



# Community Asset Transfer

A Toolkit to Support  
Community Groups  
**2026 - 27**

# Introduction and Purpose

Runnymede Borough Council is committed to empowering local Voluntary, Community and Social Enterprise (VCSE) organisations; to enhance the services and activities they deliver to residents and communities in the borough.

Part of the way in which we will look to do so, is providing opportunities for organisations to take greater control of buildings and land currently owned by the Council, under a Community Asset Transfer (CAT), to further the activities, aims and aspirations of the organisation, and give greater control on its future.

The level of control that could be agreed under a Community Asset Transfer can vary from access rights under a lease arrangement, to the full transfer of the asset with full ownership being assumed by the organisation.

The approach is not one size fits all and will depend upon the nature and size of the organisation, its requirements for the future, and crucially its ability to take responsibility for what is agreed, over the medium/long term.



# Corporate Business Plan 2026-2027

The Council has set out its priority themes for 2026/2027 through its Corporate Business Plan, which are as follows:

- ▶ Tackling the climate emergency and enhancing nature
- ▶ Improving health and well-being for all
- ▶ Supporting our communities through change
- ▶ Growing a fair and sustainable economy

Under the supporting our communities through change theme, the Council sets out its commitment to increasing resilience for individuals, communities and community groups, as it moves towards local government reorganisation. The Community Asset Transfer application process forms part of this commitment.

The objective states the intention to:

“Unlock community ownership by enabling local groups to manage assets and lead neighbourhood planning initiatives”

# Current Situation

Several VCSE organisations operate services from buildings or land owned by us. Most of these organisations have lease agreements in place. In planning for the future, these organisations may want to consider longer term agreements to provide certainty for their organisation and to the continuation of their services, activities and projects.

Some organisations in the borough may be seeking facilities (buildings or land) for the first time to develop existing or new services and projects. They may wish to relocate for greater future certainty, due to a requirement for different facilities or for other reasons fitting for consideration of a Community Asset Transfer.

VCSE organisations currently in arrangements with the Council, and others who are not, are welcome to express an interest in building and land assets through our Community Asset Transfer process.



# Deciding if a Community Asset Transfer is right for your organisation

Organisations are encouraged to consider whether taking full responsibility for a building or land asset is appropriate for them.

Full responsibility includes not only the delivery of the services at the asset, but also the maintenance and management of a site, health and safety responsibilities and legal compliance. Organisations should, therefore, consider the following questions initially when deciding whether a Community Asset Transfer is right for them:

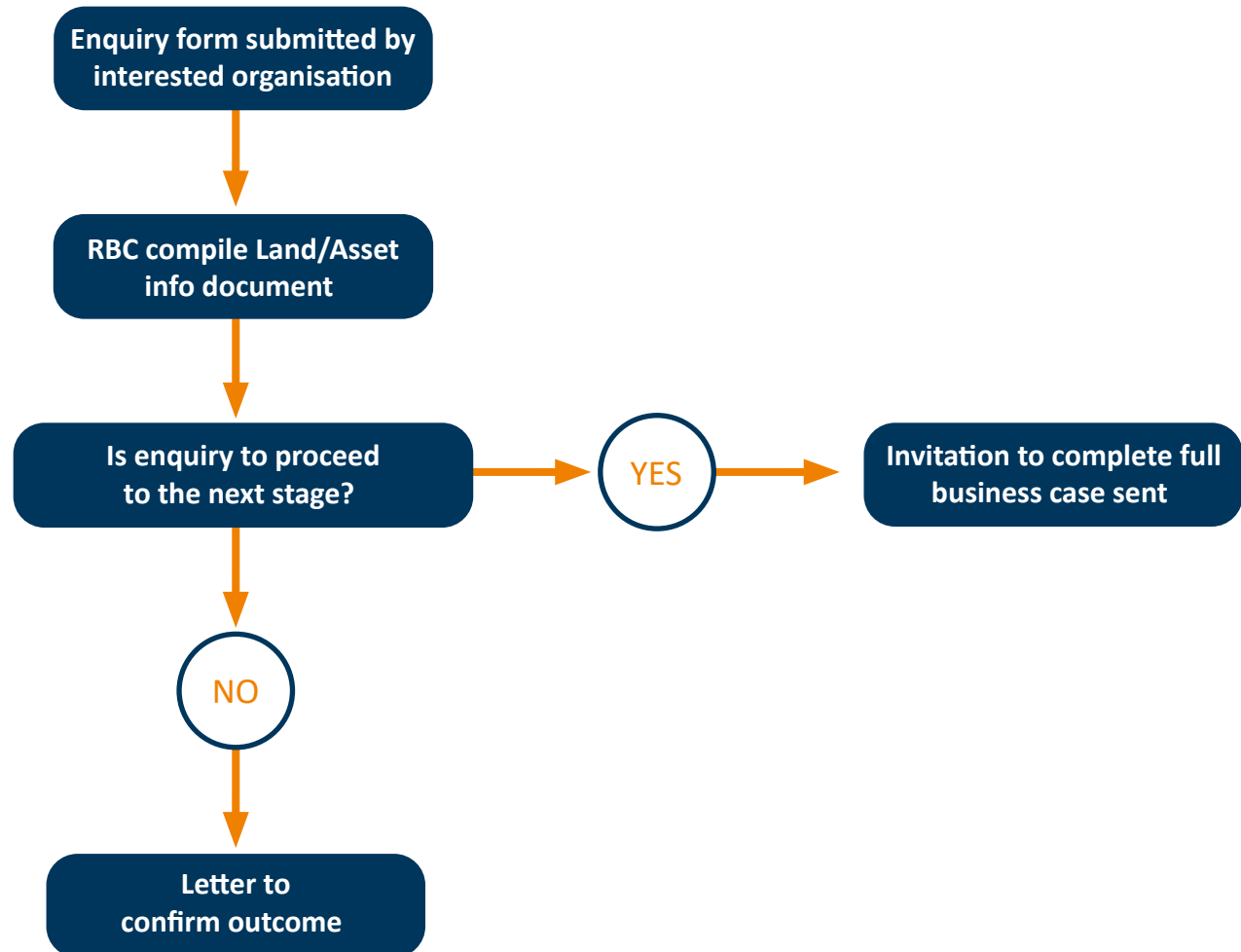
- ▶ Does the organisation have enough staff and/or volunteers to take full responsibility for an asset?
- ▶ Does the staff and/or volunteers have the right skills and experience to manage the asset?
- ▶ Does the organisation have access to funding, or is it able to generate enough money, to continue to maintain and improve the asset over time?
- ▶ Does the organisation understand what is entailed in taking full responsibility for an asset?

Should the organisation decide that it does wish to apply for a Community Asset Transfer, the process below must be followed:

# Process for applications for Transfer of Land/Property Assets

## STAGE

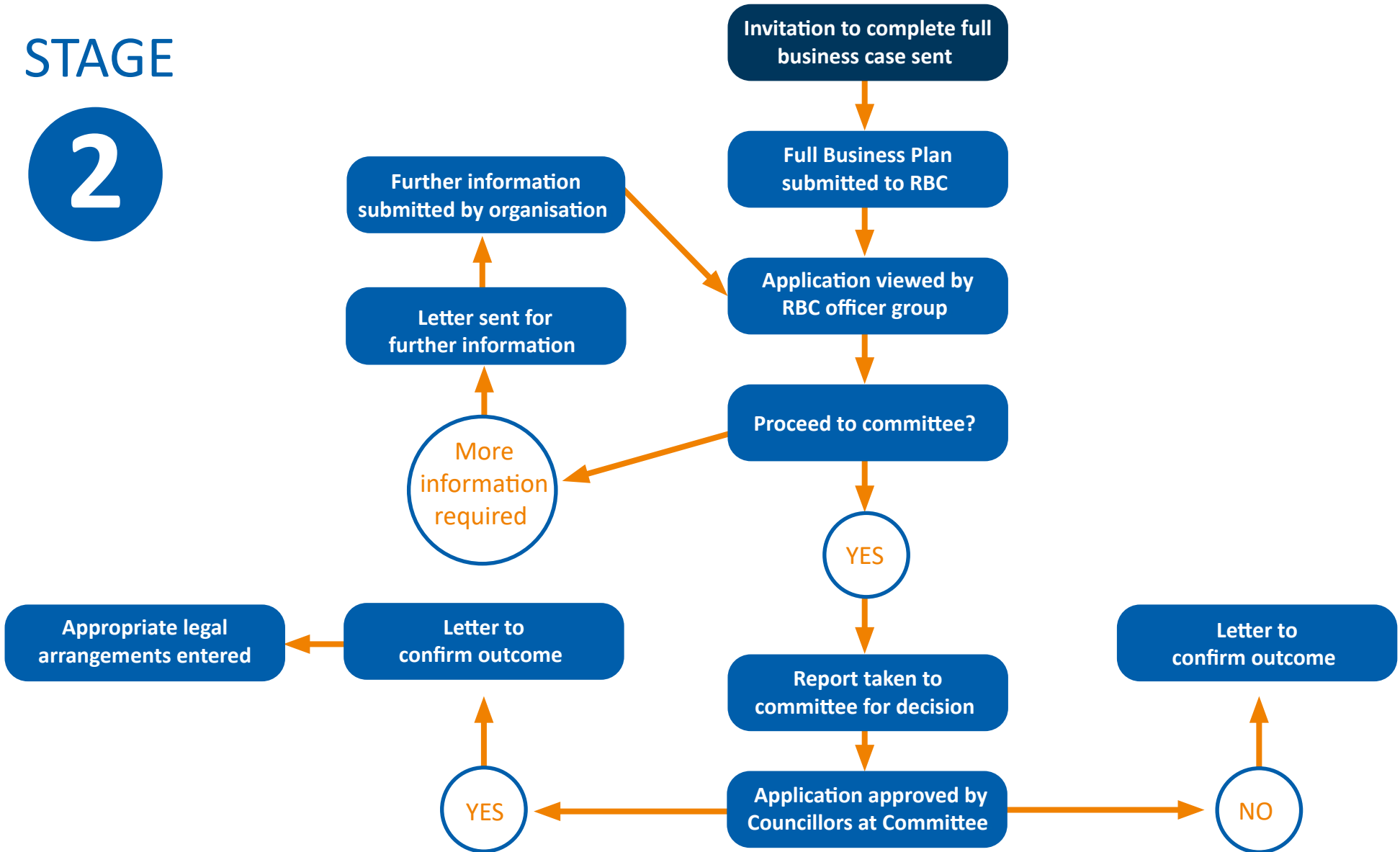
1



# Process for applications for Transfer of Land/Property Assets

## STAGE

2





## Stage 1

# Completing an Expression of Interest

# Introduction and Purpose

To begin an application, regardless of whether your organisation is already occupying the asset in question or not is to complete a:

## STAGE 1 ENQUIRY FORM

There is a separate form, dependent on whether the intention is to agree a lease or other management arrangement for an asset, or to seek to transfer the asset from the Council into the full ownership of the organisation.

Links can be found below for each of the forms:



Lease/Management Arrangement

[www.runnymede.gov.uk/EOI-VCSE](http://www.runnymede.gov.uk/EOI-VCSE)



Transfer of Ownership of Asset

[www.runnymede.gov.uk/EOI-Transfer-Ownership-Asset](http://www.runnymede.gov.uk/EOI-Transfer-Ownership-Asset)



# Why we ask for an Expression of Interest?

Within Stage 1 of the process, we are only asking for limited information as an expression of interest, relating to the organisation concerned and the building/land asset that has been identified for a potential Community Asset Transfer.

This is to allow us the opportunity to review the asset to determine whether it is viable for a Community Asset Transfer, before organisations are asked to submit greater detail as part of an application.

Not all assets will be deemed appropriate for a Community Asset Transfer, for a range of possible reasons, examples of which include:

- ▶ Restrictions on land that prohibit its transfer or that limit the activity that can be held there
- ▶ If an identified building may be required to deliver existing or future council services
- ▶ A building or land site is potentially earmarked for development (e.g. linked to regeneration) or identified as strategically important to the council
- ▶ If there is already a tenant occupying the asset

The above list is not exhaustive, and the purpose of the Stage 1 expression of interest is to consider whether any such restrictions exist, as well as allowing other relevant information relating to the asset to be collated.

# Guidance – Completing the Expression of Interest Form (1/2)

The following guidance is provided for completing the Expression of Interest Form:



## About the Enquiring Organisation

In this section, organisation details are requested together with a summary of the current activities, projects and services that are delivered.



## Point of Contact

A lead point of contact is required for the expression of interest. This is ideally someone who holds a position of responsibility within the organisation, whether as a paid staff member, Trustee, Committee Member, or Director.

The point of contact provided will be the individual we will contact if further information is required, and who we will contact to advise whether the expression of interest is rejected, or to invite the organisation to submit a full business case, as Stage 2 of the process.

# Guidance – Completing the Expression of Interest Form (2/2)

## About the Asset

We recognise that local buildings and areas of land are potentially known by names other than their official title, and therefore this section will help ensure that everyone is clear about the right asset.

The following information is requested:

- ▶ Name of the asset - what is it officially called or known as locally?
- ▶ Address of the asset - where is the building or land located? (If you do not know the correct address, any details provided should help us identify it e.g. if this building is in a park, please provide the name of the park)
- ▶ Description of the asset – is there any descriptive information that can help us identify the asset concerned? (For example, “this building is used as a changing room in Victory Park”)
- ▶ Reason for enquiry – can you provide a short summary of what your organisation would like to do, or deliver at the asset?
- ▶ Provision of a map – can you attach a map which highlights the building or area of land? If so, this can help the Council when considering your request

Once you have completed the above sections, press the submit button and your expression of interest will be submitted to us for initial consideration.

# Receiving a Stage 1 Response

Once received, your expression of interest will be considered by the Council.

We will aim to respond within 21 days where possible, with one of two outcomes communicated to you:



## You are invited to provide a full business case for the proposed Community Asset Transfer

Should the council consider there may be potential to agree a Community Asset Transfer for the building or land that you have identified, a written response will be provided to confirm this, and the organisation will be invited to prepare and submit a full business case to the Council, under Stage 2 of the process.

Once we've received your application at Stage 1, we will make a decision quickly. In general, it will be straightforward for the council to determine whether it would be appropriate to progress an application to Stage 2 of the process.



## The expression of interest is declined

Should your expression of interest be declined, a written response will be provided, including why the council have reached this decision. Our intention is to respond to you within 21 days; however, this may need to be extended in some circumstances. When this is the case, we will write to you and explain.



## Stage 2

# Completing a Full Business Case

# Completing a Stage 2 Full Business Case (1/3)

Submitting a full business case is necessary for the Council to decide whether or not to agree to a form of Community Asset Transfer.

Business cases must be submitted using the form located on the Council website.



Application for Business Asset Transfer

[www.runnymede.gov.uk/Community-Asset-Transfer-Application](http://www.runnymede.gov.uk/Community-Asset-Transfer-Application)

The business case is made up of several sections:

- ▶ Organisation details
- ▶ Information about the organisation
- ▶ Proposed arrangements and use of the Identified Asset
- ▶ Support for Your Community Asset Transfer application
- ▶ How the asset will be managed and maintained
- ▶ Financial planning and sustainability arrangements
- ▶ How the proposal meets the Corporate Objectives of the Council



# Completing a Full Business Case to support Stage 2 (2/3)

Your answers to the questions in each section will provide a body of evidence to support a viable Community Asset Transfer, including:

- ▶ There is a plan in place for the management and long-term upkeep/enhancement of the asset
- ▶ There is a plan for how the asset will be used to further the ambitions and activities of the organisation
- ▶ That the organisation understands, and can explain, how a Community Asset Transfer will benefit residents and communities
- ▶ How you have engaged with others on your plan and evidence demonstrating support from residents, the local community, businesses and other partners/stakeholders
- ▶ Details of how you will manage and finance your plans for the asset
- ▶ Confirmation of funding identified to achieve your ambitions, and the amount of funding that has been secured to date

# Completing a Stage 2 Full Business Case (3/3)

Organisations are asked to complete all sections in full and provide as much detail as possible within the word count allocated to each question (where appropriate).

There is also a facility to attach supporting documents to your business case (e.g. financial forecasts or copies of accounts).



If elements of the business case are either incomplete or are deemed not to answer the question fully, it will not be possible to consider the application in full. This may result in delay and the Council requesting further information.

You are encouraged to provide as much information as possible in the first instance to support the council to assess your application.



# Part 1

# Guidance to Completing a Full Business Case

# Organisation Details

You will be asked to confirm the organisations details, and to assign a lead contact for your application, who will become the Council's main point of contact throughout the process.

This mirrors the Stage 1 application, but it is necessary for this information to be confirmed once again at Stage 2.

The lead contact and/or any contact details can be changed from those originally submitted.



# Part 1 – About the Organisation (1/3)

As well as providing contact details, at Stage 2 you are also asked to provide further information on the background, legal structure, aims and objectives, governance arrangement and activity of the organisation.

The table below summarises what the Council needs from your answers to each question in this section:

Question	Guidance
<b>Brief history of the organisation.</b>	Please share how this organisation started, how it has developed over time, and how it has supported residents and communities in Runnymede to help us understand how you've come to be and all that you've achieved. It may help to imagine you are explaining the story of your organisation to someone who has no knowledge of the organisation and what it does.
<b>Summary of the Aims and Objectives.</b>	Referring back to your constitution or other governing document, tell us about the aims and objectives of the organisation. This summary should outline the work of your organisation, the services you provide, the beneficiaries you support, the areas you cover and the reasons your activities create impact.
<b>Legal Structure of the Organisation.</b>	Please confirm from the drop-down list the legal structure of the organisation.
<b>Insert Company Registration Number/Charity Registration Number.</b>	Please input your formal company or charity registration number to assist us in reviewing your application.

# Part 1 – About the Organisation (2/3)

Question	Guidance
<b>Attach a copy of your governing document.</b>	In agreeing to a Community Asset Transfer, we must be confident that there are governance arrangements in place that demonstrate the organisation is “community-controlled”. Your governing document (e.g. constitution) will be reviewed as part of your application.
<b>Describe the Organisations Governance Arrangements.</b>	<p>As well as providing the formal documentation, we would like you to explain how your organisation is governed, including:</p> <ul style="list-style-type: none"><li>▶ The arrangements of a committee or similar including frequency of meetings, number of committee members etc.</li><li>▶ The roles appointed to on or by the committee and how these are agreed.</li><li>▶ How residents/local community/members of the organisation can participate.</li></ul> <p>In this section we are looking for you to tell us how well your committee is functioning and how involved your members are.</p>
<b>Provide a summary of the activity undertaken by the organisation.</b>	We are keen to hear what it is your organisation provides, what it delivers within the local community, and how it supports local residents. Tell us about your activities, who the users and/or beneficiaries are, and the number of people who benefit from the services and activities you provide. The positive impact of the organisation is an important consideration for us when reviewing an application.

# Part 1 – About the Organisation (3/3)

Question	Guidance
<b>Provide a summary of future plans and aspirations for the organisation.</b>	Often, organisations who apply for a form of Community Asset Transfer see it as an opportunity to take their work or activity to the next level. Here, we would like to understand what the plans and aspirations are for the organisation, whether it is to provide new services or activities, increase the number of beneficiaries, work in more local communities etc.
<b>Attach a copy of the organisation’s Safeguarding Policy.</b>	Protection of Children and Adults at Risk is a statutory responsibility for local authorities, and so when considering your submission, we will want to know that you have given due consideration to this responsibility within your organisation and that you have a policy in place to reflect this. Should you not have a Safeguarding Policy, please see the “Further Support and Information” section for further information.
<b>Attach a copy of the organisation’s Equalities Policy.</b>	The Council aims to treat everyone with, fairness, respect and dignity, regardless of their circumstances and will not accept discrimination in any form, either direct or indirect. The Council values diversity. We are keen to ensure that the same values are upheld by VCSE organisations that we work with, and a copy of your Equalities Policy is, therefore, requested as part of the application process. Should you not have an Equalities Policy, please see the “Further Support and Information” section for further information.



Community  
Centre

## Part 2

# About the Asset

## Part 2 – About the Asset (1/3)

When assessing the business case, we will once again ask questions to confirm the building or land being considered for a Community Asset Transfer. In addition, we will also ask about the nature of the arrangement you are seeking, information on how you are intending to use the asset and how it will benefit residents and communities.

The table below summarises what is requested and required to assess your application against each question in this section:

Question	Guidance
<b>Name and address of the property/land</b>	We would like you to confirm the asset that you would like considered for a form of asset transfer. The information used to answer this question can be found in the letter of response your organisation would have received at Stage 1, when the Council confirmed the formal title to be used for the Stage 2 application.
<b>Is the organisation seeking a transfer of the freehold or a lease agreement?</b>	Please select one of the options provided.
<b>Legal structure of the organisation</b>	Please confirm from the drop-down list the legal structure of the organisation.
<b>If a lease agreement, what is the minimum lease term required?</b>	How long would you like to operate the building or land if a lease is the preferred arrangement? The Council will generally consider a minimum agreement of five years for such an arrangement, but it can be longer.

## Part 2 – About the Asset (2/3)

Question	Guidance
<b>If the organisation currently occupies the asset, please summarise why a new agreement is being requested.</b>	<p>It could be because the current arrangement is soon to expire, and so the organisation wants to take greater responsibility for the asset than the arrangements contained in its current agreement, or that a minimum lease duration is required as part of a grant application the organisation is submitting.</p> <p>Whatever the reason, it would be helpful for you to tell us. If you are not currently using the asset, please write 'not applicable'.</p>
<b>If the organisation wants to move from their current building/land site, please confirm the address/location of this.</b>	<p>If your organisation is looking to move from its current building, or land site, please provide a summary explaining why.</p> <p>For example, it could be that you need bigger premises, want to be in the middle of a town or community etc.</p>
<b>Please summarise the activity that would be delivered from the building/land the application relates to.</b>	<p>This is the opportunity for you to tell us about the services, and opportunities that would be delivered from the identified asset.</p> <p>It is your chance to sell the work of your organisation and to convince the Council that agreeing to the transfer of the asset is in the best interests of the organisation, residents and the community.</p>

## Part 2 – About the Asset (3/3)

Question	Guidance
<p><b>What days and hours would the identified building/land be operated?</b></p>	<p>Tell us how often and for how long the asset would be operated per week to the benefit of service users, residents and communities.</p>
<p><b>How would operating the building/land make your work more accessible to residents/communities?</b></p>	<p>We understand that there is a good reason why you have identified the building or land you have. We would like to know the difference it will make to your organisation, including in the context of being accessible and within reach of the local community.</p> <p>Is there something that will improve from current arrangements?</p> <p>Is there an opportunity to do more directly within the community?</p>
<p><b>How would the building/land support/safeguard the future delivery, growth and sustainability of the organisation?</b></p>	<p>We would like to know the difference that having long term access to a new building or land will make.</p> <p>Tell us how this will support the organisation to strengthen and protect the activity that is currently delivered, and how it will provide the basis to develop your organisation in the future.</p> <p>We are keen to ensure the organisation has a path to ensuring a sustainable future, so this is also the opportunity for you to tell us!</p>
<p><b>Considering the location of the building/land, how do you intend to manage operational impacts such as accessibility, requirements for car parking etc?</b></p>	<p>We would like you to tell us how you have considered issues such as accessibility, car parking, access on foot etc.</p> <p>For example, the site identified may be on a main bus route, near a train station, have a large car park where service users can pay for parking, or be in the middle of a community meaning that residents will be able to walk to access services etc.</p> <p>Where there are accessibility impacts, please tell us what they are and give information as to how these can be overcome.</p>



## Part 3

# Support for the Application

# Part 3 – Support for the application (1/2)

A Community Asset Transfer has the potential to greatly energise and support the community. It is expected for interested organisations to engage with the community and for this to be reflected in any application.

You may work in partnership with other organisations, either now or as a result of this Community Asset Transfer.

Your application must demonstrate meaningful engagement with these organisations, evidencing that their views have been actively sought, listened to, and reflected in your proposal.



What we would like to see is evidence of support you have from within the local community.



Whether survey results, details of engagement events, letters of support, or other comments in support of your application, please include evidence to demonstrate local support.

# Part 3 – Support for the application (2/2)

You can provide this evidence when answering the following questions:

Question	Guidance
<b>Provide a summary of how the organisation has engaged local residents, the wider community, service users, partner organisations, businesses etc, regarding your application and proposed activity.</b>	<p>We would like to know the different ways you have reached out to different parts of the community.</p> <p>For example, you may have carried out a survey, held an open day to showcase your service, held meetings with the local community, set out your plans on social media and asked for comments and feedback, or directly contacted partners and businesses to gauge levels of support.</p>
<b>Provide a summary of the feedback and support received.</b>	<p>Having told us how you engaged with different relevant groups and members of the local community, we would like you to tell us about the levels of feedback and support received. We would like to know if you received any feedback that resulted in you reconsidering elements of your proposals, and how your intentions and subsequent application may have changed as a result of that feedback.</p>
<b>Please attach any supporting information/documents relating to the above.</b>	<p>In this section, please attach any evidence to demonstrate engagement. This may be in the form of survey results, notes from engagement events or community meetings, letters/comments or anything else that demonstrates that you have engaged with (and have support from) the local community.</p>



# Part 4

# Management for the Asset

# Part 4 – Management of the Asset (1/3)

The Council needs to have confidence that in agreeing to a Community Asset Transfer, the organisation taking on the asset can manage all elements of health and safety, building compliance, maintenance and repairs. We need to know the organisation has the right blend of skills and experience to do so.

This section is your opportunity to tell us about the experience of your organisation, along with the personal and professional experience of staff, trustees, volunteers and others involved with your organisation, to ensure the ongoing safe management of the asset.

Some organisations may already have experience of being responsible for buildings and/or land, and so we want to know about any current arrangements, what policies and processes are followed, and how you ensure that all required works and actions are undertaken.



# Part 4 – Management of the Asset (2/3)

You can provide this evidence when answering the following questions:

Question	Guidance
<b>Provide a summary of the experience or track record the organisation has in managing similar buildings/land.</b>	<p>This is your opportunity to tell us about other buildings or land that your organisation manages, and how you go about ensuring health and safety standards and compliance standards are met.</p> <p>If you have not operated a building or been responsible for an area of land before, please insert “not applicable” to complete this mandatory question.</p>
<b>Provide a summary of any professional and personal experience/expertise of the directors/management/committee members, in managing similar assets.</b>	<p>We recognise that trustees, directors and other management committees, often bring a wealth of personal and professional experience.</p> <p>This may include experience relating to the safe operation and management of buildings/land.</p> <p>We invite you to tell us about the skills and experience of the organisation’s management body, which will help you to put in place the plans and arrangements to ensure you can successfully and safely manage the asset.</p>
<b>Provide a summary of the organisation’s understanding of its future responsibilities relating to statutory compliance of the asset, and how this has been factored into your application.</b>	<p>We are looking for you to provide assurance that the organisation understands its responsibilities and liabilities if the asset transfer is approved.</p> <p>Your answers will assist the Council to identify where it can provide support and advice to you, should we identify any experience that may be lacking or required to ensure that the organisation can succeed in its application for a Community Asset Transfer, or in managing the asset in the future.</p>

## Part 4 – Management of the Asset (3/3)

Question	Guidance
<b>What additional skills would you look to recruit to your organisation, and/or, what training needs have you identified for current staff and volunteers to ensure the safe and compliant operation of the asset?</b>	<p>Having considered the experience of your management board or committee and gained an understanding of your responsibilities and liabilities in taking on the asset, you may have considered what additional skills your organisation needs, to ensure safety and legal compliance.</p> <p>We would like to know what ideas and plans you have that will strengthen your organisation to ensure it can successfully manage the asset.</p>
<b>How will the asset be staffed/ managed when operational?</b>	<p>For example, tell us how you will ensure the asset will be safely and appropriately operated when open or in use.</p> <p>Will you have paid staff on site to lead on behalf of the organisation; will activity be supervised by volunteers or members of the organisation.</p> <p>This section provides the opportunity for you to assure the Council that this asset will be managed appropriately by your organisation when in use.</p>



## Part 5

# Financial Planning and Sustainability

# Part 5 – Financial Planning and Sustainability

## (1/3)

It is important that organisations have a robust financial plan in place that will ensure both the future of the organisation and the services it provides, alongside ensuring that the asset itself will be viable over the long term.

By viable, we mean that all health and safety responsibilities are met, that the building remains legally compliant and that it is kept in a generally good condition. Transferring community assets, is seen as a long term commitment for the council, to ensure that buildings and land parcels remain operated by the community, for the benefit of the community. Organisations will, therefore, need to ensure that they have viable plans in place and the council will need to be satisfied that this is the case.



# Part 5 – Financial Planning and Sustainability (2/3)

You can provide this evidence when answering the following questions:

Question	Guidance
<p><b>Detail the levels of funding available now (capital and revenue) to develop/operate the asset in keeping with your application.</b></p>	<p>Tell us about how ready the organisation is to be able to take on the Community Asset Transfer. Is the available budget sufficient to safely and prudently manage and maintain the asset?</p> <p>Have you obtained grants or funding to develop or refurbish the asset in the way you intend or for any other purpose relevant to your application?</p>
<p><b>Detail any approved or provisionally approved funding applications to develop/operate the asset as intended – including details of grant giving body and value of grant.</b></p>	<p>We understand that your organisation may already have considered opportunities to secure grant funding from public sector bodies or from charitable trusts and other grant giving bodies.</p> <p>We need to understand what discussions you may have had to date regarding funding, any in principle agreements etc, to help us understand the financial viability of the proposed Community Asset Transfer.</p>
<p><b>Please confirm any funding (including the amount) that is yet to be secured to develop/operate the asset as intended.</b></p>	<p>If there is a known shortfall in the funding needed to support your organisation to take on full responsibility for the asset, please explain the level of shortfall. In this scenario, please outline how you intend to raise the necessary funds to manage the asset and deliver the proposed services.</p> <p>If there is an identified shortfall, please outline how you intend to raise the necessary funds to manage the asset and deliver the proposed services.</p> <p>If this section is not relevant for your application, please state “not applicable”</p>

# Part 5 – Financial Planning and Sustainability (3/3)

Question	Guidance
<p><b>How does the organisation intend to raise the capital/ revenue required to ensure both the ongoing management of the asset and sustainability delivery of its services, projects and activities?</b></p>	<p>We would like to know how you will continue to deliver your activities for the benefit of the community, as well as appropriately manage the asset concerned. It may be that you intend to continue to fundraise, charge fees for accessing your activities or will seek further grant funding in the future.</p>
<p><b>Please attach a copy of the financial sustainability plan for the organisation/relating to this application, to cover a minimum period of three years.</b></p>	<p>This section is where an organisation’s Financial Sustainability Plan or other documents setting out future finances for a minimum period of three years must be attached.</p> <p>These should include identified income and expenditures associated with management and operation of the community asset.</p> <p>This documentation is vital to assure the Council that your intended use will be sustainable</p>
<p><b>Please attach copies of the organisation’s last three years accounts (if available).</b></p>	<p>By supplying copies of your previous accounts, you will support the Council to be assured about the viability of the organisation in the context of the Community Asset Transfer.</p>



## Part 6

# Meeting the Corporate Priorities of the Council

# Part 6 – Meeting the Corporate Priorities of the Council

The Council has set out its priorities for 2026/2027 in a published Corporate Business Plan. The priorities are:

- ▶ Tackling the climate emergency and enhancing nature
- ▶ Improving health and well-being for all
- ▶ Supporting our communities through change
- ▶ Growing a fair and sustainable economy

In this section of the form, we ask one simple question.

How will your organisation help the Council to meet its priorities?

You may wish to reflect on the contribution your services, activities and projects would make to meeting these priorities, in the event your application is approved?

To assist you in considering your answer, you may wish to review the council's published Corporate Business Plan.



[Corporate Business Plan 2026-27](#)





## Part 7

# Post submission of your application

# Part 7 – Post submission of your application (1-2)

Once received, your application will be reviewed by officers from several service areas within the council.

This is intended to be completed within 28 days of receipt of the application. Once reviewed, there are two possible next steps:



1

The application is presented to elected members at Corporate Management Committee, for a decision on whether to approve the Community Asset Transfer

In the event the application is presented to elected members, the members of the committee will be requested to make a final decision as to whether the application is approved.

If the application being approved, officers of the Council will then contact the interested organisation to proceed with the formal/legal next steps.

Alternatively, elected members may decide not to approve the application for a Community Asset Transfer, in which case, we will make contact with the interested organisation to explain the outcome.

There is no appeal stage linked to the final decision of elected members.

# Part 7 – Post submission of your application (2/2)

## 2

Feedback is provided to the applicant highlighting where further information is required, prior to an application being presented to elected members.

Where the Council requires further information, or where clarifications are necessary prior to any further progress, officers will contact you to discuss the additional requirements and coordinate how these are provided.

Once any further information is supplied, a decision will be taken by officers about whether the application can be considered by elected members.

**Please note**, the Council's Community Asset Transfer application process is a discretionary process. It is voluntary for organisations to express an interest and/or apply for a Community Asset Transfer.

As noted, the application process is a discretionary process that has been devised and implemented by the Council. It is not subject to an appeal or review mechanism. The Council reserves the right to make decisions within this process, and for those decisions to be considered final. Decisions made through this process are not, therefore, subject to additional stages of review or appeal.

For these reasons, we recommend actively engaging with us throughout the process so that we can support you to establish whether this is right for you, whether the asset is the right asset to consider, and to help you to have the best prospect of success when applying.



**Contacts**

Further Support  
and Information

# Further Support and Information

## Council Contact Details


Should you wish to discuss whether a Community Asset Transfer is right for your organisation, require information on the current asset responsibilities and compliance requirements for the asset you are considering, or clarification on any point when preparing your application, you can make contact in the following ways:

### Get in touch with us



 [www.runnymede.gov.uk/community-asset-transfer](http://www.runnymede.gov.uk/community-asset-transfer)

 [Assettransfer@runnymede.gov.uk](mailto:Assettransfer@runnymede.gov.uk)

 01932 838383



# Further Support and Information

The Council provides funding to Voluntary Support North Surrey (VSNS), an independent charity that supports voluntary and community organisations in Runnymede.

VSNS can provide a range of information, advice and support including:

## Fundraising and marketing

- ▶ Support with developing project proposals
- ▶ Support developing fundraising strategies
- ▶ Support to access potential funders and grant schemes

## Governance, policy writing and regulatory compliance

- ▶ Trustee board recruitment, development and training
- ▶ Policy writing
- ▶ Charity regulation and how to meet compliance requirements

## Get in touch with VSNS



[www.voluntarysupport.org.uk/](http://www.voluntarysupport.org.uk/)



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