

APPLICATION TO ACQUIRE AN ASSET OF COMMUNITY VALUE CHECKLIST

Community Use

	Question	Yes	No	Note
1	Is the asset to be provided for a public purpose?			<i>The council will not transfer assets for private or commercial use</i>
2	Will the asset be hired or used by third parties?			<i>If 'yes' your application should set out how this will work</i>
3	Will your organisation supervise use of the asset?			<i>If 'no' your application should explain how use will be supervised</i>
4	Will the public have access to the asset?			<i>If 'yes' your application should set out how your liabilities will be covered</i>

Is the Asset Fit for Proposed Use?

	Question	Yes	No	Note
5	Is it big enough?			<i>The Council will not transfer assets that are unsuitable</i>
6	Is it in the right location?			<i>The Council will not transfer assets that increase unnecessary car use</i>
7	Is it safe?			<i>The Council will not transfer assets that are unsafe</i>
8	Does it have utilities? (Water, electricity, drainage, etc.)			<i>If 'no' your application should explain if they are needed</i>

Community Support and Consultation

	Question	Yes	No	Note
9	Have you consulted nearby residents?			<i>If 'no' please consult before submitting your application</i>
10	Have you consulted adjoining owners?			<i>If 'no' please consult before submitting your application</i>
11	Have you consulted others affected by the proposal?			<i>If 'no' please consult before submitting your application</i>
12	Have you consulted the local Wiltshire Councillor?			<i>If 'no' please consult before submitting your application</i>
13	Have you consulted the local Parish Council?			<i>If 'no' please consult before submitting your application</i>
14	Is there community support for the change of use?			<i>If 'no' consider carefully whether you wish to proceed with your application</i>

Legal

	Question	Yes	No	Note
15	Are there any covenants or other legal constraints?			<i>If 'yes' your application should explain implications</i>
16	Does the proposed use require planning consent?			<i>If 'yes' your application should explain implications</i>
17	Have you considered insurance cover?			<i>If 'no' your application should explain implications</i>
18	Have you assessed health and safety liabilities?			<i>Your application must explain how you will deal with risks and liabilities</i>

Finance

	Question	Yes	No	Note
19	Can you meet all capital maintenance costs?			<i>If 'no' your application should explain how funding will be provided</i>
20	Can you meet all day-to-day running costs?			<i>If 'no' your application should explain how funding will be provided</i>
21	Will you use the asset to generate income?			<i>If 'yes' your application should provide further details</i>
22	Will any third party be assisting with the costs?			<i>If 'yes' your application should provide further details</i>
23	Do you have any contingency funds?			<i>If 'no' your application should set out how you will deal with contingencies</i>

Management

	Question	Yes	No	Note
24	Will you manage the asset?			<i>If 'no' your application should set out who will manage the asset</i>
25	Will a Management Committee be set up?			<i>If 'yes' your application should set out how this will work</i>
26	Will users of the asset be involved?			<i>If 'yes' your application should set out how this will work</i>
27	Will someone be employed to manage the asset?			<i>If 'yes' your application should set out how this will work</i>