/N

Telephone Number:

Mobile Telephone Number:

Email Address:

Website details

B. STATUS OF YOUR ORGANISATION

What type of organisation / group are you (Tick whichever apply)

Charity		Community Group/club society	
Company Limited by guarantee		Community Interest Company	

Please ensure you complete all elements of the form

Town / Community Council		Other (please specify)	
When was your organisation set up?			
If relevant, please supply company registration number, charity number, Friendly Society registration number:			
Please provide confirmation of how you intend to become incorporated if you are not already:			
Do you publish an annual report? If yes, please provide the most recent copy with this form or provide a link to a web page.			
C. GOVERNANCE			
Does your organisation have a written constitution, governing document or set of rules?			
Y/N			
If yes, please provide a copy with this application.			
What is the structure and purpose of your voluntary or community organisation? What are the main activities of the organisation?			
How many people are involved in your organisation?			
Management committee:			
Paid staff full time:			
Paid staff part time:		Volunteers:	
Please indicate which of the following insurance cover your organisation holds (or plans to put in place) and provide levels?			
Type of insurance	Holds	Plans	Level of cover
Public liability			£
Employer Liability			£
Professional Indemnity			£

Please ensure you complete all elements of the form

Does your organisation have experience of managing an asset? Property or land Please provide details.
What is the capacity to manage the asset within your organisation - in relation to maintenance and repair? (Please also provide any relevant background documents)
In relation to statutory compliance? (You may be made responsible for compliance with all laws relating both to the asset and our occupation and use of it.)
D. ABOUT YOUR PROPOSAL
Title of Project:
Please provide details of the asset (building or land) in which you are interested (name, address etc). It is essential that you clearly identify the asset. (If you have plans or drawings, please forward copies).
If this is a speculative application, please provide details of the type of asset and location required:
If the building / site is in use, please explain the nature of your proposal e.g. are you applying to meet services currently supported by the council?
What are the purpose and main aims of your proposal – how will you use the asset? (Please also provide any relevant background documents)
Please identify how you envisage you will manage the asset e.g. by lease, management agreement etc.

Please ensure you complete all elements of the form

<p>Please state length of agreement required e.g. 25 years. (Please consider whether this meets the requirements of current or future grant funder(s))</p>		
<p>Have you been invited to submit an application by Caerphilly CBC? If yes, please provide details of which Member(s) / Officer(s) you have been in contact with and the background to these discussions to date:</p>		
<p>Please provide a brief description of your proposal, including the reason why you are applying for a council asset and what the intended use will be: Identify what services your organisation currently provides or tell us about the type of service you are proposing to deliver?</p>		
<p>Evidence of need - Why do you require this asset e.g. what is the issue with your existing accommodation or explain the requirement for acquiring the asset?</p>		
<p>Please outline how the amenity or facility will be maintained after the asset has been transferred (and, if applicable, the initial project has been completed):</p>		
<p>E. COMMUNITY BENEFITS</p>		
<p>How will the community benefit from the proposal?</p>		
COMMUNITY BENEFIT	Y/N	If yes, please provide further details
Will your proposal enable access by all members of the community?	Y/N	
Will the asset enable service improvements?	Y/N	
Will the service become more visible?	Y/N	
Will the project safeguard services?	Y/N	

Please ensure you complete all elements of the form

Will your proposal maintain an existing service or activity in the local community?	Y/N	
Will your proposal create a new service or activity in the local community?	Y/N	
Will your proposal have wide community benefits e.g. will it create opportunities for local organisations to work together?	Y/N	
Will the asset complement other services or organisations or enable collaborative working?	Y/N	
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Will your proposal bring additional financial investment into the area e.g. through grants unavailable to the Council?	Y/N	
Will your proposal create opportunities for developing local enterprise or additional employment?	Y/N	
Will the service become more accessible?	Y/N	
Will the project present a conflict / overlap with other similar facilities in the locality? (consider whether there are any similar facilities already in the vicinity and whether this project may have a negative impact on these).	Y/N	
Explain how all individuals will have an equal opportunity to access the proposed business/service, irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, Welsh language.	Y/N	

Please ensure you complete all elements of the form

<p>Will your proposal be able to provide the service to the public through the medium of the Welsh Language? If so, please outline your vision'</p>	<p>Y/N</p>	
<p>The Council will consider the requirements of the Welsh Language (Wales) Measure 2011 in assessing each application. There is a requirement on the Council to consider what implications a decision relating to a CAT transfer would have on opportunities for people to use the Welsh Language. The application process will include an assessment of the ability and experience of the organisation/community group in providing services through the medium of Welsh.</p>		
<p>F. FINANCE</p>		
<p>What financial package is in place to support your proposal (capital and revenue)? Please describe how secure this funding is (e.g. do you already hold sufficient funds within your account/s or are you waiting on confirmation or a grant)? Please attach evidence of these to your application:</p>		
<p>G. PARTNERS, COLLABORATION AND STAKEHOLDERS</p>		
<p>Are you proposing any arrangements to work on this project with the Council, other public or third sector organisation or any other organisation? If yes, please provide details and state the scope of their involvement:</p>		
<p>Are they supportive of this proposal? Please provide details of any other joint users and letter/s of support.</p>		
<p>H. CONSULTATION</p>		
<p>At this stage, have you undertaken any form of consultation with the community in respect of your proposal?</p>		

Please ensure you complete all elements of the form

Please provide details of how and when you consulted the community:
Please provide a summary of the results of the community consultation undertaken:
Please provide evidence that the community support your proposal:

CONFIRMATION
<p>I confirm that, to the best of my knowledge and belief, all the details in this application are accurate. I understand that the council may ask for additional information at any stage of the application process and that you may check this with other sources.</p> <p>I also understand that this application refers to asset transfer only and is not an application for financial assistance.</p>
Signed
Name:
Date:

Please return completed form to:

**Property Services
Penallta House
Tredomen Campus
Ystrad Mynach**

Please ensure you complete all elements of the form

CF82 7PG

Email: property@caerphilly.gov.uk

Phone: (01443) 863333

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