Community Asset Transfer Flowchart

Inquiry received to
Head of Estates

Informal discussion held with
Community Transfer Body

Head of Estates to lead on the
consultation phase

Notify the Corporate
Business Manager of
potential request

Identify the Support
Lead contact point

Identify Lead General
Manager to undertake
review of application.

Inform Central Legal
Office of the potential
request.

Head of Estates to inform
the Community Transfer
Body of support and review
contact points.

Notify Management
Team of potential
request and the support
and review contacts

Formal application received
from the Community transfer
Body.

Application forwarded to the
Lead General Manager.

Update the Support Contact
and the Corporate Business
Manager of receipt of
application.

Share application with
Central Legal Office to
begin the review phase.

Maintain contact with the
Community Transfer
Body for progress
updates.

Outcome of the review
process discussed with
Management Team.

Decision discussed with
the Community Transfer
Body

Right to appeal decision