



# Dundee City Council

## Guidance for Community Asset Transfer Requests

### Introduction

This guide is intended to be used as an overview of Dundee City Council's Community Asset Transfer arrangements (CAT). A CAT allows a community group or organisation to take ownership of assets—such as land or buildings—currently owned by Dundee City Council.

There are two routes available to community groups for transfer of Dundee City Council assets.

- Rights arising from the Community Empowerment Act 2015- detailed guidance for community groups is available [here](#)
- Dundee City Council's Voluntary Scheme, which follows the principles of the Community Empowerment Act 2015 but is open to a broader range of community groups.

This guide provides key information to help you:

- Understand the application process
- Assess the readiness of your organisation
- Decide whether a CAT is the right step for you
- Decide which route is most suitable for your organisation



## 1. Who Can Apply?

In order to make a Community Asset Transfer request for full ownership of an asset, a group must qualify as community controlled organisation as defined in Section 19 of the Community Empowerment (Scotland) Act. A community-controlled organisation must have a constitution which contains:

- A definition of the community that the group works in
- Confirmation that most members of the group come from that community
- Confirmation that the members have control of the group and its decisions
- Confirmation that membership is open to anyone in the community
- A statement of the groups aims and objectives, including the promotion of benefit to the community
- A statement that any surplus funds or assets belonging to the group are used to benefit the community

**Groups who do not qualify as “community controlled” may make a request for lease or ownership under Dundee City Council’s (Voluntary Scheme)**

## 2. Key Considerations Before Applying

Before submitting a CAT application, please consider the following:

- **Skills and Experience:** Does your group have the necessary skills and experience to manage the asset effectively?
- **Financial Sustainability:** Can your group generate sufficient income to maintain and improve the asset over time? You must submit a business plan, including cash flow projections, to demonstrate your organisation’s financial capability and sustainability.
- **Project Purpose:** Are your project aims clearly defined from the outset?
- **Community Need:** Is there a demonstrated need for your project? Have you consulted with the community? Are similar services already being provided locally?
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- **Property Requirements:** Do you need a property to deliver your project? If so, what type and size of space do you require (e.g. office, storage, sports facilities)? Where should it be located?
- **Funding and Value:** How will your organisation fund the asset? Consider both financial and community/social value.
- **Community Benefit:** How will you demonstrate that your project will promote or improve:
  - Economic development
  - Regeneration
  - Public health
  - Social wellbeing
  - Environmental wellbeing
  - Reduction of inequality

### 3 How to Apply

3.1 Before starting the CAT process, we strongly recommend reading the Scottish Government's Asset Transfer Guidance for Community Transfer Bodies available [here](#)

3.2 The first step is to start planning your project, thinking about what kind of asset your organisation would need in order to achieve your aims and objectives.

3.3 If you wish to discuss your project plans or once you have identified an asset, contact the Communities team at: [cld@dundeeccity.gov.uk](mailto:cld@dundeeccity.gov.uk)

3.4 You may want to review the list of available Dundee City Council assets [here](#)

3.5 You will then be asked to complete a pre-application form. You can find the form [here](#)

3.6 After submitting your pre-application, you will receive feedback from the Communities Team. This feedback will inform your organisations next steps.

3.7 Should your organisation get to the stage where they are ready to progress with a full application, the form is located [here](#)



## How the Council Will Assess Your Application

When a complete application is submitted, it will be reviewed by the Community Asset Transfer Group. This is a panel of officers from various Council Departments, including Neighbourhood Services, City Development, Finance, and Legal.

The Community Asset Transfer group may come back to you for further information.

If the application is under the **Community Empowerment Act**, the CAT group will make a recommendation to elected members on whether to approve the request. Elected members will then make a final decision.

If the application is refused, the group can request a review by Dundee City Council. If refused on review, you may appeal to the Scottish Ministers.

If the application is under the Voluntary Scheme and the Asset Transfer Group recommend approval, a report will be submitted to Elected Members who will make the final decision.

If the application is under the **Voluntary Scheme** and either the Asset Transfer Group or Elected Members decide on refusal there is no right of appeal and the process is complete.





## Assessment Criteria

Your application will be assessed based on the information provided. The level of detail required may vary depending on the nature of your request. The Council may request additional information if needed.

Applications are evaluated using a scoring system across three categories. A minimum score of 75% is required to pass.

Category	Weight	Criteria
<b>Viability</b>	40%	<ul style="list-style-type: none"> <li>• Leadership capacity</li> <li>• Governance and accountability arrangements</li> <li>• Use of resources</li> <li>• Financial and organisational sustainability</li> <li>• Work planning and performance management</li> </ul>
<b>Benefits and Impact</b>	20%	<ul style="list-style-type: none"> <li>• Financial planning and realism</li> <li>• Equality and inclusion impacts</li> <li>• Contribution to Dundee City Council priorities</li> <li>• Sustainable development outcomes</li> </ul>
<b>Community Support &amp; Non-Financial Benefit</b>	40%	<ul style="list-style-type: none"> <li>• Evidence of community support and demand</li> <li>• Partnerships and collaboration</li> <li>• Wider public and social benefit</li> <li>• Added value beyond financial return</li> </ul>