



COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015

ASSET TRANSFER REQUEST FORM

EAST LOTHIAN COUNCIL

IMPORTANT NOTES:

This asset transfer request form is to be used to make a request to East Lothian Council.

You do not need to use this form to make an asset transfer request, but using this form will help you to make sure you include all the required information.

You should read the asset transfer guidance provided by the Scottish Government before making a request. Please also read East Lothian Council Guidance on Asset Transfer.

You are strongly advised to contact *Liz Mclean* to discuss your proposals before making an asset transfer request.

When completed, this form must be emailed to assettransfers@eastlothian.gov.uk

This is an asset transfer request made under Part 5 of the Community Empowerment (Scotland) Act 2015.

Section 1: Information about the community transfer body (CTB) making the request

1.1 Name of the CTB making the asset transfer request

Sustaining Dunbar

1.2 CTB address. This should be the registered address, if you have one.

Postal address:

27 High Street

Dunbar

Postcode: EH42 1EN

1.3 Contact details. Please provide the name and contact address to which correspondence in relation to this asset transfer request should be sent.

Contact name:

[REDACTED]

Postal address:

[REDACTED]

[REDACTED]

Postcode:

[REDACTED]

Email:

[REDACTED]

Telephone:

[REDACTED]

We agree that correspondence in relation to this asset transfer request may be sent by email to the email address given above. *(Please tick to indicate agreement)*

You can ask the relevant authority to stop sending correspondence by email, or change the email address, by telling them at any time, as long as 5 working days' notice is given.

1.4 Please mark an “X” in the relevant box to confirm the type of CTB and its official number, if it has one.

| | | |
|---|---|----------|
| X | Company, and its company number is | SC351910 |
| | Scottish Charitable Incorporated Organisation (SCIO), and its charity number is | |
| | Community Benefit Society (BenCom), and its registered number is | |
| | Unincorporated organisation (no number) | |

Please attach a copy of the CTB’s constitution, articles of association or registered rules.

1.5 Has the organisation been individually designated as a community transfer body by the Scottish Ministers?

No

Yes

Please give the title and date of the designation order:

1.6 Does the organisation fall within a class of bodies which has been designated as community transfer bodies by the Scottish Ministers?

No

Yes

If yes what class of bodies does it fall within?

community controlled body

Section 2: Information about the land and rights requested

2.1 Please identify the land to which this asset transfer request relates.

You should provide a street address or grid reference and any name by which the land or building is known. If you have identified the land on the relevant authority's register of land, please enter the details listed there.

It may be helpful to provide one or more maps or drawings to show the boundaries of the land requested. If you are requesting part of a piece of land, you must give a full description of the boundaries of the area to which your request relates. If you are requesting part of a building, please make clear what area you require. A drawing may be helpful.

Asset Number 1637 Former Dunbar Area Housing Office & Flats

46 – 48 High Street, Dunbar EH42 1JH

Including the garden area as shown on the attached plan.

2.2 Please provide the UPRN (Unique Property Reference Number), if known.

If the property has a UPRN you will find it in the relevant authority's register of land.

UPRN:

Section 3: Type of request, payment and conditions

3.1 Please tick what type of request is being made:

| | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | for ownership (under section 79(2)(a)) - go to section 3A |
| <input type="checkbox"/> | for lease (under section 79(2)(b)(i)) – go to section 3B |
| <input type="checkbox"/> | for other rights (section 79(2)(b)(ii)) - go to section 3C |

3A – Request for ownership

What price are you prepared to pay for the land requested? :

| |
|--|
| Proposed price: [REDACTED] |
|--|

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

3B – request for lease

What is the length of lease you are requesting?

| |
|--|
| |
|--|

How much rent are you prepared to pay? Please make clear whether this is per year or per month.

| |
|---|
| Proposed rent: £ per |
|---|

Please attach a note setting out any other terms and conditions you wish to be included in the lease, or to apply to the request in any other way.

3C – request for other rights

What are the rights you are requesting?

| |
|--|
| |
|--|

Do you propose to make any payment for these rights?

Yes

No

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

| |
|--|
| Proposed payment: £ per |
|--|

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

Section 4: Community Proposal

4.1 Please set out the reasons for making the request and how the land or building will be used.

This should explain the objectives of your project, why there is a need for it, any development or changes you plan to make to the land or building, and any activities that will take place there.

Our vision

Sustaining Dunbar's overall aim is for the people and environment of Dunbar and district to thrive, now and into the future. Our vision is of a community where people are healthy, connected and empowered; living and working is easy and attractive; and where a vibrant local economy provides good livelihoods and meets local needs.

To contribute towards the realisation of this vision, we plan to establish a community coworking centre in the property that is the subject of this request. The objectives of the coworking centre are to:

Promote economic development

- by providing high quality workspace and superfast broadband to new and existing businesses, primarily to microbusinesses and social enterprises
- by providing opportunities for networking, collaboration and professional development to support business growth
- increase trade in the High Street by generating greater footfall in the High Street by users and visitors to the centre
- grow the local economy by promoting local procurement by members of goods and services from other local businesses
- by providing facilities and support to community groups addressing economic development
- by using local suppliers wherever possible in the refurbishment, fit out and operation of the premises

Promote regeneration

- by bringing an empty building back into use
- by improving visual appearance of the building
- by providing facilities and support to community groups addressing regeneration

Promote public health

- by improving quality of working life, improving work life balance, and reducing stress through greater social interaction of lone home workers and reduced commuting
- by providing facilities and support to community groups addressing public health

Promote social wellbeing

- by organising events and activities that bring together individuals, businesses, social enterprises and community groups
- by providing learning activities
- by providing facilities and support for artists and other cultural creatives
- by providing facilities and support to community groups addressing social wellbeing

Environmental wellbeing

- by reducing carbon emissions and congestion associated with commuting by providing a local place to work
- by providing facilities and support to community groups addressing environmental wellbeing
- by using reclaimed, recycled and low carbon materials, equipment and supplies wherever possible in the refurbishment, fit out and operation of the premises

Reduce inequalities of outcome which result from socio-economic disadvantage

- by providing facilities and support to community groups addressing inequalities
- by procuring, where possible, goods and services from social enterprises that address inequalities, in the refurbishment, fit out and operation of the premises.

Encourage equal opportunities

- by providing access to high quality workspace, professional development and business development services to those people working from home, who are often women and those with caring responsibilities.
- by providing facilities and support to community groups addressing inequalities

Creation of a community coworking centre

Coworking centres are “membership-based workspaces where diverse groups of freelancers, remote workers, and other independent professionals work together in a shared, communal setting”. Our *community* coworking centre will serve a wide range of individuals, businesses, social enterprises and community groups:

- Self employed individuals: at start up or established; full or part time.
- Employees who work remotely from their employers’ premises: regularly, eg remote workers, or occasionally, eg commuters who have the option to work from ‘home’.
- Small businesses and social enterprises seeking additional workspace
- Corporate organisations (public, private or third sector) seeking flexible workspace for employees
- Community groups seeking meeting and event space

The community coworking centre will provide the following services:

- Workspace, including: ‘hot desks’ with packages from 1 to 5 days per week; permanent desks; private offices; private and shared artists studios.
- Meeting rooms and event space.
- The space will be served by superfast broadband and high quality wifi.
- A programme of events to encourage and support networking and collaboration between members and between members and other local businesses and organisations
- A programme of training and skill sharing to support personal and professional development, and business growth.
- Programmes of specialist support for new and existing community organisations and social enterprises, including fundraising, organisational development, strategic and project planning, and subsidised access to work and meeting space.

The need

The need for workspace has been identified in the area and more widely across East Lothian by a range of statutory organisations and partners:

The *East Lothian Plan 2017-27* includes the outcome “Local businesses are thriving and the business base is expanding” and states “one significant ongoing challenge is the availability of employment land, both for new businesses and for businesses that wish to expand.”

The *Dunbar & East Linton Area Partnership Action Plan 2018* includes the goal “Local Business will be supported to grow”, and identifies the following priorities: “LE8 Spaces for business start ups”; “LE27 Spaces for business, Need to find ways to provide flexible affordable workspace & shared office accommodation”.

The *Tyne Esk LEADER Local Development Strategy 2014 – 2020*, includes Objective 7: “More people are able to access workshop spaces/meeting places for people in employment/starting employment/starting enterprises to reduce levels of commuting/support local employment.”

The *Local Resilience Action Plan*, developed in 2012 by Sustaining Dunbar, building on a survey of 1,500 residents, found that “Most people would like to be able to work more locally but feel that there are currently few local employment options” and identified the need for flexible workspace, starter units and workshops.

The documents cited above demonstrate the need for workspace locally. In 2017 we undertook a feasibility study, including market research. This found the following evidence of need:

- A third of all respondents said they would use the coworking space, 10% regularly and 23% occasionally.
- People who owned their own business or who worked from home as part of a business were asked if they would use a flexible workspace; 57% said they would use it, 44% saying they would use it regularly.
- Interviews with stakeholders revealed a distinct lack of office premises suitable for micro and small businesses or social enterprises in the Dunbar area. Stakeholders felt that a coworking space would be welcomed.
- Some consultees highlighted that the Dunbar area hosts a large commuter population who work in Edinburgh, both in commerce and large, national third sector organisations. Many discussed that commuters, and their employing organisations, would welcome the opportunity to work a few days in a local shared space, saving time and money, as well as cutting their carbon footprint. A social enterprise representative organisation stated that enterprise activity, including social enterprise, is now developing in the Dunbar area and this should boost demand for the proposed facility.

Demographic trends, the scale of new house building local, and a growth in self employment all suggest the need for the services offered by our community coworking centre will continue to grow.

Developments

To establish the community coworking centre we propose repairing and refurbishing the building as necessary; applying for planning permission to change the use of the two flats to provide offices and artists studios.

Benefits of the proposal

4.2 Please set out the benefits that you consider will arise if the request is agreed to.

This section should explain how the project will benefit your community, and others. Please refer to the guidance on how the relevant authority will consider the benefits of a request.

Promote economic development

Objectives:

Create jobs; promote local economic development

Outcomes:

Generate between 13 and 18 jobs.

Generate an annual GVA injection of between £597k and £826k to the economy

A range of wider economic benefits are also expected including perception benefits, neighbourhood benefits, member benefits, 'buying local' benefits and broader

taxation benefits. Furthermore, the new employment in the town centre will inject money into the town businesses and reduce the leakage out of the town.

Objectives:

East Lothian Plan 2017 - 27: "Partners will use our land and property assets for the benefit of the people of East Lothian, including wherever possible allocating any surplus suitable assets to deliver affordable housing and/ or business premises" (p14). 1.2 Local businesses are thriving and the business base is expanding. "We will work together to relocate and co-locate, and repurpose suitable surplus assets as employment land."(p8)

Dunbar and East Linton Action Plan Goal/Aim: LE8 Spaces for business start ups. LE9 Spaces for business, support promotion and development of vacant premises/sites. LE27 Spaces for business, Need to find ways to provide flexible affordable workspace & shared office accommodation.

TyneEsk Objective 7. More people are able to access workshop spaces/meeting places for people in employment/starting employment/starting enterprises to reduce levels of commuting/support local employment.

Outcomes:

Provision of c.300 sqm of flexible office accommodation, associated meeting rooms and services.

Objectives:

East Lothian Plan 2017 - 27: Outcome 1.3 People and businesses in East Lothian have better access to digital infrastructure and the digital skills they need.

DELAP Goals/Aims: LE6 Access to high speed broadband;

Outcomes:

The coworking centre will provide a means of access to superfast broadband for self employed and microbusinesses from the local area where superfast broadband is not currently available.

A programme of training and skill sharing will develop the digital skills of users, approx 100 people each year.

Promote regeneration

Objectives:

Dunbar and East Linton Action Plan Goal/Aim: Our Conservation Areas will be promoted and enhanced; Local Business will be supported to grow: LE9 Spaces for business, support promotion and development of vacant premises/sites.

TyneEsk Outcome 11: People's local built environment is improved

Outcome:

The disused and unsightly building at 46-48 High St, Dunbar will be brought back into use, repaired and refurbished, including the street frontage.

Promote public health

Outcome:

100 members of the coworking space each year will experience improved quality of working life, improved work life balance, and reduced stress through greater social interaction of lone home workers and reduced commuting

Enable community groups addressing this objective to better achieve their aims through provision of services and support.

Promote social wellbeing

Objectives:

ELP Outcome 2.1 East Lothian has strong resilient communities where people respect and support each other.

TyneEsk Outcome 1. People are more involved with their communities (including virtual communities); Outcome 2. There is improved community cohesion, especially between "old" and "new" communities

Outcomes:

100 members of the coworking space each year will participate in a programme of events that promote engagement between members and local community groups, including introducing members living in new developments to the range of local community groups.

Enable community groups addressing this objective to better achieve their aims through provision of services and support.

Objective Environmental wellbeing

Outcomes:

Reduced carbon emissions and congestion as less people commute by car to Edinburgh.

Avoided carbon emissions, waste, pollution through the use of reclaimed, recycled and low carbon materials, equipment and supplies wherever possible in the refurbishment, fit out and operation of the premises.

Enable community groups addressing this objective to better achieve their aims through provision of services and support.

Objective Reduce inequalities of outcome which result from socio-economic disadvantage

Outcomes:

Procurement of goods and services from social enterprises that address inequalities, in the refurbishment, fit out and operation of the premises.

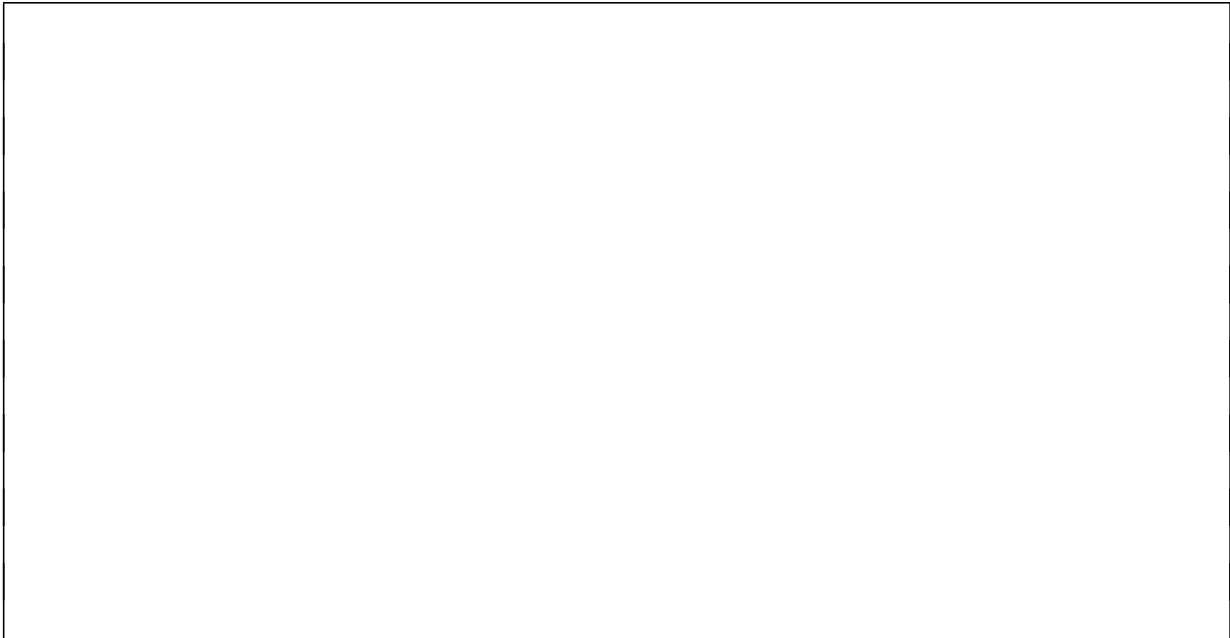
Enable community groups addressing this objective to better achieve their aims through provision of services and support.

Objective Encourage equal opportunities

Outcomes:

Provide 30 women with child care responsibilities with access to high quality workspace, professional development and business development services.

Enable community groups addressing this objective to better achieve their aims through provision of services and support.



Restrictions on use of the land

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

Restrictions might include, amongst others, environmental designations such as a Site of Special Scientific Interest (SSI), heritage designations such as listed building status, controls on contaminated land or planning restrictions.

The building is in a conservation area. The building will be developed and refurbished to comply with relevant regulations and to enhance the conservation area.

Negative consequences

4.4 What negative consequences (if any) may occur if your request is agreed to?
How would you propose to minimise these?

You should consider any potential negative consequences for the local economy, environment, or any group of people, and explain how you could reduce these.

We have assessed the dis-benefits the project may have. The only significant issue we have identified is potential business displacement though this seems unlikely to happen.

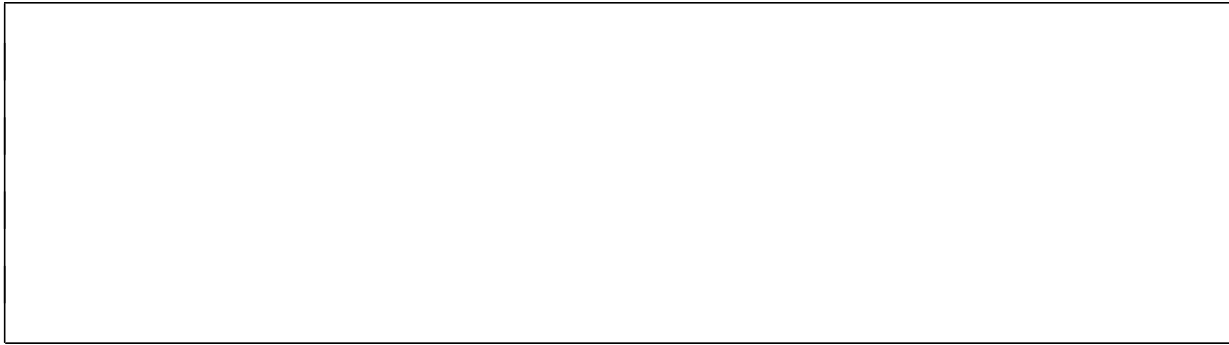
We believe that the overwhelming majority of our members will currently work from home or from their employers' office. For this segment of the market our main competitors will therefore be other coworking spaces, rather than traditional offices.

The nearest coworking space to Dunbar, and the only one in East Lothian, [REDACTED] [REDACTED] We do not envisage competition for members between ourselves and [REDACTED] First, closeness to home is an important factor when choosing to cowork, and internationally 60% of coworkers commute less than 20 minutes. Secondly, we believe the market for coworking is large enough, and growing, [REDACTED]

As well as desk space we the coworking centre will also offer private offices and artists' studios. Our market research indicates there is a longstanding shortage of office space in the area. We have spoken with [REDACTED] [REDACTED] a strong demand for offices with empty units being filled almost immediately. [REDACTED] also supported our proposal and did not see it affecting [REDACTED]

The only artists' studios available locally are at [REDACTED] We have spoken with [REDACTED] [REDACTED] We are aware of plans to create retail studios for craft workers at [REDACTED]. Our studios will not allow retail from the premises and so will not compete with [REDACTED]

On the basis that (a) we are creating a new market for people who don't currently rent office space, and (b) that the unmet demand for coworking, offices and studios locally is high, we believe our community coworking centre will have no negative impact on existing businesses.



Capacity to deliver

4.5 Please show how your organisation will be able to manage the project and achieve your objectives.

This could include the skills and experience of members of the organisation, any track record of previous projects, whether you intend to use professional advisers, etc.

Sustaining Dunbar has 10 years experience of been bringing people together to create practical projects across the Dunbar and East Linton area that improve the quality of life, support the local economy and enhance the natural environment. Sustaining Dunbar has experience of developing and delivering multi-year projects. Major projects and and legacies include:

2008: Feasibility study to establish a community bakery, funded by Investing in Ideas

2009 - 2012: Incredibly Edible project reconnecting people to the land

2009 - 2010: Feasibility study to establish a community owned district heating scheme, funded by Community Energy Scotland

2009 - 2011: Development of Dunbar 2025 Vision & Action Plan and Energy Advice Service, funded by Climate Challenge Fund

2009: Community Bakery Share Issue

2010: Our Locality, a free web presence for local groups and businesses, funded by Awards for All

2010 - 2011: Connecting Dunbar, sustainable travel project, funded by Climate Challenge Fund

2010: Feasibility study to establish community greengrocers, funded by Investing in Ideas

2011-2012: First Steps to Resilience project, funded by Climate Challenge Fund, included: food waste project with schools; establishment of a community energy company; energy advice; sustainable travel

2011: co-founded RELBUS, Rural East Lothian Bus Users, to engage transport operators and local authority

2011: co-founded local car club, with additional funding from Carplus, later merged with Co-wheels, a nationwide social enterprise

2011: Dunbar Community Bakery established following successful feasibility study and community share issue

2014: Feasibility study to establish a community enterprise park in East Linton, funded by Awards for All

2014 - 2016: Household Canny project addressing energy efficiency, food growing, food waste, safer streets and improved public transport, funded by Climate Challenge Fund

2014 - 2017: Zero Waste Dunbar, Scotland's first Zero Waste Town, delivering projects to reduce, reuse and recycle, funded by Zero Waste Scotland

2014 - ongoing: Belhaven Community Garden established at Belhaven Hospital, offering therapeutic growing space for community, space and patients

2017: Miixer CIC, successor of Zero Waste Dunbar, established as independent social enterprise operating across East Lothian, diverting over 30 tonnes of material from landfill every month for community benefit.

The board, which includes new and longstanding members, has a broad range of experience and skills. The current members are:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

An experienced Development Manager, reporting to the board, is contracted to develop the community coworking centre, and architects have been appointed who are leading a team of relevant specialists.

A project advisory group has been established to advise the development manager and the board. The group currently consists of:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Section 5: Level and nature of support

5.1 Please provide details of the level and nature of support for the request, from your community and, if relevant, from others.

This could include information on the proportion of your community who are involved with the request, how you have engaged with your community beyond the members of your organisation and what their response has been. You should also show how you have engaged with any other communities that may be affected by your proposals.

Our engagement with the community includes:

- The creation of a project website inviting people to support the project
- Two articles about the project in the East Lothian Courier

- Several news items in the Midlothian and East Lothian Chamber of Commerce ebulletin
- Widespread promotion of the project, a public meeting and other events via: Facebook: on our own page; the main 'town' FB group, Dunbar Online (6,200 members); Dunbar Events (1,630); What's on in East Lothian (3,700); pages for local villages; and via the pages of some local groups; Twitter: our tweets picked up and retweeted by Lothian Loop (7,480 followers); East Lothian Courier (9,620); and various local groups circulated information to their members.
- Posters in the High Street and local venues such as the community centre, and flyers handed out to commuters at the train station and on trains.
- An information evening in a local hotel.

The results of this activity include:

- over 150 people, businesses and local groups have signed up to support the project via our website, with many also leaving positive comments. See: <https://www.coworkingdunbar.com/supporters>

Groups supporting the project include all four community councils in our ward: Dunbar Community Council, Dunder Community Council, West Barns Community Council and East Lammermuir Community Council; and from a wide range of community groups and social enterprises: The Ridge, Rotary Club Dunbar, St Annes Church Dunbar, Discovery Church Dunbar, Dunbar Community Woodland Group, Dunbar Parish Church, East Lothian Quaker Meeting, West Barns Arts, West Barns Village Hall Committee, Dunbar Sings.

- Comments on social media have been overwhelmingly supportive.
- The information evening was attended by 23 people, excluding Sustaining Dunbar board members and the development manager. On a sunny Monday evening for a project that doesn't involve an emotive issue, such as a threat to an iconic building, we believe this is a respectable turnout. All were very supportive of the project and many wish to be actively involved in the development of the project going forward, and offered to volunteer their time and professional skills.

Section 6: Funding

- 6.1 Please outline how you propose to fund the price or rent you are prepared to pay for the land, and your proposed use of the land.

You should show your calculations of the costs associated with the transfer of the land or building and your future use of it, including any redevelopment, ongoing maintenance and the costs of your activities. All proposed income and investment should be identified, including volunteering and donations. 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.

We propose to fund the purchase price of the land with a grant from Scottish Land Fund. We are eligible for the scheme, and have already received Stage 1 funding and been invited to apply for Stage 2 to fund the purchase, and associated legal and professional fees.

The costs of redevelopment, refurbishment and fitting out are estimated to be in the order of £90,000. We aim to fund this with a mixture of corporate sponsorship, grants and loans. Our business model assumes only a revenue grants from SLF and loans. Success in attracting sponsorship and other grants will reduce our cost of finance. We have had initial conversations with East Lothian Investment Ltd and Social Investment Scotland. We are eligible for these schemes and have been encouraged to apply.

We have prepared a business plan for the acquisition, development and operation of the community coworking centre which indicates the project will breakeven at the end of year 5 of operation, even allowing for significant increase in development costs.

| | |
|---|----------|
| Capital Expenditure (post acquisition) | |
| Building works | £80,000 |
| Furniture & fittings | £10,000 |
| CRM Systems | £2,000 |
| Professional fees | £10,000 |
| <i>Total</i> | £102,000 |
| Funded by | |
| Loan (East Lothian Investment Ltd) | £25,000 |
| Loan (Social Investment Scotland) | £77,000 |
| <i>Total</i> | £102,000 |

| Revenue | Y1 | Y2 | Y3 | Y4 | Y5 |
|---------------------------------|--------|--------|--------|--------|--------|
| Rental: desks, offices, studios | 34,587 | 62,274 | 94,118 | 94,118 | 94,118 |

| | | | | | |
|---------------------------------|----------|----------|---------|---------|---------|
| Venue hire | 10,332 | 20,664 | 33,062 | 33,062 | 33,062 |
| SLF Grant | 22,800 | 16,000 | | | |
| <i>Total</i> | 67,719 | 98,938 | 127,180 | 127,180 | 127,180 |
| Expenditure | | | | | |
| Staffing costs | 55,200 | 55,200 | 55,200 | 55,200 | 55,200 |
| Insurances | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 |
| Printing supplies | 500 | 125 | 125 | 125 | 125 |
| Heat & light | 3,500 | 3,500 | 3,500 | 3,500 | 3,500 |
| Health & Safety | | 500 | 1,000 | 1,000 | 1,000 |
| Repairs & maintenance | 500 | 2,000 | 2,000 | 2,000 | 2,000 |
| Postage & stationery | 225 | 300 | 300 | 300 | 300 |
| Advertising & publicity | 2,500 | 2,500 | 1,250 | 1,250 | 1,250 |
| Telephones & internet | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| Catering & supplies | 600 | 1,200 | 1,200 | 1,200 | 1,200 |
| Cleaning | 1,875 | 2,500 | 2,500 | 2,500 | 2,500 |
| Staff recruitment | 800 | | | | |
| Staff development | 600 | 600 | 600 | 600 | 600 |
| Professional fees | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| CRM fees | 350 | 700 | 700 | 700 | 700 |
| Bank charges | | 800 | 800 | 800 | 800 |
| Miscellaneous | 1,000 | 1,600 | 2,000 | 2,000 | 2,000 |
| Book-keeper | 3,600 | 4,800 | 6,000 | 6,000 | 6,000 |
| Loan interest & repayments | 12,486 | 18,372 | 17,891 | 17,449 | 10,688 |
| <i>Total</i> | 89,236 | 100,197 | 100,566 | 100,124 | 93,363 |
| <i>Annual Profit (loss)</i> | (21,517) | (1,259) | 26,614 | 27,056 | 33,817 |
| <i>Cumulative Profit (loss)</i> | (21,517) | (22,776) | 3,838 | 30,894 | 64,711 |

The income and expenditure above is based only on commercial trading. Profits will be used to (a) provide discounted accommodation, services and support to community groups and social enterprises, (b) other purposes in line with Sustaining Dunbar's charitable objects.

A full business plan is available on request.

Signature

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

This form and supporting documents will be made available online for any interested person to read and comment on. Personal information will be redacted before the form is made available.

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

We declare that the information provided in this form and any accompanying documents is accurate to the best of our knowledge.

Name [REDACTED]

Address [REDACTED]

Date 15 Oct 2018

Position [REDACTED]

Signature [REDACTED]

Name [REDACTED]

Address [REDACTED]
[REDACTED]

Date 15 Oct 2018

Position [REDACTED]

Signature [REDACTED]

Checklist of accompanying documents

To check that nothing is missed, please list any documents which you are submitting to accompany this form.

Section 1 – you must attach your organisation’s constitution, articles of association or registered rules

Title of document attached:

sustdunbarMandA-revised-4-6-18.pdf

Section 2 – any maps, drawings or description of the land requested

Documents attached:

46-48 High Street, Dunbar - Site Plan.pdf

Section 3 – note of any terms and conditions that are to apply to the request

Documents attached:

Section 4 – about your proposals, their benefits, any restrictions on the land or potential negative consequences, and your organisation’s capacity to deliver.

Documents attached:

Section 5 – evidence of community support

Documents attached:

Section 6 – funding

Documents attached: