

Stage 2

Community Asset Transfer (CAT) request

IMPORTANT NOTES:

This form must be used by a community controlled body wishing to formally request transfer of a Council-owned asset from South Ayrshire Council under Part 5 of the Community Empowerment (Scotland) Act 2015.

Before and during completion of this application you must refer to the [asset transfer guidance for Community Transfer Bodies provided under the Community Empowerment \(Scotland\) Act 2015](#). Throughout sections of the application, where applicable, relevant guidance page numbers have been provided to assist.

Council officers may require a number of follow-up meetings to discuss the proposal. This is with the aim of better understanding your proposal or to clarify information that has been submitted.

The sections in the form below are designed to inform the Council about the governance of your organisations, your detailed plans for the asset, support from the local community and other interested parties, financial plans and risk management. Information contained within the application form and any supporting documentation submitted will be shared with those involved within the decision-making process and data protection and commercial confidentiality arrangements will apply on such occasions.

If you are applying for a capital grant within your application then please read the Advancing Community Assets Fund guidance before making your request.

We also provide additional information on our website www.south-ayrshire.gov.uk/community-asset-transfer.

For assistance in completing this form or if you have any questions regarding a Community Asset Transfer and development grant, please contact:

Sarah Baird, Community Asset Transfer Team Leader
South Ayrshire Council
E-mail: cat@south-ayrshire.gov.uk Telephone: 01292 613072

**THIS IS AN ASSET TRANSFER REQUEST MADE UNDER PART 5 OF THE
COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015**

SECTION 1: ORGANISATION INFORMATION

Please provide details of the Organisation making the request	
1.1 Name of Organisation (Community controlled body):	Ayr Lawn Tennis Club
1.2 Address of Organisation (this should be the registered address, if you have one):	4 Southpark Road, Ayr, KA7 2TL
1.3 Contact Name:	[REDACTED]
1.4 Position in Organisation:	Chairperson/Trustee (Seafield Project Team Leader)
1.5 Correspondence address:	[REDACTED]
1.6 Postcode:	[REDACTED]
1.7 Telephone Number:	[REDACTED]
1.8 Email address: Do you agree that correspondence in relation to this asset transfer request may be sent by email to the email address given above?	YES <i>thewhitefords@hotmail.co.uk</i> <i>You can ask South Ayrshire Council to stop send correspondence by e-mail, or change the e-mail address, telling us at any time, by giving 5 working days' notice.</i>
1.9 Website address (if applicable):	https://clubspark.lta.org.uk/ayrlawntennisclub

1.10 Social media links e.g. Facebook, Twitter	https://clubspark.lta.org.uk/ayrlawntennisclub	
1.11 Please indicate what type of Organisation you are, along with the official number (if applicable): (see pages 11-15 of guidance)	Company Limited by Guarantee and its company number is:	
	Scottish Charitable Incorporated Organisation (SCIO) and its charity number	Scottish Charitable Incorporated Organisation SCO049014 Constitution submitted
	Community Benefit Society (BenCom) and its registered number is:	
	Voluntary or Unincorporated Organisation (no number)	
	Other: Please specify:	
1.12 Please indicate what type of Community controlled body you are (see pages 11-15 of guidance) Please tick only <u>one</u>		
Community Controlled Body (see pages 11-14 of guidance)		
Your Organisation is individually designated as a community controlled body by Scottish Ministers (see page 14-15 of guidance)		
<i>If yes, please give the title and date of the designation order:</i>		
Your Organisation falls within a class of bodies which has been designated as community transfer bodies by Scottish Ministers (See pages 14-15 of guidance). If yes, what class of bodies does it fall within?		

Please include a copy of the Organisation's constitution, articles of association or registered rules with your application submission

SECTION 2: ASSET INFORMATION

2.1 Provide the name (if it has one), address and postcode of the asset:

Seafield Tennis Courts, Arrol Drive, Ayr, KA7 4AZ
(Plot or area of ground at Arrol Drive, Ayr extending to 0.12 hectares or thereby outlined in red on attached plan together with a right of access thereto/therefrom by existing paths and gates. Part of land extending to 1.175 acres in Notice of Title in favour of South Ayrshire Council recorded GRS (Ayr) 2nd December 199 South Ayrshire Council

2.2 Provide the name of the landlord or owner of the asset:

Land

2.3 Is the asset for a building or land or both?

Unique Property Reference Number? L47

2.4 Provide the UPRN (Unique Property Reference Number) if known (this will be given in the Council's register of land)

2.5 Map Reference /Boundary Plan

Map attached.

Provide a map or boundary plan – this could be a google street view with the land and/or property you wish to enquire about indicated. This is to ensure all parties are clear on the nature of the request.

2.6 If there are any restrictions on the use or development of the land, please explain how your project will comply with these:

Not aware of any existing restrictions. Agreeable to condition that the land will only be used as tennis courts and the public will have access.

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.

SECTION 3: TYPE OF REQUEST, PAYMENT AND CONDITIONS

3.1 Please indicate what type of request is being made (see pages 30-31 of [guidance](#)):

For ownership (under section 79(2)(a)) go to section 3.2A below
For lease (under section 79(2)(b)(i)) go to section 3.2B below
For other rights (under section 79(2)(b)(ii)) go to section 3.2C below

3.2A – Request for ownership

What price are you prepared to pay for the land and/or building requested (see parts 11 & 12 of [guidance](#))

Proposed price: £4,500

Proposed Condition :

The land will be used at all times as tennis courts and the public will have access.

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

Have you sought an independent financial assessment of the value for the land/property?

No independent value of the land was sought as any value would be restricted if only used as tennis courts.

If so, please identify the source and the estimated value

3.2B – Request for lease: What is the length of lease you are requesting?

N/A

How much rent are you prepared to pay? Please make clear what period this would cover, for example per week, per month, per year (see parts 11 & 12 of [guidance](#))

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

with the application submission.

3.2C – Request for other rights: Yes. Only other rights requested are a right of access to and from the existing paths and gates owned by South Ayrshire Council.
What are the rights you are requesting?

Do you propose to make any payment for these rights?

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

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

Proposed price: £0.00

It is not proposed to make any payment for this right as it would be included in the price paid and in the Title of the land if the transfer request is granted.

SECTION 4: COMMUNITY PROPOSAL

4.1 Detail the reasons for making this asset transfer request and how the land and/or building will be used (see pages 30-33 of [guidance](#))

This section should include:

- Describe the vision, aims and objectives of your proposal to take on the asset
- Why there is a need for the particular asset requested and why this specific building or land being requested is necessary or particularly suitable for your proposal
- Please set out how the land or building will be used and what activities (in general terms) will take place there
- Detail any development or changes you plan to make to the land or building
- Any other information you consider relevant

The vision, aims and objectives of the proposal to take over the two tennis courts would be to increase public participation in sport through the provision of attractive upgraded tennis facilities to promote, encourage and facilitate the playing of tennis for the community of Ayr. The proposal is in line with Government and Lawn Tennis Association initiatives to upgrade public tennis courts for local communities.

The aim is to allow Ayr Lawn Tennis Club to expand from their existing 3 courts at nearby Southpark Road to 5 courts and to increase the number of people playing tennis particularly juniors. The 2 extra courts would allow the club to expand its activities such as coaching, fielding more teams in the Tennis Ayrshire Leagues and Active Schools Programmes. The land will only be used for the playing of tennis consisting of general play by the public and members of the club, matches with other clubs and coaching sessions. Ayr Lawn Tennis Club has been established for over 100 years and became a SCIO on 1st February 2019. It is fully affiliated to and accredited by Tennis Ayrshire, Tennis Scotland and the Lawn Tennis Association. The club had 3 artificial grass courts (which have just been upgraded to artificial clay) and floodlights at 4 Southpark Road, Ayr where there is an active senior and junior membership totalling 237. The artificial clay courts recommended by Tennis Scotland and the Lawn Tennis Association are the only facility of this type in Ayrshire. The club has a Coach who along with assistants and volunteers provides coaching for members and non-members, runs tennis camps during school holidays and indoor mini tennis classes in Belmont Academy in the winter. The coach, assistants and volunteers are all approved under the PVG scheme with Disclosure Scotland.

The coaching sessions for minis, juniors and adult beginners have proved popular and the club wish to build on this and increase participation. School links are an important part of the club's work in the community and the coach has run after school sessions for Kincaidston, Alloway, Holmston, Doonfoot, Ayr Grammar and St. John's Primary Schools. With extra courts the schools programme could be increased. The Club also holds Open Days which are advertised to encourage the public to come along to the club to see the facilities and try tennis with equipment provided. The club operates 4 Gents Teams and 3 Ladies Teams in the Tennis Ayrshire Senior Leagues. However these matches take up court capacity and the 2 extra courts at Seafield would allow more members and the public to have use of the courts for general play.

Since 1996 the club has managed and operated the 2 courts at Seafield. This has provided benefits to the community providing tennis facilities for the general public without any costs being incurred by the Council. Indeed in the past the club paid over £1,200 in essential repairs to keep the courts playable. The Club has a good relationship with the adjoining Seafield Bowling Club which appreciates the club's stewardship and commitment. Unfortunately, the court surface at Seafield has now deteriorated to a stage where it is unplayable and unsafe and needs investment to upgrade the surface. The club has obtained quotes from specialist contractors in tennis court surfaces to replace the 2 courts surface, upgrade the kerbing and fencing and install a smart access gate system. If the club obtained the funds for the work required the courts would be considerably improved and would attract more people to use the facility particularly with an easy to use online booking system.

The club wants to increase pay and play opportunities for the general public by a Smart Access online gate entry system which can monitor the usage of the courts that is favoured and approved by both Tennis Scotland and the Lawn Tennis Association. The club will be able to monitor the usage of the courts and the key objectives of the proposal through the data produced by the smart access gate system linked to the ClubSpark booking system. The club has obtained a detailed quote to install the smart access gate system. It would also involve the cost of an electrician providing a switched fused spur mounted within an enclosed box at the gate entrance. Agreement has been reached with Seafield Bowling Club to take an electrical connection from there clubhouse to the access gate with a separate meter for the tennis club. The club is restricted at present by only having 3 courts and wish to expand their activities by owning the 2 additional courts at Seafield, obtaining funds to upgrade them and then manage and operate them for the benefit of the community. Given the club's experience, expertise, knowledge of tennis and long successful record of managing a tennis club, they feel that they are in a better position than South Ayrshire Council to operate the asset for the benefit of the community. All money generated by the Club

is used for the members and non-members attending coaching, holiday camps and school sessions and will be used to support Seafield tennis courts for the benefit of the community.

4.2 Set out the benefits that you consider will arise if the asset transfer request is approved (see pages 30-33,41-44 of [guidance](#))

This section should include:

- Describe the current use of the asset and detail the benefits that your proposal will bring that you consider will replace the benefits of its existing use
- How the project will benefit your community, and others including how it will promote or improve economic development, regeneration, public health, social wellbeing or environmental wellbeing and reduce inequalities
- Describe how your organisation intend to evidence the benefits arising from the proposal
- Any other information you consider relevant

The current use of the land is 2 tennis courts which have deteriorated over the years to such an extent that they are unplayable and unsafe with the surface breaking up and are in need of immediate resurfacing. The condition of the courts has led to a decline in usage.

The proposal by the club to acquire the courts and replace the surface with an attractive playing facility will lead to an increase in use of the courts and increase in public participation. It will enable the club to increase its coaching and schools programmes, encourage more people to take up tennis and provide an attractive modern user friendly facility for the community. The improved facility would be an attractive asset for the community and develop the growth of tennis participation. At a time when people are being encouraged to become more active it would promote public health and social well being and also improve the environment with an attractive modern facility. A separate paper is produced detailing Community benefits, widening access and reducing inequality.

The Club has a long standing interest to ensure that the facility is well maintained and managed to increase participation in tennis. A Community Asset Transfer would give the club security to apply for funding opportunities for future court upgrades and also increase availability and the hours of play by considering installing floodlights subject to planning permission. The club would monitor the usage and participation at Seafield by use of the Smart Access online gate entry system and will regularly assess the benefits enjoyed by having the extra courts.

4.3 What negative consequences (if any) may occur if your request is agreed to and how would you propose to minimise these (see page 33 & 45 of [guidance](#))

This section should include:

- Detail any potential negative consequences identified for the local economy, environment, or any group of people and explain how you will reduce or remove these
- Any other information you consider relevant

The club does not envisage any negative consequences occurring if the request is agreed. The club has managed the facility since 1996 without any complaints from the adjoining bowling club or neighbouring residents. The club is aware of its responsibility to ensure that there is no rowdy or boisterous behaviour to prevent any nuisance to the bowling club or neighbouring residents. If there was any incident or complaint, they would wish the bowling club and neighbours to bring this to the club's attention for any necessary action. A number of club members live in the vicinity and will be able to monitor and report any incidents. If the request for CAT is not agreed there will be negative consequences as the courts will deteriorate even further resulting in the loss of a public facility and possible vandalism leading to complaints from local residents, the Community Council and the adjoining bowling club.

4.4 Describe how your organisation will be able to manage the asset and achieve your objectives (see pages 32-33 of guidance)

This section should include:

- Provide detail of the structure of your organisation
- Evidence the strength of leadership, skills, experience and capacity to deliver of your Board and staff of your organisation to maximise the prospects of the asset. If the skills are not currently in place, describe how you intend to address this
- Detail the business fit between the core objectives of your organisation and the proposed use of the asset
- Describe how you operate your organisation including how often meetings are held, how you communicate with members and stakeholders etc.
- Evidence of track record of previous project delivery
- Whether you intend to use professional advisers, etc.
- Any other information you consider relevant

The Club which is a SCIO has 9 Trustees who are all on the Management Committee which consists in total of 10 members of the club. The Management Committee consists of a Chairperson, Secretary, Treasurer, Junior Convenor, Grounds Convenor, Child Protection and Welfare Officer, and 4 other members. Trustees and Committee members are elected annually at the AGM or co-opted if necessary. There has never been a problem recruiting members to serve and the club is always looking to refresh the Committee with younger members to reflect the membership. Committee members then progress to Trustees. The Committee has a broad range of skills, expertise and experience consisting of among others a retired accountant, a retired solicitor, retired loss assessor, university lecturer, child psychologist and retired teacher. The club has a part-time groundsman and cleaner, club coach and a pool of volunteers to assist in coaching and ground maintenance duties.

Committee meetings are regularly held every month and more often if necessary and detailed Minutes are kept. Communication with members consists of regular emails, monthly newsletters and information on the club website and Facebook page.

The Club has considerable experience over the years of successful projects and managing an asset. The club owns its grounds at 4 Southpark Road, Ayr where there are 3 all weather artificial clay courts with floodlights on 2 courts. Over the years the club was able to purchase the grounds in 1986 having previously leased, build a new clubhouse, replace the red blaes courts with artificial grass and recently with artificial clay, install floodlights on 2 courts, replace all perimeter fencing, install new entrance gate and repoint and repair perimeter walls. There has been an ongoing programme of development and improvement.

The Club is confident it will be able to manage the project and objectives. It has an excellent track record over very many years of managing the club in a prudent and financially viable way. It has developed plans, procedures and policies which led to the club being awarded Tennis Mark status by the Lawn Tennis Association and its Safeguarding procedures have been audited and approved by Tennis Scotland.

SECTION 5: SUPPORT

5.1 Provide evidence of how you know that your proposals are supported by and meet the needs of the wider community and South Ayrshire. You should describe the level and nature of support for the asset transfer request from your community and, if relevant, from others (see page 33-34 of [guidance](#))

This section should include:

- Evidence from a range of activities undertaken to engage with your community, such as public meetings, community surveys, community action planning or charrette etc
- Detail evidence of any support from local Councillors, Community Council, other community leaders and other relevant parties
- You are encouraged to include information on the total number of people in the community and how many of them are members of the organisation to provide context for the level of support.
- You may also wish to include other support you are receiving for example from another local community or organisations or national organisations.
- Details of any identified concerns or objections within your community in relation to the proposal that you are aware of and what steps have been taken to address and overcome these.
- Any other information you consider relevant

Provide copies of the evidence of support with your application

The club has had the experience of managing the asset since 1996 and is aware of the level of support and court usage. The Club has consulted local residents overlooking the courts, Seafield Bowling Club, Councillors Derek McCabe and Martin Dowey, Fort Seafield and Wallacetown Community Council, Allan Dorans MP for Ayr, Carrick and Cumnock and also Tennis Scotland and has the support of these individuals and bodies. Letters/emails of support are attached. The Club is not aware of any identified concerns or objections within the community to the proposal.

5.2 Provide details of any current or proposed partnership working arrangements with other organisations in developing and/or delivering your proposal

This section should include:

- Detail at what stage the partnership is
- Who are the partners
- Are there written agreements in place, if so please provide a copy with the application
- Any other information you consider relevant

The club has no current or proposed partnership working arrangements with any other organisation in this proposal.

SECTION 6 : FINANCIAL INFORMATION

6.1 Please outline how you propose to fund the price or rent you are prepared to pay for the land and/or building, and your proposed use of the asset (see page 33 of [guidance](#))

This section should include:

- Your calculations of the costs associated with the transfer of the land or building and your future use of it, including any redevelopment, on-going maintenance and the costs of your activities.
- Provide an explanation how you have established the cost e.g. estimates, quotes etc.
- All proposed income and investment should be detailed, including volunteer hours and donations/fundraising activities.
- Are the sources of income sustainable, i.e. likely to persist over the next few years, or are short-term, or will there be a need for subsidy from another source for example public funds?
- 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. Please indicate whether grant fund applications have been secured or are currently pending and the related dates.
- If your organisation has ever been investigated on the basis of poor financial management or failure to demonstrate good organisational governance please provide details.
- Any other information you consider relevant

The funds to purchase the land and the ongoing costs of maintaining the courts will be met from the club's own resources. The cost of resurfacing the courts, ancillary work to kerbing and fencing and installing a Smart Access online gate entry system will be the subject of a Capital Grant request to the Advancing Community Assets Funds as detailed in Section 7. The costs such as professional fees, ongoing development, maintenance, insurance and running costs of the facility at Seafield will be funded by the club from its own income from members subscriptions, coaching fees and revenue from the public and non-members by way of court hire charges at Seafield and visitors fees at Southpark Road.

The Club accounts show that every year a profit has been generated not only to operate the club but also to invest in a sinking fund for future developments. The facility at Seafield will be an integral part of the whole structure of Ayr Lawn Tennis Club. It is not envisaged that Seafield initially as a stand alone facility will generate a sustainable source of income but will be subsidised and supported by the financial strength of the club's own resources. It is anticipated that a new attractive facility will progressively increase income over the years due to increased usage. The benefit of having 2 extra courts will also encourage more people to become members of the club with a rise in subscription income.

The club has never been investigated on the basis of poor financial management or failure to demonstrate good organisational governance. The club is confident that if this request is granted it will not affect the club's ability to successfully manage both facilities at Seafield and Southpark Road with a sinking fund being set aside each year for both. By having the security of owning the asset at Seafield it will help the club attract funding opportunities in the future to maintain and develop the asset. Accounts from 1st February 2019 to 31st December 2019 and from 1st January to 31st December 2020 are submitted..

Please provide a copy of your most recent account/income and expenditure with your application submission

6.2 ONLY for organisations formed within the last twelve months unable to submit accounts: N/A	
6.2a When was the organisation formed?	N/A
6.2b What is your projected annual income for 2020/2021?	N/A
6.2c What is your projected annual expenditure for 2020/2021?	N/A
6.3 Does the organisation hold a bank account? If so please provide full details (name of bank, address, sort code, account number etc.)	
Bank name:	
Bank address:	
Sort code:	
Account number:	

6.4 Is your organisation currently in receipt of funding from <u>any</u> public body, South Ayrshire Council, The National Lottery funding or similar organisations? If so, please list these here with the amounts awarded and dates (last three calendar years only)		
<i>Funder</i>	<i>Amount of award</i>	<i>Period of award</i>
<i>The club is not in receipt of any regular funding from any public body or South Ayrshire Council. The club does not have any outstanding obligations or loans.</i>		

6.5 How do you plan to finance any development or refurbishment costs, on-going repairs, caretaking, cleaning, maintenance, insurance, rates and other running costs?

This section should include:

- Details on any works you plan to undertake post-acquisition and information on your plan for sustaining the asset
- Detail your plans for mitigation if negative issues arise concerning cash-flow, liquidity or financial capacity issues that may impact on delivery of the proposal.
- How you intend to continue to operate should any income related to the proposal not be generated as planned.
- What your plans for the proposed asset would be should your organisation incur operational difficulties or ceases trading.
- Any other information you consider relevant

As explained in Section 6.1 the development costs of resurfacing the courts, ancillary work to the kerbing and fencing and installing the Smart Access online gate entry system is dependent on the outcome of the Capital Grant request to the Advancing Community Assets Fund as detailed in Section 7. It is not envisaged that if the development proceeds the new hard court all weather surface proposed will require much maintenance at all. The only ongoing costs will be the maintenance of the gate entry system, insurance and possible repairs to the perimeter fencing, nets and net posts.

The ongoing costs will be supported and met from the club's own resources and it is not envisaged that there will be any negative issues arising from cash flow or liquidity. The club will continue to operate even if the income generated by the proposal is not as planned.

6.6 Please provide details of contingency plans that you have in place.

This section should include :

- Detail your plans for mitigation if negative issues arise concerning cash-flow, liquidity or financial capacity issues that may impact on delivery of the proposal.
- How you intend to continue to operate should any income related to the proposal not be generated as planned.
- What your plans for the proposed asset would be should your organisation incur operational difficulties or ceases trading.
- Any other information you consider relevant

The Club will continue to operate even if the income generated by the proposal is not as planned. There is a benefit to the club by having the 2 extra courts and at the same time providing a facility for the community to enjoy. The continued existence of the club is not dependent on the income generated from the Seafield project. Seafield will be supported by the financial strength of the club which will set up a sinking fund for the renewal of the court surface in say 15 years' time and also to cover if required the renewal of the perimeter fencing.

SECTION 7: ADVANCING COMMUNITY ASSETS FUND – CAPITAL GRANT REQUEST

APPLICANTS MAY APPLY TO THE ADVANCING COMMUNITY ASSETS FUND FOR CAPITAL WORKS, RELEVANT TO THE CONDITION OF THE ASSET BEING REQUESTED ONLY

7.1 Do you wish to apply for a capital grant?	Y
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7.2 How much capital grant are you applying for?	£60,000.00
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Item <i>Provide a <u>detailed</u> cost breakdown itemising expected expenditure that you require the development grant for:</i>	Cost (£) <i>Please advise if each cost is inclusive or exclusive of VAT</i>	Have estimates/quotes been sought? <i>If yes please submit copies with the application</i>
1. Resurface tennis courts and work to kerbing and fencing	£40,938 including VAT	Y Quotes from Doe Sports and Sportex (formerly Ecosse Sports)
		Y/N
2. Smart Access Gate System (cost £8,892 incl. VAT)	£9,675.00 incl.VAT (incl.preparation work)	Y Quote from CIA Fire and Security
		Y/N
		Y/N
3. Electrical connection work	£1,146.72 incl. VAT	Y Quote from David Brennan Electricians
4. Contingencies ***	£8,240.28	Y/N
	Total: £60,000	

Please provide a copy of your business case/plan with your application submission

Business plan submitted.

**** Contingencies. If the request for funding from the Advancing Community Assets Fund is successful the club is fully aware that it requires to account to SAC for all sums spent and will submit all receipts. They would also refund SAC for funds unspent which were not required. However it would be prudent to have a buffer for contingencies that may arise in the course of the work.

Summary of Quotes is submitted. Previous quotes were obtained from Doe Sports, Ecosse Sports and Malcolm Construction for the court resurfacing .Previous quotes were obtained from CIA Fire and Security Limited and Alternative Systems Protection for the smart access gate system. Note that CIA is the only company to have developed in conjunction with the Lawn Tennis Association the Smart Access integrated online gate system which is linked to the LTA ClubSpark booking system.

SECTION 8: RISK/SOCIAL IMPACT

8.1 Please outline whether any other organisation/business in your area will be affected by your proposals and what barriers or challenges to your project succeeding you have identified.

This section should include:

- Detail your plans for mitigation if negative issues arise concerning cash-flow, liquidity or financial capacity issues that may impact on delivery of the proposal.
- Any other information you consider relevant

The club does not foresee any other organisation or business in the area being affected by the proposal. The adjoining Seafield Bowling Club are supporting the proposal. The only barrier and challenge for the project succeeding is not being able to access funding for the courts resurfacing upgrade and ancillary work and Smart Access online gate entry system.

DECLARATION

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

We confirm that we have read and understood the [Scottish Government Guidance for Community Transfer Bodies under the Community Empowerment \(Scotland\) Act 2015](#).

We declare that the information provided in this form and any enclosed accompanying documents are correct.

I confirm that if there are any significant changes to the application or the proposal, South Ayrshire Council will be informed immediately.

Where the Organisation provides any personal data (as defined in the Data Protection Act 1998) to Ayrshire Council in connection with this, the Council will use that personal data for such purposes as outlined here. It may share that personal data with other regulators (including the Council's and Organisation's external auditors, HMRC and law enforcement agencies) as well as with the Council's Elected Members and Officers. The personal data may be checked with other Council Services for accuracy, to prevent or detect fraud or to maximise the Council's revenues. It may be shared with other public bodies for the same purpose. The Organisation undertakes to ensure that all persons whose personal data are (or are to be) disclosed to the Council are duly notified of this fact.

Where the Organisation processes (or will process) personal data (as defined in the Data Protection Act 1998) hereby confirms that it has (or will acquire) a valid Notification with the Information Commissioner covering the processing of personal data, including in that Notification the disclosure of personal data to the Council, the requirement shall not apply if the Organisation is, by virtue of the Data Protection (Notification and Notification Fees) Regulations 2000 as amended, exempt from the requirement to notify.

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

This form and all supporting documentation will be made available online for any interested person to view and comment on. Personal information will be redacted in line with data protection before the form is made available.

1st office bearer	
Name:	[REDACTED]
Address:	[REDACTED]
Date:	<i>4th November 2021</i>
Position	<i>Chairperson/Trustee (Seafield Project Team Leader)</i>
Signature:	[REDACTED]
2nd office bearer	
Name	[REDACTED]
Address:	[REDACTED]
Date:	<i>4th November 2021</i>
Position:	<i>Treasurer/Trustee</i>
Signature:	[REDACTED]

CHECKLIST OF ACCOMPANYING DOCUMENTS

Please provide details of all documents which you are including with your proposal. All documents submitted electronically should be named clearly referencing the name of your organisation e.g. ABCorg/Business Plan2020, ABCorg/Constitution etc

Section 1 Organisation information	Title of document/s attached:
<ul style="list-style-type: none"> You must attach your organisation's current constitution, articles of association or registered rules 	Constitution
<ul style="list-style-type: none"> Any other information you consider relevant 	
Section 2 Asset information	Title of document/s attached
<ul style="list-style-type: none"> Include any relevant maps, drawings or description of the land/building requested and any development or change you plan to do to the asset 	Map/photograph
<ul style="list-style-type: none"> Any other information you consider relevant 	
Section 3 Type of request, payment & conditions	Title of document/s attached
<ul style="list-style-type: none"> Include specific details of any terms and conditions that you wish to be applied to the request 	The land will be used at all times as tennis courts and the public will have access
<ul style="list-style-type: none"> Any other information you consider relevant 	
Section 4 Community proposal	Title of document/s attached
<ul style="list-style-type: none"> Include any documentation such as market research and analysis, feasibility study, options appraisal etc. 	Previous successful projects in development of the club are detailed in 4.4
<ul style="list-style-type: none"> You may wish to include examples of previous projects that you have successfully delivered and/or letters of support from partner/s that you are/will be working with. 	
<ul style="list-style-type: none"> Any other information you consider relevant 	
Section 5 Support	Title of document/s attached
<ul style="list-style-type: none"> Include evidence of the level and nature of community support for the asset transfer, this may include letters of support, copies of surveys undertaken etc. 	Letters/emails of support as detailed in 5.1
<ul style="list-style-type: none"> Any other information you consider relevant 	
Section 6 Financial information	Title of document/s attached
<ul style="list-style-type: none"> Provide a copy of the current business plan, copies of the last 3 months bank statements and any evidence of funding or loans secured to date 	<ol style="list-style-type: none"> Business Plan Last 3 bank statements Accounts from 1st February to 31st December 2019 Accounts from 1st January to 31st December 2020.
<ul style="list-style-type: none"> Any other information you consider relevant 	

Section 8 – Risk/Social Impact

- Include any risk analysis/assessment undertaken and how you will counter any risk identified.
- Any other information you consider relevant

Title of document/s attached :

Risk assessment considered on experience of use of asset since 1996. No negative issues identified as detailed in 6.6