



# Community Asset Transfer Scheme (CATS) for our national forests and land

## ASSET TRANSFER REQUEST FORM

### Introduction

Please read the relevant parts of the [Community Asset Transfer Scheme](#) (CATS) Guidance before completing this form. You may also wish to refer to the Scottish Government's [Asset Transfer Guidance for Community Bodies](#).

The Request must be submitted in writing, either as a hard copy or by email. Please answer all the questions. You can attach additional information as extra sheets or electronic documents. Please be specific. When answering the questions you do not need to repeat any information you have already given, but simply refer to an earlier answer or attached document.

Please return the completed form and supporting documentation to:

**Community Asset Transfer Scheme Team**  
**Forestry and Land Scotland**  
**Apex 1, 99 Haymarket Terrace,**  
**Edinburgh**  
**EH12 5HD**

E-mail: [fls.communities@forestryandland.gov.scot](mailto:fls.communities@forestryandland.gov.scot)

We will confirm receipt of your Request within 5 working days and you will receive a formal acknowledgement letter within 15 working days to confirm whether your Request is valid or requesting further information. We may also ask you for more information during the assessment and evaluation process.

# CATS: ASSET TRANSFER REQUEST FORM

This is an asset transfer request made under Part 5 of the Community Empowerment (Scotland) Act 2015.

## SECTION 1: Information about the community transfer body making the request

### 1.1 Name of the community transfer body making the asset transfer request

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### 1.2 Community transfer body address

This should be the registered address, if you have one.

Postal address:

Postcode:

### 1.3 Contact details

Please provide the name and contact address to which correspondence in relation to this asset transfer request should be sent.

Contact name:

Postal address:

Postcode:

Email:

Telephone:

We agree that correspondence in relation to this asset transfer request may be sent by email to the email address given above. *(Please tick to indicate agreement)*

You can ask the Forestry and Land Scotland to stop sending correspondence by email, or change the email address, by telling us at any time, as long as 5 working days' notice is given.

### 1.4 Type of eligible community transfer body

Please select **one** option and mark with an “X” in the relevant box to confirm the type of community transfer body and its official number, if it has one:

- a Company  and its company number is \_\_\_\_\_
- or**
- a Scottish Charitable Incorporated Organisation (SCIO)  and its charity number is \_\_\_\_\_
- or**
- a Community Benefit Society (BenCom),  and its registered number is \_\_\_\_\_
- or**
- Unincorporated organisation  (no number)

**Please attach a copy of the community transfer body’s constitution, articles of association or registered rules.**

- If the organisation is an eligible community transfer body under the Community Empowerment (Scotland) Act 2015 go to **Section 2**.

### 1.5 If the organisation is **not** an eligible community transfer body under the Community Empowerment (Scotland) Act 2015:

a) Has the organisation been individually designated as a community transfer body by the Scottish Ministers?

**No**  **Yes**

Please give the title and date of the designation order:

**or** b) Does the organisation fall within a class of bodies which has been designated as community transfer bodies by the Scottish Ministers?

**No**  **Yes**

If yes what class of bodies does it fall within?

## Section 2: Information about the land and rights requested

(see CATS Guidance Section 1.2)

### 2.1 Please identify the land to which this asset transfer request relates.

You should provide a **grid reference** and attach a **map** clearly showing the boundaries of the land to which this asset transfer request. You should also provide any name by which the land is known, and you may also wish to provide additional description. You can contact your Forestry and Land Scotland [Region](#) office for assistance in providing a copy of the map.

Grid reference:

Area in hectares:

Name and description of the land:

**If your request is for a building**, you should provide a street address and the Unique Property Reference Number ([UPRN](#)) if known.

Address:

UPRN (**if known**):

## Section 3: Type of request, payment and conditions

(see CATS Guidance Section 1.4)

### 3.1 Please tick what type of request is being made:

- for **ownership** (under section 79(2)(a)) – go to **Section 3A**
- for **lease** (under section 79(2)(b)(i)) – go to **Section 3B**
- for other **rights** (section 79(2)(b)(ii)) – go to **Section 3C**

### 3A – Request for ownership

What price are you prepared to pay for the land requested (see CATS Guidance Section 2.2)?

Proposed price: £

*Please attach a note setting out any other terms and conditions you wish to apply to the request.*

### 3B – Request for lease

a) What is the length of lease you are requesting?

b) How much rent are you prepared to pay? (see CATS Guidance Section 2.2)  
Please make clear whether this is per year or per month.

Proposed rent: £                      per

*Please attach a note setting out any other terms and conditions you wish to be included in the lease, or to apply to the request in any other way.*

### 3C – Request for other rights

a) What are the rights you are requesting?

Do you propose to make any payment for these rights?

**Yes**                       **No**

If yes, how much are you prepared to pay? Please make clear what period this would cover, for example per week, per month, per day?

Proposed payment: £                      per

*Please attach a note setting out any other terms and conditions you wish to apply to the request.*

## Section 4: Community Proposal

*You may wish to refer to relevant sections in supporting documents.*

**4.1 Please set out the reasons for making the request and how the land or building will be used.**

This should explain the objectives of your project, why there is a need for it, any development or changes you plan to make to the land or building, and any activities that will take place there.

## 4.2 Benefits of the proposal

Please set out the benefits that you consider will arise if the request is agreed to (see CATS Guidance Section 3.2). This section should explain how the project will benefit your community, and others.

*Please refer to the guidance on how the relevant authority will consider the benefits of a request.*

### 4.3 Restrictions on use of the land

If there are any restrictions on the use or development of the land, please explain how your project will comply with these. Your Forestry and Land Scotland [Region](#) office can provide assistance in identifying any restrictions and how to comply with them.

*Restrictions might include, amongst others, environmental designations such as a Site of Special Scientific Interest (SSSI), heritage designations such as listed building status, controls on contaminated land or planning restrictions.*

### 4.4 Negative consequences

What negative consequences (if any) may occur if your request is agreed to? How would you propose to minimise these?

*You should consider any potential negative consequences for the local economy, environment, or any group of people, and explain how you could reduce these.*

### 4.5 Capacity to deliver

Please show how your organisation will be able to manage the project and achieve your objectives.

*This could include the skills and experience of members of the organisation, any track record of previous projects, whether you intend to use professional advisers, etc.*



## Section 5: Level and nature of support

5.1 Please provide details of the level and nature of support for the request from your community and, if relevant, from others (see CATS Guidance Section 3.2)

You should describe the community your body represents and include information on the proportion of your community who are involved with the request, how you have engaged with your community beyond the members of your organisation and what their response has been.

You should also show how you have engaged with any other communities that may be affected by your proposals.

## Section 6: Funding

Please outline how you propose to fund the price or rent you are prepared to pay for the land, and your proposed use of the land

(see CATS Guidance Section 1.5)

*You should show your calculations of the costs associated with the transfer of the land or building and your future use of it, including any redevelopment, ongoing maintenance and the costs of your activities. All proposed income and investment should be identified, including volunteering and donations. If you intend to apply for grants or loans you should demonstrate that your proposals are eligible for the relevant scheme, according to the guidance available for applicants.*

## Signature

Two office-bearers (board members, charity trustees or committee members) of the community transfer body must sign the form. They must provide their full names and home addresses for the purposes of prevention and detection of fraud.

This form and supporting documents will be made available online for any interested person to read and comment on. Personal information will be redacted before the form is made available.

**We, the undersigned on behalf of the community transfer body as noted at section 1, make an asset transfer request as specified in this form.**

**We declare that the information provided in this form and any accompanying documents is accurate to the best of our knowledge.**

1.     Name  
       Address  
  
       Date  
       Position  
       Signature
  
2.     Name  
       Address  
  
       Date  
       Position  
       Signature

## Checklist of accompanying documents

To check that nothing is missed, please list any documents which you are submitting to accompany this form.

### Section 1 – you **must** attach your organisation’s constitution, articles of association or registered rules

Title of document attached:

### Section 2 – any maps, drawings or description of the land requested

Documents attached:

### Section 3 – note of any terms and conditions that are to apply to the request

Documents attached:

### Section 4 – about your proposals, their benefits, any restrictions on the land or potential negative consequences, and your organisation’s capacity to deliver.

Documents attached:

### Section 5 – evidence of community support

Documents attached:

### Section 6 – funding

Documents attached: