

## COMMUNITY ASSET TRANSFER EAST RENFREWSHIRE COUNCIL FLOW CHART & TIMELINE

| TIMESCALE   | ASSET TRANSFER REQUESTS  |
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| <b>STAGE 1</b><br><br>EXPRESSION OF INTEREST                  | <p style="text-align: center;"><b>COMPLETE AN EXPRESSION OF INTEREST FORM &amp; USE THE ERC COMMUNITY ASSET TRANSFER TOOLKIT</b></p> <ul style="list-style-type: none"> <li>• <b>Open Dialogue</b> with public authority, firstly via<br/><br/><i>communityassettransfer@eastrenfrewshire.gov.uk</i></li> <li>• <b>Asset Information</b>- ERC provide information on the asset</li> <li>• <b>Eligibility</b>- Community takes steps to meet Asset Transfer Request eligibility - changes to existing Articles most likely required.</li> </ul>                               |
| <b>STAGE 2</b><br><br>ASSET TRANSFER REQUEST (ATR)            | <p style="text-align: center;"><b>FORMAL APPLICATION LODGED</b></p> <p><b>Asset Transfer Request application submitted</b></p> <ul style="list-style-type: none"> <li>• Request states the <b>price</b> the community is prepared to offer and the outcomes that will be delivered (the 'business' case)</li> <li>• <b>Prohibition</b> kicks in (unless site has been advertised) – public authority (East Renfrewshire Council) cannot sell till ATR processed</li> <li>• Public authority (East Renfrewshire Council) can request <b>additional information</b></li> </ul> |
| <b>STAGE 3</b><br><br>ASSET TRANSFER REQUEST (ATR) VALIDATION | <p style="text-align: center;"><b>VALIDATION NOTICE</b></p> <ul style="list-style-type: none"> <li>• Issued by public authority (East Renfrewshire Council) once it is satisfied the <b>ATR is complete and competent.</b></li> <li>• <b>ATR application and associated documents made public</b> to allow representation from stakeholders/public.</li> <li>• <b>Public authority assesses ATR</b></li> </ul>   |
| <b>STAGE 4</b><br><br>ASSET TRANSFER DECISION                 | <p style="text-align: center;"><b>COUNCIL DECISION</b></p> <ul style="list-style-type: none"> <li>• Public authority issues its decision and the terms on which it will sell, and a deadline of at least 6 months to receive an offer</li> </ul>   |
| <b>STAGE 5</b><br><br>AFTER ASSET TRANSFER REQUEST DECISION   | <p><b>Appeal / submit offer</b></p> <ul style="list-style-type: none"> <li>• Community can appeal the decision notice , or</li> <li>• Make an offer</li> </ul> <p>Conclude the contract</p> <p style="text-align: center;">↓</p> <p>Conclude the sale (no timescale provided)</p>  |

Up to 6 Months

By Deadline on Validation Notice Unless Extension

Up to 6 Months