



Community Asset Transfer Scheme (CATS): Community Access to Wind Repowering

Asset Transfer Request Form: Guidance

DRAFT: 30 September 2026

Please refer to the accompanying Guidance before completing the Asset Transfer Request form.

STATUS OF THIS GUIDANCE

This guidance is published in draft form as part of the CATS Repowering Pilot. It will be reviewed and updated throughout the pilot to reflect feedback, experience, and learning from its application.

We welcome feedback on the content, clarity, and usability of this guidance. Any comments, questions, or suggestions for improvement can be sent to

fls.communities@forestryandland.gov.scot.

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

The form states that this is an asset transfer request made under Part 5 of the Community Empowerment (Scotland) Act 2015.

Part A covers the specific questions required to make a valid asset transfer request under the Community Empowerment (Scotland) Act 2015.

Part B confirms that the Community Transfer Body has read and is prepared to accept the standard Option to Lease and lease terms provided in the templates.

Signatures – the form must be signed by two officer bearers of the Community Transfer Body making the request.

Part A

A1 – details of the Community Transfer Body making the request.

A2 – details of partners and contractual arrangements, if the Community Transfer Body is part of a partnership or consortium.

A3 – description and map of the area of interest

A4 – indicative commercial terms for the Option to Lease and Lease

A5 – reasons for making the request

A6 – benefits of the proposal

A7 – funding

A8 – community support

A1 Community transfer body and contact details

You must submit a copy of your Articles of Association, Constitution or Rules, as appropriate, with your asset transfer request.

	Information Required	Information
A1.1	Name of Community Transfer Body	
A1.2	Type of Community Transfer Body	☐ Company ☐ Scottish Charitable Incorporated Organisation (SCIO)

		☐ Community Benefit Society (BenCom)
A1.3	VAT number, if applicable	
A1.4	Company number	<i>This will be your Companies House number</i>
A1.5	OSCR Reference Number	<i>If applicable, if the Community Transfer Body is a registered charity</i>
A1.6	Postal Address Line 1	<i>This is the registered address of the Community Transfer Body.</i>
A1.7	Postal Address Line 2	
A1.8	Postal Address Town/City	
A1.9	Postal Address Region	
A1.10	Postal Address Postcode	
A1.11	Postal Address Country	
A1.12	Contact person or persons	
A1.13	Telephone, including dialing code	
A1.14	Mobile, including dialing code	
A1.15	Email Address	<i>Email address (this must be correct to receive confirmation of successful submission).</i>
	☐ We agree that correspondence in relation to this asset transfer request may be sent by email to the email address given above. <i>(Please tick to indicate agreement)</i> You can ask FLS 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	
A1.16	Internet address (web address), if applicable	

A2 Consortium / Partnership Information

Further guidance to be developed and published during the pilot.

The Asset Transfer Request must be submitted by an eligible Community Transfer Body. Any consortium, partnership or delivery arrangements should be described in this section, but responsibility for the Asset Transfer Request remains with the Community Transfer Body.

Please provide an organogram showing relationships between the organisations involved and contractual arrangements.

A2.1 Organisation 1

	Name of Organisation	
	Type of Organisation	
	VAT number, if applicable	
	Company number (Companies House number)	
	OSCR Reference Number (if applicable)	
	Role in consortium / partnership	

A2.2 Organisation 2

	Name of Organisation	
	Type of Organisation	
	VAT number, if applicable	
	Company number (Companies House number)	
	OSCR Reference Number (if applicable)	

	Role in consortium / partnership	
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A2.3 Organisation 3

	Name of Organisation	
	Type of Organisation	
	VAT number, if applicable	
	Company number (Companies House number)	
	OSCR Reference Number (if applicable)	
	Role in consortium / partnership	

Add as required

A3 Area of interest

Please provide:

- a map of the area to be included in the Option to Lease agreement
- an indicative layout of the proposed scheme

The plan should show the boundary of the entire area to be included within the proposed Option to Lease and surveyed during project development. This is required to validate the request.

To allow FLS to evaluate the request, you should also provide an indicative layout of the proposed scheme. An indicative layout at this stage is sufficient as the final layout of the wind farm and location of turbines will be subject to work carried out during the Option to Lease, including securing planning approval.

A4 Type of request and Indicative commercial terms

This request is for an **Option to Lease**. This allows the exclusive right, for a fixed period, to secure a long-term Lease over the site if the project progresses successfully. The Option agreement will include the principal terms and conditions of the future Lease. Typically, Option periods are for 3 years with provision for appropriate extensions where justified, and the Lease will typically last for 40 years.

For the proposed development please provide indicative commercial terms as follows:

- 1a. Option to Lease Duration: the time that the Community Transfer Body will require exclusive access to carry out development work, prior to committing to the full lease. This is typically 3 years.
- 1b. Lease Duration: the length of the full lease for construction and operation of the wind farm. This is typically up to 40 years.
2. Revenue Rent: A rent linked to the financial performance of the project, calculated as a percentage of the project's revenue as defined by the draft lease.
3. Base Rent: A fixed annual rent payable regardless of how much income the project generates, this provides a guaranteed minimum payment to the landowner.
4. Option Fee: A payment made at the start of the Option period in return for securing the exclusive right to take a lease over the site. Also indicate an Option Extension Fee: A payment made for any extension of the initial Option period beyond its original term and will be granted under specific circumstances as defined by the draft lease.

5. Bridging rent: A temporary rent paid between the period when rent ceases in connection with the previous project and when rent starts in connection with the repowering project. This is to cover the rental void during this period.

	Question
1a	Option to Lease duration
1b	Lease Duration
For the proposed development provide the following:	
NB Any pricing must be in £ Sterling and exclusive of VAT.	
2	The percentage of Revenue Rent offered to FLS, noting the terms of the draft Lease
3	The Base Rent, £ per annum.
4	What Option Fee will you offer FLS, including Option Extension Fees?
5	What bridging rent will you offer FLS, to cover the period when rental payments to FLS cease under the existing scheme and when rental payments to FLS start under the new scheme?
	Note Development Fees and other fees and charges are included in the Standard Option and Lease templates

A5 Reasons for making the request and proposed use of the land

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 infrastructure, and any activities that will take place there.

This section should explain the reasons for the community body to take on the repowering of the site and why the land required is necessary for it.

This section should also set out your plans for the land and how it will be used, particularly any proposed changes to the land and infrastructure.

A6 Benefits of the proposal

Please set out the benefits that you consider will arise if the request is agreed to. This section should explain how the project will benefit your community, and others. It should also describe the proposed governance arrangements for managing the project and future income generated from the wind farm.

This is one of the most important sections of the request. It is your opportunity to explain the good things your project will make happen in your community, which are key to FLS' decision. FLS must consider whether the request is likely to promote or improve economic development, regeneration, public health, social wellbeing, environmental wellbeing and whether it will reduce inequalities of outcome which result from socio-economic disadvantage. You should explain how the proposal contributes to sustainable development and long-term community resilience.

FLS must also make the decision "in a manner which encourages equal opportunities" and meets FLS' responsibilities under Equality legislation. This section should therefore also set out the Community Transfer Bodies approach to equalities, diversity and inclusion.

Evaluation of the benefits of the request will consider the likelihood that the stated outcomes will be delivered, and the risks of any negative consequences. This section should therefore set out the processes and governance structure that will be in place to ensure the income from the wind farm is managed responsibly for and on behalf of the community.

Community Benefit and Area of Benefit

The Scottish Government's Good Practice Principles for Community Benefits from Onshore Renewable Energy Developments set out expectations for developers and communities on what local communities should expect to receive from onshore wind developments in Scotland.

Onshore energy community benefits - Renewable and low carbon energy - gov.scot

The Community Transfer Body should review any existing community benefit arrangements and assess whether the current area of benefit remains appropriate. This should be informed by local knowledge, community engagement and relevant community-led plans, such as Local Place Plans, Community Action Plans and Local Outcome Improvement Plans.

Where the existing area of benefit no longer reflects local circumstances, it should be reviewed and updated.

Community Energy Projects

Unlike commercial developers, community energy organisations do not have private shareholders and can reinvest surplus profits directly in community benefit. As a result, community benefit may be delivered through:

- reinvestment of surplus profits;
- a dedicated community benefit fund; or
- a combination of both.

Mechanisms for Delivering Community Benefit

- **Reinvestment of Surplus Profits** - any surplus profits remaining after operational costs, debt servicing, maintenance liabilities and prudent reserves have been met will be reinvested in activities that further the organisation's charitable and community objectives. Investment should deliver social, economic and environmental benefit, align with local priorities and support long-term community wealth building.
- **Community Benefit Fund** - a community benefit fund will be established in line with the Scottish Government's Good Practice Principles for Community Benefits from Onshore Renewable Energy Developments and meet the agreed annual £/MW contribution requirements. The area of benefit and eligible communities should be defined through local engagement and reference to relevant community plans.
- **Combination Approach** - where appropriate, community benefit may be delivered through both a community benefit fund and reinvestment of surplus profits, particularly where project impacts, beneficiaries and organisational objectives extend across different communities or geographical areas.

A7 Funding

Please outline how a) the lease will be funded and b) the proposed use of the land will be funded

Please outline how you plan to fund your project should a lease be granted and provide details of conversations you have had with any potential funders. Please also provide any financial projections you have undertaken to ensure the financial security of the project in subsequent years. Furthermore, please describe the extent of conversations you have had with possible local delivery partners, contractors and organisations to ensure the success of the project.

Are you able to demonstrate scheme funding capability? Demonstrate how you intend to finance the development, construction and operational phases of the project. You should indicate your expected financing structure ie % debt vs equity per project and also what you would consider to be your required equity and project pre- or post-tax IRR hurdle rates.

A8 Community Support

Describe the level and nature of support for the asset transfer request

State the processes that you will put in place to engage and consult with the local community and/or interested parties.

This section should set out the consultation that has been carried out during development of the asset transfer request and be able to provide evidence of the level and nature of support for the request. This could include for example, local surveys, community meetings, letters of support for the project, and actions taken on concerns raised from the local community.

The evidence should demonstrate support for a community-led approach to project development and repowering of the wind farm site. The purpose of this section is not to secure support for a specific wind farm design. The scale, layout and design of any future wind farm proposal would be approved through the statutory planning process, during which communities would have the opportunity to express their views and have these taken into account as part of decision-making. Instead, applicants should focus on demonstrating support for community ownership and the community body's role in leading the development of a repowering proposal.

Part B – Terms and conditions

This asset transfer request, and any agreements arising from it, will be subject to the latest versions of FLS’s legal documentation. FLS will provide Community Transfer Bodies who note interest, and on request, a standard set of draft Option to Lease documents.

Information required
See CATS Guidance Section 4.2
Do you accept FLS's standard draft Option to Lease and Lease documents?

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.

We hereby certify that the information provided in this asset transfer request is true, accurate and complete. We understand that such information will be used in the process to assess the Community Transfer Body's suitability to develop a renewable energy scheme on Scotland's national forests and land. We hereby certify that we have lawful authority to sign this asset transfer request for and on behalf of the Community Transfer Body. We understand that FLS may refuse this asset transfer request if there is a failure to answer all relevant questions fully or if we provide any false, incomplete, inaccurate and / or misleading information.

1. Name

Address

Date

Position

Signature

2. Name

Address

Date

Position

Signature