

Community Asset Transfer Scheme Application Form



Please note, you can complete this form on your computer or alternatively, print and complete in black or blue ink.

Application ID (for official purposes only)	
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Section 1. Eligibility

1.1 Are you applying for a Community Asset Transfer (CAT) request under part five of the Community Empowerment (Scotland) Act 2015?

YES NO

1.2 In order for your application to be eligible you must meet all of the following criteria.

If you cannot tick all of these boxes we will be unable to progress your application. We will accept this form online (and the enclosures detailed in section 8) or by email but you must still submit an original signed application form and an original bank statement by the required deadline. Further detail on each question is available in the accompanying Community Asset Transfer (CAT) guidance.

<input checked="" type="checkbox"/> I am applying on behalf of a non-profit group/organisation	<input checked="" type="checkbox"/> My Community Transfer Body has a bank account in its own name
<input checked="" type="checkbox"/> My Community Transfer Body (CTB) has a constitutional document	<input checked="" type="checkbox"/> This application will benefit people from East Dunbartonshire.
<input checked="" type="checkbox"/> I am applying on behalf of a community controlled body with at least 20 members	<input checked="" type="checkbox"/> I can submit all the necessary enclosures (see section 8)

Section 2. Asset Details

2.1 Name or location of asset Lenzie Public Hall, 61 Kirkintilloch Road, Lenzie G66 4LD

2.2 Have you checked the Council owns the asset and that it is eligible for asset transfer via the East Dunbartonshire Asset Register?

Yes No

2.3 Please provide our asset reference number from the register: 000132022729

2.4 Type of asset transfer requested

Lease (Term requested) 49 years with 3 & 5 year break clauses including for potential transfer of ownership

Rent Offered: £1 per year (see Document K - Social Value Engine Report) See section 7.12 socio-economic strategic objectives.

Sale	Price Offered

Section 3. Contact Information	
3.1 What is your Community Transfer Body (CTB) called? (Give the full name of your group/organisation).	Lenzie Community Hall Limited
3.2 Contact person and role in CTB. This should usually be the person that is submitting this application on behalf of your group. Please explain your role in the group (e.g. chair person, secretary, etc.).	
Name	
Position	Chair
3.3 Address The address given will be used for correspondence regarding this application.	
3.4 & 3.5 Please give the preferred day time phone number(s) and email address to reach you with questions about your application.	
3.4 Phone	
3.5 Email	

Section 4. Community Transfer Body Information
4.1 What does the CTB do? Describe your CTB overall aims and objectives. Tell us what your CTB was set up to do and/or summarise the actual activities that your CTB undertakes.
<p>We (Lenzie Community Hall Limited, (LCHL)) are a Community Benefit Society, sometimes known as a “BenCom”.</p> <p>We are registered with the Financial Conduct Society, registration number 9632.</p> <p>Our vision is Lenze Public Hall (the Hall) back into use as a vibrant and sustainable asset for the benefit of all.</p> <p>Our aims are to:</p> <ul style="list-style-type: none"> ● provide recreational facilities to improve lifestyles in our community ● advance: <ul style="list-style-type: none"> ○ community development ○ citizenship

- o environment protection or improvement
- o fairtrade
- o arts, heritage and culture
- relieve those in need by reason of age, ill-health, disability, financial hardship or other disadvantage,

all while:

“working together to provide a flexible and accessible community facility for the benefit of all, creating healthier, more sustainable lifestyles ([our mission](#)).

We are a diverse group of community members of a variety of ages and backgrounds and with a range of interests. Each of us is passionate about our community and bringing Lenzie Public Hall back to life for the benefit of all ([Meet our Team](#)).

Having sought advice from external agencies (see Section 6 below), we have specifically chosen to set up was set up specifically as a BenCom in order to be:

1. a suitable vehicle for this Community Asset Transfer application
2. registerable as a charity with OSCR (we are currently preparing our application to OSCR for this)
3. able to access as many funding streams as possible (including access to funding by way of issuing Community Shares) in recognition of the significant financial outlay required to regenerate the Hall in a challenging economic landscape
4. promote community buy-in and sense of ownership.

We are set up as a membership organisation. We only opened our Community Membership at our Project Launch 7 January (see Section 7 below) and already have 59 Community Members.

4.2 Where does the CTB meet? This should be the location where meetings take place or services are delivered.

- We have been meeting regularly in Lenzie since February 2025 both online via Teams and at members' homes within the local community.
- If this application is successful, our intention, once the Hall is renovated, would be to be based at the Hall and to hold our in person meetings and activities there.

4.3 Please give details of which community/communities your CTB works with or supports. Your CAT request can be made on behalf of a community of interest or a community of place.

Our Community comprises Ward 6 of the Council Election Zone 'Lenzie and Kirkintilloch South' and the postcode units set out in the Appendix to our rules ([See Document A - LCHL Rules](#)) which includes a list of valid postcodes for membership. We also see a renovated Hall, potentially benefiting those wider afield in East Dunbartonshire and the Central Belt too.

By providing community space, we aim to serve all demographics within our Community:

- Children and young people — by offering space for e.g. clubs, sports, dance, arts, afterschool provision, PTA events

- Older people — by offering space for e.g. tai chi, U3A, dance, singing groups, dementia support groups (e.g. De Cafe)
- People with disabilities — by offering space for e.g. sports, clubs, arts and opportunities for skills development
- Parents and young children — by offering space for e.g. toddlers groups, social support groups, sling library, breastfeeding support groups or partnership working with services running parenting classes
- Whole community — by offering space for e.g. clubs, dance, arts, crafts, events, conferences, fairs and celebrations, potential space for library relocation, NHS services, Councillor/MP surgery, café, training and volunteer opportunities.

4.4 Please give details of any assets your organisation currently owns, leases, manages or utilises. Please provide the address of the asset(s), whether you own, lease or manage it and from whom.

None

4.5 Does your constitution allow you to:

Take on the ownership of an asset? Yes No

Employ Staff? Yes No

Fundraise? Yes No

4.6 Do you have agreement of your CTB to undertake an Asset Transfer?

Yes No

Please submit six recent copies of minutes of your management committee identifying and including the minute of the agreement to undertake this CAT request.

Section 5. Financial Information

5.1 Please provide details of how your community project will be funded in the short and long term. Outline details of any grant applications that are relevant to this CAT request and, if these are not confirmed, when you expect to be informed of the outcome. Projects with annual financing over £10,000 will be expected to submit a business plan (and may be eligible for Business Gateway support).

All projects need to provide audited accounts for the past two years.

For full details as to how our community project will be funded in the short and long term see [Document B - Business Plan \(Appendix 3\), Section 6. Financial Plan & Section 7 \(Cashflow Forecast\)](#).

In brief, if this application is successful, we propose submitting grant applications to the following funds:

Summary - Proposed Grant Applications*						
	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Revenue funding	£	£	£	£	£	£
EDC Community Grants	5,000	5,000	5,000	15,000	15,000	45,000

National Lottery Community Fund - Awards for All programme	20,000	0	0	0	0	20,000
National Lottery Community Fund - Community Action programme	0	50,000	50,000	50,000	50,000	200,000
Sub-total (Grants - Revenue funding)	25,000	55,000	55,000	65,000	65,000	265,000
Capital funding	£	£	£	£	£	£
EDC Community Grants	10,000	10,000	10,000	0	0	30,000
Coop Local Community Fund	1,000	0	0	0	0	1,000
National Lottery Community Fund - Awards for All programme	5,000	0	0	0	0	5,000
National Lottery Heritage Fund	50,000	50,000	50,000	50,000	50,000	250,000
Architectural Heritage Fund - Project Development Grants	15,000	15,000	15,000	0	0	45,000
Architectural Heritage Fund - William Grant Foundation Tailored Support Fund	10,000	0	0	0	0	10,000
Historic Environment Scotland Repairs	50,000	50,000	0	50,000	50,000	200,000
People's Postcode Trust	0	16,667	16,667	16,667	0	50,000
Wolfson Foundation (Disability Access)	0	60,000	0	0	0	60,000
Business Energy Scotland SME Loan Scheme	0	0	36,900	0	0	36,900
Sub-total (Grants - Capital funding)	141,000	201,667	128,567	116,667	100,000	687,900
Total (Grant funding)	166,000	256,667	183,567	181,667	165,000	952,900
* 5-year plan based on phased renovation plan & fund terms / eligibility criteria.						

What we have done to date:

- Our Board and wider Working Group have donated personal funds totalling £2,940 to enable us to obtain a Building Condition Survey of the Hall.
- We have applied to **EDC Community Grants Scheme** for funding for a Community Development Officer and Project Manager (total £15k, outcome expected March 2026).

If this application is successful, outside of traditional grant funding we propose:

- to set up a **Crowdfunder** to run during the period between the Decision Notice and conclusion of the Lease to seek initial funding of £50k from the local community and others interested in supporting the initial stages of this project using existing contacts and social media to raise some working capital for initial expenses.
- being a BenCom, to seek to raise additional funds via **offering the local Community the opportunity to purchase shares** (£100k)
- **using our charitable status** (we are currently preparing our application to OSCR for this) to **obtain preferential rates for key expenditure** (e.g. IT & software, marketing, Employment Allowance, business rates) etc.

LCHL was registered with the FCA on the 30th October 2025 and as such has no audited accounts to supply yet. We are however attaching a bank statement detailing our current financial position and an income and expenditure projection for the organisation signed by our Treasurer as per the email instructions from Ms Campbell dated 20th Jan 2026. ([See Document C - LCHL 5yr income and expenditure](#) and [Document D - LCHL Coop Bank Statement Jan 2026](#))

5.2 Please give details of any funding you receive / have received from East Dunbartonshire Council within the last two years.

None

Section 6. Partnership Working

6.1 Have you identified opportunities to work collaboratively and build partnerships?

Have you identified opportunities to work collaboratively and build partnerships?

We initially explored a partnership approach for this project with Lenzie and South Kirikintiloch Community Development Trust (LASKCDT) with some areas of shared interest and productive discussion. However, at the point where decisive action on a CAT application was required due to the impending closing date, there were still areas where both groups were not sufficiently aligned to proceed jointly. LCHL, however, remains committed to working productively with LCDT going forward for the benefit of the Community.

On its closure Lenzie Public Hall was Girl Guiding Lenzie's home. Girl Guiding have supported community ownership and their return to using the Hall since 2019 and continue to wish to do this, if renovated.

"It is much needed community space, especially with the churches having to amalgamate very soon. Guiding used the old public halls a lot during the week but occasionally at weekends for larger events."

, Division Commissioner - Lenzie Girl Guiding

We have undertaken extensive engagement activity and identified key stakeholders in the voluntary and small business sectors who need this space to provide value to the community.

Our electronic user survey ([see Document L - LCHL User Survey](#)) canvassed 26 organisations, groups and individuals who either used the Hall prior to closure or are currently providing services by leasing space in the local area. During this process, we have generated interest in partnership working from some of the larger groups and will continue to explore these relationships if we are successful in our bid. Some of the responses from potential partners are quoted below:

"I am delighted that this is happening, Lenzie desperately needs a community space like this - wishing you all the best! Please let me know if I can help in any way, I am a Trustee of Campsie Memorial Hall and we are currently going through a big refurbishment."

, Trustee - Campsie Memorial Hall and

“We would be interested in helping out with the project and potentially if space and cost permitted we could consider a permanent dojo (martial arts hall) for Judo in the venue.”

, Coach/Trustee - Pro Judo/Sporting Chances Alba Trustee

“Well done for your persistence in this matter. We would love to be involved in future plans, bringing R:evolve Recycle to your community.”

, Head of Growth & Sustainability - R:evolve Recycle SCIO

“Good luck with the project. It would be great to see the building back in community use as it is a fantastic asset for the whole community. LEAP is an established charity of over 30yrs operating only in South Lanarkshire but we would be keen to expand our activities to East Dunbartonshire. We would consider using the Lenzie Hall to host these activities as long as rental prices were competitive within the local area. Although we have indicated 4 to 5 2hr sessions per week, this could increase as we gain interest in our activities.”

, Executive Director - LEAP

“To that end, if you were to be successful in your bid, we would be very pleased to be involved throughout the various key stages of the planning/ building/ repair works to ensure that the reopened building would be fully accessible and compliant with current disability standards.”

Chair, East Dunbartonshire Access Panel (EDAP)

If your CTB is acting as the lead applicant for a partnership application, please give the name(s) of the partner organisation(s)/group(s) and the main contact name(s). If you have more than five partners, please attach an additional sheet.

	Name of Organisation	Contact Name	Contact Details
Partner 1			
Partner 2			
Partner 3			
Partner 4			
Partner 5			

6.2 Please give details of any other voluntary organisations you will be/are working with, who are not partners in this bid. This may include organisations that will provide specialist advice or support, such as East Dunbartonshire Voluntary Action (EDVA), Development Trust Associations etc. Also, if applicable, please list if you have links with a National Body or National Governing Body.

	Name of Organisation	Contact Name	Type of Advice / Support

1	East Dunbartonshire Voluntary Action	Development Officer Development & Engagement Officer	<p>General enquiries and advice on best contacts to approach in existing organisations and EDC</p> <p>General advice in managing volunteers, communicating with stakeholders, navigating administration</p> <p>Design, delivery and results collation of the Community Survey on behalf of all interested community groups</p> <p>Support to deliver a hybrid meeting to on-board volunteers and members</p> <p>Support with OSCR application form</p> <p>Provision of physical meeting space</p>
2	Development Trust Association Scotland - Community Ownership Support Services	Advisor , COSS	<p>General and specific advice by phone, email and online meetings</p> <p>Physical delivery of presentation to volunteers/members</p>
3	Development Trust Association Scotland - Democratic Finance Programme	Development Officer	<p>General and specific advice by phone, email and online meetings</p> <p>Physical delivery of presentation to volunteers/members</p>
4	Dunbartonshire Concert Band Kessington (DCB Kessington, SCIO)	, Trustees	General and specific advice on all aspects of facilities management from

			experience with similar asset
5	Campsie Memorial Hall Trust	Chair	General advice on fundraising processes and key contacts for regeneration. Continues supportive contact
6	East Dunbartonshire Access Panel	, Chair	Support to bid, expertise in planning/ building/ repair works to ensure that the reopened building would be fully accessible and compliant with current disability standards

6.3 Please detail the links you have with East Dunbartonshire Council Services (if any) and detail what these are and the Teams / Officer(s) you deal with.

We have met and corresponded with _____ and _____ in order to physically access and assess the building, arrange our building condition survey and update them on any urgent works highlighted in this process. We have been in touch frequently to clarify documentation in relation to building condition, facilities management and the CAT process.

We have met and corresponded with _____ in relation to establishing a secure funding plan, utilising his expertise on local and national grant sources and key parameters to consider in the business plan.

We have met and corresponded with _____ regarding documentary requirements of the CAT process and also about contact with key partners in the Community Planning Partnership who may utilise the Hall.

Section 7. Details of Request for Community Asset Transfer

7.1 Why is your CTB requesting the ownership, lease or management of this asset? Do you have evidence of need for your proposal? What is the purpose and objectives of your community project? What benefits do you envisage and how would you measure if these have been achieved?

Why is your CTB requesting the ownership, lease or management of this asset?

Our vision is “ ***a vibrant and sustainable community asset for the benefit of all***”.

We consider that, if the Hall was leased to us, we could, through the community's hard work and determination, bring this vision into reality.

We believe the community needs a focal point and flexible accessible space for leisure, culture and cohesion.

In addition, as part of the Church of Scotland's programme of rationalising its estate, two of the churches in Lenzie will be merging within the next few years. This means there is uncertainty as to the disposal of the church halls of Lenzie Union (LUPC) and Lenzie Old Parish Church (LOPC). These venues are currently in constant use by local groups who require lease of flexible, affordable space to deliver activities. Forward planning for potential loss of the church estate is critical.

Do you have evidence of need for your proposal?

EVIDENCE:

Original LEAP/Love Lenzie bid for lease (2019/2020):

- Demonstrated multiple users from commercial and non-profit sectors who had a continued interest in using the Hall. We have returned to these original organisations and individuals as part of our consultation process and the data is attached and discussed below.

[Change.org](#) petition to ask that EDC keep the Hall on the 10-year capital development plan (March 2025)

- This petition organised by two of our volunteers, gathered 850 signatures in 2 weeks. 54% of initial respondents in the first 2 weeks were G66 residents. 39% of respondents at the last count (Jan 2026 1350 respondents) were from Lenzie/Kirkintilloch postcodes, a further 5 % from the rest of East Dunbartonshire and a further 28% from North Lanarkshire/Greater Glasgow area i.e. an adjoining local authority. The latter two groups form a reasonable secondary cohort with an interest in using the hall. Overall 73% (985) of those 1350 have a legitimate interest as part of our defined community of place or secondary beneficiaries. [See Document O - Save Lenzie Public Hall Petition Report.](#)

Public meeting (June 2025)

- This was organised by LSKCDT but we supported publicity for the event by utilising an update on the [change.org](#) petition and our social media pages. Overall attendance of 40 people with majority interested in retaining Lenzie Public Hall for community use.

Lenzie Community Festival (Aug 2025)

- Prior to the establishment of LCHL, our volunteers ran a face to face awareness event during the Festival. We requested permission from EDC, obtained insurance and set up a stand to tell the community about the project. We gathered 14 initial volunteers and 10 BenCom pledges to join once LCHL was established. Volunteers spent 4 hours handing out 300 flyers and having genuine conversations with everyone who passed by to dispel myths and explain the facts about the Hall and possibilities for bringing it back to life. We were delighted to enjoy the spontaneous support of Kirkintilloch Pipe Band who played a set to draw in the crowds.

EDVA Community Survey (Nov 2025)

- The survey organised by EDVA with input from both our volunteers and LSKCDT, ran for 6 weeks and was advertised on social media, direct email and posters in key community spaces such as churches, clubs and library. It gathered 186 detailed responses via online and paper submissions. A summary of the numerical and thematic data is included in our attachments but the key findings from this sample of the population are:
 - 78% of respondents from Lenzie, 5% Woodilee, 2% ED, 4.4% Kirkintilloch
 - **87% of 186 agree that the building should be brought back into community ownership**

- **77% think it “very important” that the building remains a community asset**
- 43% are interested in volunteering, joining a committee or otherwise contributing to management
- 79% would support fundraising or membership schemes to sustain it
- 50% would be interested in a community shares offer
- Therefore the majority of respondents wish to see the Hall brought back into use and a significant majority are in favour of using a community shares offer. When asked to consider contributions to renovating the hall, almost £40k was pledged in total from these respondents (see Document M - EDVA Community Survey Results and Document N - EDVA Community Survey Thematic Analysis).

LCHL Project Launch Event (Jan 2026)

- This event was initiated and organised over Eventbrite by our volunteer team with awareness and publicity integrated over social media, our website, word of mouth and [change.org](https://www.change.org) update. We had 20 in person and 6 online attendees to hear presentations from LCHL, COSS and Democratic Finance. We explained the background to the project and rationale for utilising a BenCom as the vehicle for CAT. Since the event we have continued to sign up members with our membership registration now at 59 members.

LCHL User Survey (Jan 2026)

- (See Document L - LCHL User Survey) was devised, distributed and analysed by our volunteer team. We canvassed more than 30 organisations, individuals and groups who either used the Hall prior to closure or are currently providing services by leasing space in and around Lenzie. 23 (76%) groups/businesses have responded so far.
 - **87% are interested in renting space in the Hall if renovated**
 - 62.5% are already renting community space but **40% of those report their current lease does not meet their needs**. Availability followed by size were the most common reason for dissatisfaction with current leases.
 - Most users are looking for 2-6 hours per week, typically weekdays more than weekends, with after school time slots most popular.
- Although the survey was completed by organisations rather than individual residents, the activity proposed imply a wide demographic reach (see below):

Stakeholder group	Activity type	Local Outcome Improvement Plan 2017-2027 mapping	Measurement metrics
Children and young people	<ul style="list-style-type: none"> ● Guiding, youth clubs and children’s activities ● After-school and holiday clubs; classes and workshops 	<p>Local Outcome 3</p> <p>Our children and young people are safe, healthy and ready to learn.</p>	<p>Regular audits of:</p> <ul style="list-style-type: none"> ● Individual user satisfaction ● Hall utilisation ● Letting group/business satisfaction ● Community survey data ● Quantitative and qualitative feedback from the BenCom membership at general meetings and AGM

<p>Parents, carers and early years families</p>	<ul style="list-style-type: none"> • Parent & toddler groups and sling library sessions • Family-friendly daytime activities and community support 	<p>Local Outcome 3</p> <p>Our children and young people are safe, healthy and ready to learn.</p>	<p>Regular audits of:</p> <ul style="list-style-type: none"> • Individual user satisfaction • Hall utilisation • Letting group/business satisfaction • Community survey data • Quantitative and qualitative feedback • Appropriate audits and metrics sourced from partnership organisations working in this sector including growth in numbers of population served
<p>Adults of working age</p>	<ul style="list-style-type: none"> • Fitness, dance and martial arts classes • Skills/learning workshops (e.g., first aid, arts/crafts) • Community groups, meetings, training and social events 	<p>Local Outcome 2</p> <p>Our people are equipped with knowledge and skills for learning, life and work.</p> <p>Local Outcome 5</p> <p>Our people experience good physical and mental health and wellbeing with access to a quality built and natural environment in which to lead healthier and more active lifestyles.</p>	<p>Regular audits of:</p> <ul style="list-style-type: none"> • Individual user satisfaction • Hall utilisation • Letting group/business satisfaction • Community survey data • Quantitative and qualitative feedback
<p>Older adults</p>	<ul style="list-style-type: none"> • Choirs, craft groups, exhibitions and social gatherings • Community meetings and civic engagement activities 	<p>Local Outcome 6</p> <p>Our older population and more vulnerable citizens are supported to maintain their independence and enjoy a high quality of life, and they, their families and carers benefit from effective care and support services.</p>	<p>Regular audits of:</p> <ul style="list-style-type: none"> • Individual user satisfaction • Hall utilisation • Appropriate audits and metrics sourced from partnership organisations working in this sector including growth in numbers of population served

<p>People needing support or advice</p>	<ul style="list-style-type: none"> • Support groups and advice surgeries, including potentially those with accessibility requirements 	<p>Local Outcome 6</p> <p>Our older population and more vulnerable citizens are supported to maintain their independence and enjoy a high quality of life, and they, their families and carers benefit from effective care and support services.</p>	<ul style="list-style-type: none"> • Appropriate audits and metrics sourced from partnership organisations working in this sector including growth in numbers of population served
<p>Local businesses, micro-enterprises and social enterprises</p>	<ul style="list-style-type: none"> • Workshops, markets/fairs, trade tastings and fundraising events • Committee/board meetings and community governance 	<p>Local Outcome 1</p> <p>East Dunbartonshire has a sustainable and resilient economy with busy town and village centres, a growing business base, and is an attractive place in which to visit and invest.</p>	<ul style="list-style-type: none"> • Audit growth in numbers of visits to local businesses/volunteer groups using the hall or nearby businesses • Feedback from local businesses/groups • Growth of the BenCom membership • Uptake of community share issue • Dividend paid on community share issue • Growth of number of contributory including organisational memberships
<p>Performers and audiences</p>	<ul style="list-style-type: none"> • Community theatre, concerts, touring acts and cinema/showings • Audiences spanning families, young people and older residents 	<p>Local Outcome 1</p> <p>East Dunbartonshire has a sustainable and resilient economy with busy town and village centres, a growing business base, and is an attractive place in which to visit and invest.</p>	<ul style="list-style-type: none"> • Sustained numbers or growth in attendance at performances, ticket sales demand, booking system demand

What is the purpose and objectives of your community project?

As outlined in our FCA application ([see Document A - LCHL Rules](#)), "By taking Lenzie Public Hall into community ownership, the society aims to provide affordable space for a wide range of

community groups, classes, meetings, events, celebrations and other social activities. This directly addresses the community need for community / amenity space (which would otherwise be reducing) within a context of an expanding population."

Through doing this, we also aim to (as also laid out in our Rules and above in Section 4.1) to:

- provide recreational facilities to improve lifestyles in our community
- advance:
 - community development (including urban/rural regeneration)
 - citizenship
 - environment protection or improvement
 - fairtrade
 - arts, heritage and culture
- relieve those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.

7.2 Does the identified asset have any Built and/or Natural Environmental designations located within or in close proximity to its boundaries? Please refer to Appendix 3 for additional information and if you are unsure please contact the Council Sustainability Team to ask.

YES ([see Document G - Environmental Screening](#)) NO

7.3 Will people use the asset or do people currently use the asset (this can include staff)? If you are unsure please contact the Council to ask.

YES ([see Document F - Equality Impact Assessment](#)) NO

7.4 Have you received any legal, technical or professional advice on your proposals, including any risk assessments? Please give details of which organisations/services have provided the advice, and details of any expertise within your membership.

Individual	Profession	Company or Volunteer	Expertise/Advice provided
Advice/services received			
BSc (Hons) MRICS	Chartered Building Surveyor	Hardies Chartered Surveyors, Glasgow	Instructed to undertake Building Condition Survey
Expertise within your membership/organisation			
	Architect	Volunteer	Architectural drawings and plans of building renovation
	Chartered Accountant	Volunteer	Feasibility and

(Volunteer, LCHL)			business planning
(Treasurer, LCHL)	Chartered Accountant	Volunteer	Data analysis, visualisation and reporting of user survey and skills audit
(Secretary, LCHL)	Non-practising solicitor	Volunteer	Analysis and compliance with Rules
(Member, LCHL)	Civil Engineer	Volunteer	Review and advice on Building Condition Survey, EDC technical data and proposed renovations schedule

7.5 What are the main risks associated with your project and how do you plan to mitigate these?

We have explored risk registries for similar projects and taken advice from volunteers with expertise in this area in compiling an initial risk register and mitigations for the project. This is attached as [Document P - LCHL Risk Register](#) and in section 8 of [Document B - Business Plan \(Appendix 3\)](#).

7.6 Please outline if your organisation has a policy or procedure in regard to the following?

Child Protection Yes No

Vulnerable Adults Yes No

Health and Safety Yes No

First Aid Yes No

Insurance (provide details below) Yes No

[As detailed in section 5.1](#), we are a new organisation registered 30 October 2025.

- Policies and procedures on Child Protection, Vulnerable Adults, Health and Safety, First Aid and Insurance will be promptly put in place if our CAT application is successful and we are due to take possession of the asset.
- The majority of our Board and volunteers are already PVG certificated in relation to current professional or volunteers roles. They are well-placed to undergo additional training and certification for specific needs in relation to this project as necessary including appointment to Safeguarding leadership and governance roles.
- We have had initial engagement with the Facilities Management Advisor, Andrew Aldous, at DTAS, who has outlined a range of resources including *SCVO Community Hall Toolkit* and the ongoing one-to-one advice available.

- We have also looked to the experience of other groups ([Kessington DCB](#), [Action Party](#)) who take care of similar assets and collated examples for risk registers and key policies as well as incorporating estimates for insurance costs into our business plan.
- We have a [Privacy Policy](#) and are [registered with the Information Commissioner's Office \(ICO\)](#) as a data controller.

7.7 Are you intending to make any alterations to the building or land? If so, please refer to Section 2 of Environmental Screening form regarding 'Wider Sustainability Considerations'.

Yes (please complete 7.8 and Environmental Screening) No (please go to section 7.9)

7.8 Please give details of the proposed alterations, and any technical, legal, planning or other professional advice you have received regarding the alterations.

We have produced a full phased renovation plan in partnership with our architect and cross-linked all of the works with the funding plan produced by our accountant who has expertise in construction projects. [See Documents W-Z \(Architect Plans\) & Document AE - Phased renovation plan Jan 2026](#)

7.9 Please give details about who will use the asset? Who are the existing and target markets for your proposal?

Please give details about who will use the asset?

[As detailed in section 7.1](#), data from our User Survey demonstrates the breadth of interest in utilising the Hall from all sections of the community.

See [Document Q - LCHL Indicative Room Booking Timetable](#) based on the data provided in our [LCHL User Survey \(see Document L - LCHL User Survey\)](#). This illustrates typical usage throughout the week.

The same data was used to inform typical levels of room booking for different categories of let (using categories based on EDC's charging framework for bookable space) for developing the income stream within the business plan.

We have explored the experiences of other groups who currently manage similar buildings in East Dunbartonshire and beyond. It is clear that different target user groups have differing needs and that maintaining a high degree of flexibility in the layout is key to a sustainable income stream to maintain these buildings for the future.

Who are the existing and target markets for your proposal?

[As detailed in section 7.1](#)

Existing markets: any users who lost access in 2019 i.e. Girl Guides (>200 children affected), toddler's groups, fitness instructors, Lenzie Community Council.

Target markets: all from the existing market plus [Creative Sparks](#), [Sport Squad](#), local dance schools, martial arts clubs, yoga/fitness instructors, [EDLCT](#) (specifically Lenzie Branch Library), dog training groups, amateur dramatic clubs, [Lenzie Tennis Club](#), [University of the 3rd Age](#) and any groups likely to be affected by the forthcoming merging of the two Church of Scotland estates (e.g. [De Cafe](#), [Boys Brigade](#) / [Girls Brigade](#)).

Use for **craft, farmers' and "preloved" markets** - held initially solely outdoors on the Hall's grounds during the initial phases of the project / once the Ground Floor - Central Hall is renovated, held both outdoor and indoors.

We would also explore the feasibility of a **cafe with a focus on sustainability and fair trade**, run by ourselves, another volunteer group or franchisee.

Also once the Ground Floor - Central Hall is renovated, use by those wishing to host **larger one-off events such as weddings, performances, community celebrations / events, conferences**.

Longer-term, our architect having prepared initial viability study plans, we will conduct further investigations on the feasibility of converting the attic space into **flats for short-term holiday / conference accommodation or longer-term rental**, thus extending the impact of the Hall and our target market to local visitors or the rental market. A good example of this financial diversification is the development of small holiday lets as part of the redevelopment of [Millport Town Hall](#) (www.millporttownhall.co.uk).

7.10 Please give details of how this facility will be of benefit to your CTB. A template business plan is available if you are considering a larger scale asset transfer request.

For more detail see [Document B - Business Plan \(Appendix 3\)](#).

Our mission is:

Working together to provide a flexible and accessible community facility for the benefit of all, creating healthier, more sociable lifestyles"

Having the Lease of Lenzie Public Hall, would enable us to meet our mission. Via us all (ourselves, individual community members and groups, local business, EDC and its Councillors, MSP, MP and those further afield too) working together, the Hall is capable of being brought back to life under community ownership as a flexible and accessible community facility. As such, it can provide benefits (including healthier and more sociable lifestyles) to stakeholders both in the Community and the wider area too (see [Section 7.1 above](#)).

The Hall would benefit us by, once fully renovated, providing an income stream for reinvesting back into the building to guarantee its ability to continue to be a community facility for the benefit of all for the foreseeable future.

1. The size, layout and multiple meeting spaces within Lenzie Public Hall are ideal for a portfolio of short and long-term leasing arrangements. See [Document W-Z LCHL Architect's Plans](#).

2. [Document Document B - Business Plan \(Appendix 3\), Sections 6 & 7 \(Our Financial Model\)](#) provides detail on:
- Income and costs (profit and loss on cash basis)
 - Salary costs (community development officers, cleaners/facilities management)
 - Hall hire rates (annual estimated revenue)
 - Renovation costs (based on our Building Condition Survey Dec 2025 and suite of documents kindly supplied by EDC)
 - Funding sources (detailed notes on eligibility, purpose and restrictions)
 - Phased plan of works (including target of when each space will be ready to hire)
 - Charge rates (using categories based on EDC's charging framework for bookable space and demonstrating comparison rates for other facilities).

7.11 Have you consulted the community? Detail results of community consultation exercises undertaken (including the methodology used, the results and the conclusions you are drawing from this) and plans for further consultation. Outline your knowledge of other similar existing community services and facilities in the area.

As detailed above in [section 7.1](#), we have utilised the following forms of community consultation, proportionate to our resources:

Type of consultation	Results	Reference document
E-survey of organisations named in the original LEAP/Love Lenzie bid for lease (2019/2020)	<ul style="list-style-type: none"> Interest in using the Hall remains high among both previous and potential new users 	Document L- LCHL User Survey Jan 2026
Change.org petition to ask that EDC keep the Hall on the 10 year capital development plan (March 2025)	<ul style="list-style-type: none"> 850 signatures in 2 weeks. 54% in the first 2 weeks were G66 residents. 39% of respondents at the last count (Jan 2026 1350 respondents) were from Lenzie/Kirkintilloch postcodes Overall 73% (985) of respondents have a legitimate interest as part of our defined community of place or adjacent local authorities 	Document O - Save Lenzie Public Hall Petition Report https://www.change.org/p/save-lenzie-public-hall-show-your-support-today
Face to face awareness event at Lenzie Community	<ul style="list-style-type: none"> Volunteers spent 4 hours handing out 300 	

<p>Festival (Aug 2025) under banner of “Let’s Bring Lenzie Public Hall Back to Life”</p>	<p>flyers and having conversations with the community.</p> <ul style="list-style-type: none"> • We gathered 14 initial volunteers and 10 BenCom pledges to join once LCHL was established. • We were delighted to enjoy the spontaneous support of Kirkintilloch Pipe Band who played a set to draw in the crowds. 	
<p><u>EDVA community survey (Nov 2025)</u> - we were involved, along with LSKCDT, at the question design stage and in distributing both electronic and physical survey documents. We also publicised the survey by distributing 1000 flyers by hand at Lenzie Family Fireworks.</p>	<ul style="list-style-type: none"> • 186 responses via online and paper submissions. • 87% agree that the building should be brought back into community ownership • 77% think it “very important” that the building remains a community asset • 43% are interested in volunteering, joining a committee or otherwise contributing to management • 79% would support fundraising or membership schemes to sustain it • 50% would be interested in a community shares offer 	<p>Document N - EDVA Community Survey Thematic Analysis Nov 2025</p> <p>Document M - EDVA Community Survey Nov 2025.</p>
<p><u>LCHL Project Launch Event (7 Jan 2026)</u> - This event was initiated and organised over Eventbrite by our volunteer team with awareness and publicity integrated over social media, our website, word of mouth and change.org update.</p>	<ul style="list-style-type: none"> • 17 in person and 6 online attendees to hear presentations from LCHL, COSS and Democratic Finance. • Since the event we have continued to sign up members with our membership registration now well over 30 members. 	<p>Document R - LCHL BenCom Presentation introducing LCHL to community Jan 2026</p>

<p>LCHL User Survey (Jan 2026) - Devised, distributed and analysed by our volunteer team</p>	<ul style="list-style-type: none"> • 23/30 (76%) groups/businesses have responded so far. • 87% are interested in renting space in the Hall if renovated • 62.5% are already renting community space but 40% of those report their current lease does not meet their needs. • Availability followed by size were the most common reasons for dissatisfaction with current leases. • Typically seeking 2-6 hours per week, weekdays more than weekends with after school time slots most popular 	<p>Document L - LCHL User Survey Jan 2026</p>
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7.12 Please indicate which strategic objective(s) you will support and provide a brief statement detailing how you will achieve this:

- economic development
 regeneration
 public health
 social wellbeing or
 environmental wellbeing

whether agreeing to the request would be likely to reduce inequalities of outcome which result from socio-economic disadvantage

Strategic Objective	How project will support this	Mapping to LOIP 2017-2027 Outcomes
<p>Economic development</p>	<p>The project will provide:</p> <ol style="list-style-type: none"> 1. Inexpensive, flexible accommodation to a variety of users, supporting multiple small businesses to flourish and expand their services across leisure, culture and sport. 	<p>Local Outcome 1</p> <p>East Dunbartonshire has a sustainable and resilient economy with busy town and village centres, a growing business base, and is</p>

	<p>2. Opportunities for volunteering, training and and a small number of permanent employment posts in relation to:</p> <ol style="list-style-type: none"> a. Community development officer (Yr 1, 14 hrs/week) b. cleaning/facilities management (Yr 1, 14hrs/week) c. Second community development officer (Yr 3, 14hrs/week) d. Volunteer opportunities in cafe/catering <p>3. A community focal point from a full timetable of activities is likely to increase foot traffic to the area and to local businesses. This could be enhanced with anchor facilities such as the branch library and utilities such as bike or electric vehicle hire.</p>	<p>an attractive place in which to visit and invest.</p> <p>Local Outcome 2</p> <p>Our people are equipped with knowledge and skills for learning, life and work.</p>
<p>Regeneration</p>	<p>Increased utilisation of the historic centre of Lenzie through regenerating Lenzie Public Hall will bring benefits to the appearance of the area.</p> <p>If successful in renovating the Lenzie Public Hall, the Lenzie Community Hall Limited BenCom could work with other stakeholders utilising further assets in the area for the community (a modular model of development seen with other groups e.g. Action Party in Edinburgh who have acquired the Bellfield and now the disused Police Station.)</p>	<p>Local Outcome 1</p> <p>East Dunbartonshire has a sustainable and resilient economy with busy town and village centres, a growing business base, and is an attractive place in which to visit and invest.</p> <p>Local Outcome 5</p> <p>Our people experience good physical and mental health and wellbeing with access to a quality built and natural environment in which to lead healthier and more active lifestyles.</p>
<p>Public Health</p>	<p>Within Scotland's Population Health Framework, emphasis is placed on a Prevention Focused System made up of four main "Drivers of Health". Accessible, low-cost, local provision of quality recreational and cultural space for the local population aligns with these drivers:</p> <p>1. Social and economic factors:</p>	<p>Local Outcome 3</p> <p>Our children and young people are safe, healthy and ready to learn.</p> <p>Local Outcome 5</p>

	<ul style="list-style-type: none"> a. whole family wellbeing, embedding equality and inclusive approaches e.g. providing inexpensive/free, accessible, inclusive activities b. creating a wellbeing economy e.g. achieving balance between activities which enhance quality of life and those which generate income, ideally doing both c. community wealth building e.g. fair trade goods, supporting small businesses, drawing more investment to the area. <p>2. Places and communities:</p> <ul style="list-style-type: none"> a. Community and Voluntary Sector i.e. offering opportunities locally to build a resilient and sustainable community and voluntary sector that supports the creation of a healthy community b. Climate Change and Nature “Maximise efforts to tackle the climate and nature emergencies” e.g. active travel investment through bike repair shop/training, bike hire, central location minimising car use for accessing activities and aspiring to Net Zero utilising the methods described in our Environmental Screening assessment (Appendix 3) <p>3. Enabling healthy living:</p> <ul style="list-style-type: none"> a. access to healthy foods e.g. cafe and farmers’ markets b. supporting active lives e.g. through free, inexpensive classes and clubs <p>4. Equitable health and care:</p> <ul style="list-style-type: none"> a. access to health and care e.g. flexible leasing open to local health or social support services including vaccination 	<p>Our people experience good physical and mental health and wellbeing with access to a quality built and natural environment in which to lead healthier and more active lifestyles.</p> <p>Local Outcome 6</p> <p>Our older population and more vulnerable citizens are supported to maintain their independence and enjoy a high quality of life, and they, their families and carers benefit from effective care and support services.</p>
<p>Social Wellbeing</p>	<p>Provision of a wide variety of accessible, low cost, cultural, leisure and recreational facilities can help address issues of social cohesion, isolation and inequality.</p> <p>The Scottish Government strategy, “A Connected Scotland” identifies 4 priorities to tackle loneliness, isolation and build social connections.</p>	<p>Local Outcome 3</p> <p>Our children and young people are safe, healthy and ready to learn.</p> <p>Local Outcome 5</p>

	<p>Community ownership of Lenzie Public Hall can support these areas:</p> <ul style="list-style-type: none"> ● Priority 1: Empower communities and build shared ownership - our project is based on empowering our community to take ownership of an asset and the develop the building through a community share offer ● Priority 2: Promote positive attitudes and tackle stigma - our project prioritises inclusion and provision of space for the whole community including disadvantaged groups and those with protected characteristics ● Priority 3: Create opportunities for people to connect - our user survey demonstrates the breadth of potential activities using this space, allowing social connection through a wide spectrum of shared interests. ● Priority 4: Support an infrastructure that fosters connections - our project supports improvement to the lived environment and engagement with the third sector to strengthen social capital in our community. 	<p>Our people experience good physical and mental health and wellbeing with access to a quality built and natural environment in which to lead healthier and more active lifestyles.</p> <p>Local Outcome 6</p> <p>Our older population and more vulnerable citizens are supported to maintain their independence and enjoy a high quality of life, and they, their families and carers benefit from effective care and support services.</p>
<p>Environmental Wellbeing</p>	<p>Retaining and renovating an existing building which is in keeping with the aesthetics of the local built landscape is a positive way to enhance the community.</p> <p>It also minimises new carbon emissions associated with demolition and rebuild. It is recognised that renovations can save significant upfront embodied carbon by comparison with a new build which may take many years to achieve savings through lower operational emissions. (https://ukgbc.org/news/what-is-embodied-carbon-in-construction)</p> <p>The limited scope for parking at this site can be viewed as a positive driver to our volunteers and users to utilise the excellent sustainable transportation links available:</p> <ul style="list-style-type: none"> ● directly sited on a bus route ● 5 mins from Glasgow to Edinburgh train line ● 5 mins to Routes 754 and & 755 of the National Cycle Network. 	<p>Local Outcome 1</p> <p>East Dunbartonshire has a sustainable and resilient economy with busy town and village centres, a growing business base, and is an attractive place in which to visit and invest.</p> <p>Local Outcome 5</p> <p>Our people experience good physical and mental health and wellbeing with access to a quality built and natural environment in which to lead healthier and more active lifestyles.</p>
<p>Whether agreeing to the request would be likely to reduce inequalities of</p>	<p>There is no denying that Lenzie is an affluent area as evidenced by only 4.5% of people living in the most deprived 20% of areas in Scotland by SIMD compared with Glasgow City average of 43.2%</p>	<p>Local Outcome 6</p> <p>Our older population and more vulnerable</p>

<p>outcome which result from socio-economic disadvantage</p>	<p>according to Document AI - Community Insight Profile for Lenzie. More importantly though, our project is an opportunity to develop a flexible, inclusive space which will also be open to residents in adjacent areas by the excellent transportation links available.</p> <p>There are still groups in need of support within our population as identified in the Document AI - Community Insight Profile for Lenzie:</p> <ul style="list-style-type: none"> ● 11.8% of people claim Attendance Allowance; ● 6.2% claim Personal Independence Payment; ● 1.0% claim Disability Living Allowance; ● 3.9% of Households are on Universal Credit. ● 10.7% providing unpaid care ● 2.2% providing unpaid care (50+ hours per week) <p>In developing our business plan and case for offering a rent below market value, we have explored the software available from Social Value Engine (https://socialvalueengine.com/) via DTAS who hold a licence. (see Document K - Social Value Engine Report) This innovative software is “based on Social Return on Investment (SROI) methodology and the eight Social Value International principles”. It allows users to demonstrate the value of their project or service in terms of pounds of value created for every one pound of investment. Even using data for a new organisation and funding inputs as outlined in our business plan (Document B - Business Plan (Appendix 3)) our project is estimated to deliver around £5 of value to stakeholders (EDC, residents, workers, vulnerable groups) for every £1 invested in the project.</p> <p>The whole business plan aims to put the project on a sustainable financial footing while balancing the needs of non-profit groups offering free/low cost activities alongside local small businesses which can contribute to overall economic regeneration as outlined above. Any profits can be reinvested into developing and maintaining the building for the community while recognising the continued need to address inequality.</p> <p>By using a BenCom model, we are asking those with greater resources to contribute more to the project, including the diaspora of this population</p>	<p>citizens are supported to maintain their independence and enjoy a high quality of life, and they, their families and carers benefit from effective care and support services.</p>
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	<p>who owe their success to the opportunities afforded them by growing up in the area.</p> <p>However, the “one member one vote” model ensures that financial contribution to the project does not determine any additional influence over how the building is used. The low cost of joining the BenCom (£1) ensures a say in how the organisation is run will always be accessible to all even without contribution to share offers.</p>	
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7.13 How will you fund the project and ensure its future sustainability? (This may include income generation through lettings, hire of facilities, charges, etc.).

As detailed in our business plan the society intends to:

- access a range of grant funding;
- run crowd funding exercises / community share issues (including to help fund phased capital regeneration);
- seek donations; and
- generate trading income (primarily through the letting of space in the hall).

Any profits will be reinvested in the business (e.g. for further development / new projects in support of the society’s charitable purposes) with some put into reserves (e.g. for maintenance of the building /contingency purposes).

7.14 Please demonstrate how your organisation has the capacity and experience to manage the facility. If your community project includes staff then please submit job descriptions for these staff outlining the required qualifications, experience and competences alongside rate of pay and how this will be paid.

Please demonstrate how your organisation has the capacity and experience to manage the facility.

We recently undertook a Skills Audit of our Board and steering group volunteers (9 individuals) based on a template provided by EDVA. One of our volunteers with extensive experience in data analytics has created a summary report with helpful visuals which is attached. ([See Document S - LCHL Skills Audit Jan 2026](#)). The report confirms our own organic assessment that our organisational capacity is strong in the following domains:

- Finance
- Governance and leadership
- Managing people
- Collaborative working
- Digital

We have identified the need to build capacity by formally advertising for volunteers with the following skills:

- Operations
- Fundraising
- Marketing

We have already contacted EDVA about support for recruitment and have [volunteer role adverts up on our website](#))

Biographies of our Board and key volunteers are also on our website as well as attached ([See Document V - Biographies](#))

Our key volunteers with experience in asset management are:

(Vice Chair), has a working background in both private and public sectors in sales, industry marketing and international trade. She is a trustee of the Gavin's Mill Community Project (Scottish Charity No. 047198) which owns Gavin's Mill, a B listed building in Milngavie, which houses a shop and café specialising in ethically produced and fairly traded items. is a founding trustee of Gavin's Mill and part of the board of trustees which has overseen the project to renovate the once derelict building. She continues to deliver hands-on work and management in the running the shop and café.

(Secretary), has worked for the charity The Environmental Rights Centre for Scotland (Scottish Charity No. SC000296) since August 2020. She is currently their Finance & Administration Officer. During this time she has helped set up and grow the charity from a team of 4 employees with annual funding of £20K to its current team of 10 employees with funding of just under £450K. Her work has involved the setting up of finance & admin systems, policies, membership, its website & social media, employment of staff, funding and budgeting, delivery of accounts, working with trustees and members and helping organise events. has property management experience, managing a small portfolio of private rental properties, a number of which she has renovated.

B.Sc. (Hons), C.Eng, M.I.C.E., M.I.H.T. - A retired Civil Engineer, who for many years was a Site Agent responsible for many, various, large construction projects. Latterly an Assistant Business Manager (Strategy, Policy and Road Safety) within a local authority, responsible for around 200 staff. The role included identifying, making funding bids, preparing and issuing contracts and supervising various construction projects year on year. He was a Council-appointed Project Manager for the £3M+ multi-agency project to construct a new station in Gartcosh.

If your community project includes staff then please submit job descriptions for these staff outlining the required qualifications, experience and competences alongside rate of pay and how this will be paid.

[\(See Job descriptions for Project Manager and Community Development Officer \(Documents J & H\), EDC Community Grant funding applications for these and a funding plan for salaries/employment costs are included within the Business Plan \(Documents AB & AF\)\)](#)

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Section 8. Enclosures

Please check that you have enclosed all of the necessary documents. Failure to do so may cause delays with your application and result in your application not being processed.

We prefer if you email attachments electronically however we must have copies of the original signed application and original bank statement. Please email these to assettransfer@eastdunbarton.gov.uk or post to the address below.

8.1 Please ensure you include the following documents with your application.

<input checked="" type="checkbox"/> A copy of your CTB's constitution (if you are a new community group we can provide support with this).	<input checked="" type="checkbox"/> A copy of your most recent audited accounts. As per email from 20/1/26, we are providing an income/expenditure forecast for LCHL as we do not yet have audited accounts
<input checked="" type="checkbox"/> Most recent original bank statement	<input checked="" type="checkbox"/> Annual report of your CTB As per email to 26/1/26, we have agreed to provide minutes of meetings as no Annual Report yet available
<input checked="" type="checkbox"/> Six recent minutes of your organisational management meeting including the minute of the agreement to the CAT request As per email from 20/1/26, we have supplied Board Meeting Minutes from our last 3 meetings	<input checked="" type="checkbox"/> Equality Impact Assessment (if applicable) <input checked="" type="checkbox"/> Environmental Screening (if applicable)
<p>If your CAT request involves annual financing of over £10,000 you must also submit a business plan which details a financing plan for your proposal. A template is provided and you may be eligible for Business Gateway support.</p> <p>If your CAT request involves staff you must submit a job description for each post outlining the required qualifications, experience and competences alongside rate of pay and how this will be paid.</p>	
<input checked="" type="checkbox"/> Business Plan	<input checked="" type="checkbox"/> A job description for each post (this helps us as required skills and experience)

Section 9. Declaration	
9.1 The following statement must be read and two signatures provided: Signatory 1 should be the person who has filled out this form. Signatory 2 should be the Chair, Vice-Chair, Treasurer or Secretary of your CTB. This signatory must be different from signatory 1.	
<i>I confirm that I am allowed to submit this application on behalf of my Community Transfer Body. I also confirm that this application has been filled out accurately.</i>	
Signatory 1	, Chair (See Document AG for scanned copy of signed declaration)
Signatory 2	, Treasurer (See Document AG for scanned copy of signed declaration)

k

Please send completed forms, attaching an additional information to:

**Community Asset Transfer team
East Dunbartonshire Council
Southbank House
Southbank Business Park
Kirkintilloch
G66 1XJ**

Tel: 0300 123 4510

e-mail: AssetTransfer@eastdunbarton.gov.uk

Data Protection Act 1998

The information provided on this form will be processed by *East Dunbartonshire Council* in accordance with the Data Protection Act 1998. The data you provide will be used for improving the administration of the Community Asset Transfer Scheme; consult with you; help promote your CTB; advise you of training opportunities; and keep you up to date with other news that may affect your group.

Your information may be shared with our colleagues in the Council and the voluntary sector. If you do not wish your group's details to be shared please tick this box.

Other Formats & Translations

This document can be provided in large print, Braille or on CD and can be translated into other community languages. Please contact the Council's Corporate Communications Team at 12 Strathkelvin Place, Kirkintilloch, G66 1TJ, tel 0300 123 4510

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510 。

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

Gabhaidh an sgrìobhainn seo cur gu Gàidhlig ma tha sin a dhìth oirbh. Cuiribh fòn gu 0300 123 4510

अनुरोध करने पर यह दस्तावेज़ हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फ़ोन कीजिए।