

## **Community Asset Transfer (CAT) timeline**

1. Community Transfer Body (CTB) (that is community group) identifies suitable building/land from North Ayrshire Council (NAC) via the online asset register.
2. CTB contacts NAC with idea and to seek support. CTB can request NAC to share any relevant information about asset.
3. CTB completes initial enquiry form.
4. NAC may request further information/advice before processing the application. A single point of contact (SPOC) will be appointed from NAC to support the group.
5. CTB completes full asset transfer request.
6. NAC acknowledges receipt and provides validation date (which generally means a decision will be made within six months of this date).
7. NAC notifies stakeholders of the asset by publishing a notice of request. After 20 days of notification, any representations are copied to CTB. CTB has then 20 working days to comment on representations.
8. Full application assessed by CAT team (within six months unless there are factors that influence the speed). Report stating recommendation presented to Cabinet.
9. Cabinet decides whether CAT is approved.
10. Decision note is sent to CTB.
11. Decision note is published and anybody who made representations is informed of decision.
12. Decision notice and draft offer sent to CTB.

### **If decision is 'No'**

The CTB can seek review of appeal within 20 working days.

### **If decision is 'Yes'**

1. The CTB will appoint a lawyer and have six months to accept the offer or negotiate terms with NAC; followed by a subsequent six months to negotiate and conclude contract. (This can be extended in certain circumstances).
2. Contract concluded between lawyers.
3. Final arrangements are made for handover.
4. Transfer takes place.