

Community Asset Transfer (CAT)

QUICK GUIDE FOR COMMUNITIES AND ORGANISATIONS THAT WOULD LIKE TO MANAGE A COMMUNITY FACILITY



Usually, Bristol City Council (BCC) will invite expressions of interests (EOI) on available assets but sometimes communities will approach BCC about a council owned asset.

Find an asset



All available assets are published on a prospectus on our [website](#) and promoted through local Councilors, Voscur and social media.

Applicants have 6-8 weeks to complete and submit the first stage of the EOI to community.buildings@bristol.gov.uk

Your EOI will be shared with the relevant departments as well as our CAT decision making board.

Shortlisting



If your expression of interest meets the basic criteria, we will shortlist against other EOI's (if there are any)

If you are the preferred applicant, you will be invited to make a full business case.

Your business case will then be evaluated and taken to our CAT group for review.

CAT groups can only grant leases of up to 35 years, anything over this needs to go through cabinet.

CAT groups can only grant leases up to the value of 500k, anything over this needs to go through cabinet.

Additional Information



You may need to prepare evidence to show that you are "pre-visible" compliant.

Pre-Visible is a set of standards developed by Community Matters and uses a checklist of 30 criteria to assess well-managed charitable organisations.
www.visiblecommunities.org.uk

Agreements and handover



Heads of Terms and service level agreement (SLA) will be sent for comment and applicant will be asked to seek legal advice.

Our solicitor will draft a lease, this will then be sent along with the SLA to be signed.

Heads of terms - a summary of the details included in a lease.

SLA's are valid for 5 years and will renew automatically if the tenants service remains the same.

Handover: utilities checked, and keys handed to tenant



Please note this is for guidance only and not a legal document.

Please refer to www.bristol.gov.uk/cat for further information