



## Community Empowerment (Scotland) Act 2015

### Community Asset Transfer Request Form

#### **IMPORTANT NOTES:**

This form is for use by an Organisation wishing to request transfer of an asset from Glasgow City Council.

You should read the [asset transfer Guidance for Community Transfer Bodies](#) provided under the Community Empowerment (Scotland) Act 2015 before making your request. This form includes page numbers of parts of the Guidance that will help you to complete the form. We also provide additional information on our website.

When completed this form and accompanying documents (see checklist at end of this form) should be sent to:

[communityassettransfer@glasgow.gov.uk](mailto:communityassettransfer@glasgow.gov.uk)

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

## Section 1 Organisation Information

Please provide details of the Organisation making the request		
1.1 Name of Organisation:	<b>South Seeds</b>	
1.2 Address of Organisation (this should be the registered address, if you have one):	[REDACTED]	
1.3 Contact Name:	[REDACTED]	
1.4 Position in Organisation:	[REDACTED]	
1.5 Correspondence address:	<b>As above</b>	
1.6 Postcode:	<b>As above</b>	
1.7 Telephone Number:	[REDACTED]	
1.8 E-mail address:  Do you agree that correspondence in relation to this asset transfer request may be sent by email to the email address given above?	[REDACTED]  Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9 Website Address (if applicable):	<b>www.southseeds.org</b>	
1.10 Please indicate what type of Organisation you are, along with the official number (if applicable): (see pages 11-15 of <a href="#">Guidance</a> )	Company and its company number is:	
	Scottish Charitable Incorporated Organisation (SCIO) and its charity number is: <b>SC042244</b>	<b>Yes</b>
	Community Benefit Society (BenCom) and its registered number is:	
	Unincorporated Organisation (no number)	
1.11 Please indicate what type of Community Transfer Body your are (see pages 11-15 of <a href="#">Guidance</a> )  Please tick only <b>one</b>	Community Controlled Body (see pages 11-14 of <a href="#">Guidance</a> )	<b>Yes</b>
	Your Organisation been individually designated as a community transfer body by Scottish Ministers? (see pages 14-15 of <a href="#">Guidance</a> )  If yes, please give the title and date of the designation order:	

	<p>Your Organisation falls within a class of bodies which has been designated as community transfer bodies by Scottish Ministers? (see pages 14-15 of <a href="#">Guidance</a>)</p> <p>If yes, what class of bodies does it fall within?</p>	
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Please **attach** a copy of the Organisation's constitution, articles of association or registered rules.

## Section 2 Asset Information

2.1 Please provide the Name (if it has one), Address and Postcode of the asset.	<b>'The old changing rooms', Queen's Park Recreation Ground, Glasgow</b>
2.2 Please provide the name of the Landlord or Owner of the asset	<b>Glasgow City Council</b>
2.3 Is the asset a Building or Land or both?	<b>Both – we are seeking a transfer of the building and the land currently within the security fencing (marked in orange on the attached plan). The approximate area of this is 1,050m<sup>2</sup> (0.26 acres).</b>
2.4 Please provide the UPRN (Unique Property Reference Number) if known (This may be given in the authority's register of land)	<b>The UPRN of Queen's Park Recreation Ground is 906700430981 but we could not find a number for the changing rooms itself.</b>

Please **attach** a location plan of the asset, if available.

## Section 3 Type of request, payment and conditions

<p>3.1 Please indicate what type of request is being made:</p> <p>See <a href="#">Community Empowerment (Scotland) Act 2015</a> for relevant sections (also see pages 29-30 of <a href="#">Guidance</a>)</p>	For ownership (under section 79(2)(a)) – go to section 3.2A below	<b>Yes</b>
	For lease (under section 79(2)(b)(i)) – go to section 3.2B below	
	For other rights (section 79(2)(b)(ii)) – go to section 3.2C below	
3.2A – Request for <b>ownership</b> : What price are you prepared to pay for the land and/or building	Proposed price: £1, however we are open to further discussions on this. The price would be subject to whether the building is to be demolished and the	

<p>requested?</p> <p>(Please <b>attach</b> a note setting out any other terms and conditions you wish to apply to the request)</p>	<p>presence of any geology or planning issues that would prohibit South Seeds' use of the site</p>
<p>3.2B – Request for <b>lease</b>: What is the length of lease you are requesting?</p> <p>How much rent are you prepared to pay? Please make clear what period this would cover, for example per week, per month, per year.</p> <p>(Please <b>attach</b> a note setting out any other terms and conditions you wish to apply to the request)</p>	<p>Proposed price: £</p>
<p>3.2C – Request for <b>other rights</b>: What are the rights you are requesting?</p> <p>Do you propose to make any payment for these rights?</p> <p>If yes, how much are you prepared to pay? Please make clear what period this would cover, for example per week, per month, per year.</p> <p>(Please <b>attach</b> a note setting out any other terms and conditions you wish to apply to the request)</p>	<p>We would require access to the site for vehicles during redevelopment work and possibly for deliveries during operation. An arrangement for this would need to be clarified.</p> <p>People on foot/cycle/wheelchair would need to be able to access the site from Queen's Drive and the current track is not adequate – access arrangements would also need to be clarified for this.</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Proposed price: £</p>

## Section 4 Community Proposal

<p>4.1 Please set out the reasons for making the request and how the land and/or building will be used. (see pages 30-33 of <a href="#">Guidance</a>)</p> <p>(This should explain the objectives for your project, why there is a need for it, any development or changes you plan to make to the land and/or building, and any activities that will take place there.)</p>
<p>In August 2017 we carried out some extensive research on options for developing a community asset on Glasgow's southside, thanks to funding from the Big Lottery's Awards for All programme.</p> <p>This research demonstrated that 90% of residents that we spoke to felt that there was a need for more community-owned and run space in the area. People felt that projects that bring people together and give the community a sense of ownership and responsibility for facilities and spaces would be very beneficial. There was also a strong feeling that there</p>

are lots of unused spaces and that these were a huge waste of potential.

The research revealed that people want a multi-use space without barriers to a wide range of people using it, particularly one that provides services such as a café, tool library, affordable childcare and/or a laundrette combined with skills swapping or training, food growing, art or makers' workshops and/or benefits and money advice.

South Seeds envisions building on our existing project work and engagement to create such a multi-use space on the site of the old changing rooms, fostering social enterprise activity and small business development to support better health outcomes and grow ideas and activity to support more residents to live more sustainable lives. The space will bring people together, provide useful services and be a hive of activity in what is currently an eyesore that attracts anti-social behaviour. The location is ideal in that it complements South Seeds' Croft – a successful and award-winning urban food growing initiative - in the disused tennis courts directly adjacent and to the west of the old changing rooms.

We are uncertain as to the structural integrity and suitability of the old changing rooms for occupation. Therefore the scope of any changes to the building and land are unknown at this stage and subject to full structural and geological surveys and the advice of an architect.

To be clear, our current objectives for the site are that:

- it, and the services run from it, will be accessible and attractive to all of the 30,000 people who live within a 20 minute walk from the site
- it will offer multiple services and activities (at least 3) on one site, run under a social enterprise model
- it will provide a reason (i.e. the use of one or more of the services on offer) for local people to come and reap the health and wellbeing benefits of connecting with other people and being surrounded by greenspace and nature, using South Seeds' track record in creating community gardens
- it will provide affordable space in which local people can start-up and run their own small business or social enterprise e.g. through provision of office space, meeting rooms, workshops for rent, etc.

4.2 Please set out the benefits that you consider will arise if the request is agreed to. (see pages 30-33, 41-43 of [Guidance](#))

(This should explain how the project will benefit your community, and others.)

Our proposal would deliver community benefit in a number of different ways.

- Environmental wellbeing. We have an established track record of facilitating meaningful and enduring changes to the behaviour of local residents where it impacts on the environment. Having a dedicated space would enable us to build our work in relation to energy use, waste reduction and food growing through practical initiatives, such as a tool library, which we currently do not have space to facilitate. It will also increase the opportunities for (formal and informal) discussion and awareness-raising amongst local residents.
- Social wellbeing. A key aim of our proposal is to provide a place where local residents can come together without having to spend money. Although it is possible to find some free-to-use spaces in our project area at the moment, access to those spaces tends to be restricted to certain groups within the community (for example, spaces within schools and places of worship.) We will make it possible for people to come together regardless of their socioeconomic status or membership of other groups.

- Economic wellbeing. Our proposal aims to respond to the structural barriers to increased economic activity identified in our consultation: freely available space, including space for people to carry out businesses activities, and childcare provision.
- Regeneration. At present, the building we hope to acquire is derelict and has become a target for antisocial behaviour. Our proposal will see it being put back into regular community use. We have already brought a neighbouring disused space – the old tennis courts – back into use through the development of our urban croft. Expanding on this space through the addition of the changing rooms will help to turn that area of the recreation ground into a community hub.

In addition, there will be macro benefits which have a wider reach. These will be the results of the facility bringing people together to start conversations about community resilience, allowing people to make connections and to collaborate to further the integration of sustainability deeper into the lives of people on the southside.

4.3 If there are any restrictions on the use or development of the land and/or building, please explain how your project will comply with these. (see pages 44-45 of [Guidance](#))

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

The site is located within Queen’s Park Recreation Ground and therefore is likely to be subject to planning or conservation considerations to ensure that the character of this space as a leisure facility is maintained. If the old changing rooms building is deemed structurally sound, South Seeds may propose to carry out external and internal renovations to ensure that it is suitable for the uses we and the community require it for. If the building requires demolition we would expect this to be carried out prior to transfer of ownership to South Seeds and a design for a new building would be drawn up following the production of a business plan. Any renovations of new structures would be designed to complement and enhance the visual amenity of the site and we would seek all relevant planning and building consents for any renovations prior to work commencing.

Similarly, we would ensure that the site is maintained to a high standard throughout its use with the building and its surrounding land being kept in a clean and tidy condition. We already have three community gardens and our office on Victoria Road for which we are experienced in managing ongoing visual amenity and repairs. We are conscious that a well-kept and attractive community facility is much more likely to attract new users and maintain positive relationships with neighbouring organisations and residents and that this will help to ensure that the facility thrives over the long term.

Our initial research on the suitability of the ground the old changing rooms stands on indicates that there are no underground mine workings at this location, although the presence of mine workings at other parts of the Queen’s Park Recreation Ground is uncertain. This may impact on any vehicle movements that may be required during building works. We have no plans to create extra car parking facilities. There are parking options nearby for people who require the use of a car.

We envision that full geological surveys of the site and access paths would be carried out prior to any works commencing to fully assess the level of risk and what remedial action needs to be taken, if any, to allow construction vehicle movements.

We are aware that boreholes near to the old changing rooms site indicate that boulder clay is present at shallow depth. This may impact on the design of the foundations of any new building but it should not prevent building works from going ahead. If the existing building is to be retained, a full structural and geological survey would reveal any remedial works required to fix issues related to subsidence or heave and minimise the risk of them

happening again.

4.4 What negative consequences (if any) may occur if your request is agreed to? How would you propose to minimise these? (see page 45 of [Guidance](#))

(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 envision only positive consequences if the old changing rooms site is transferred into South Seeds' ownership. Economic benefits would arise through provision of new services such as affordable childcare, laundrette services, rentable and flexible space and a tool library and be complemented by services such as a café and community garden where local residents can meet and get to know each other. The services and activities we propose are not those which are already available within the area.

Environmental benefits would accrue through the potential use of the building/site to demonstrate the use of low-carbon technologies such as insulation, renewable energy and composting. We also propose to use some of the land immediately surrounding the existing building for growing food in raised beds that local people will be able to use and access the food from, adding to our three well-established community gardens dotted around Govanhill and Crosshill.

Benefits to local people from a wide range of different backgrounds will be at the heart of our plans for this facility. These will include being able to get advice, having a space to meet and integrate, learning new skills, having a space to relax and be surrounded by nature in the city and being able to use services which are currently poorly provided for in the area.

The site currently attracts anti-social behaviour and this is evident in the casual graffiti and litter surrounding it. The old changing rooms building has been derelict for some time and looks to be in a poor state of repair and potentially a hazard. South Seeds would transform this into a well-used space for all, which is cared for and loved by the community as the development will be community-led.

4.5 Please show how your organisation will be able to manage the asset and achieve your objectives. (see pages 32-33 of [Guidance](#))

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

South Seeds is a registered charity, regulated by OSCR and led by a board of eight trustees who all live locally. Our trustees come from a wide range of backgrounds and bring a variety of valuable skills and experience to the management of the organisation. These skills and experience include property law, developing renewable energy installations, energy and fuel poverty strategy and policy, organisational management, local sustainability strategy development, languages and translation and starting up a small business.

In addition, our team of five staff and seven sessional workers cover a wider set of skills and experiences including operational, organisational and project management, writing successful funding applications, effective communication, book-keeping, energy efficiency of buildings, food growing and building repairs.

Having such a wide range of skills and access to dedicated professionals, South Seeds is very well placed to be able to both develop and manage an asset as well as achieve the objectives we have set out in section 4.1 of this form. Indeed, we have been doing so since we began in 2011 having grown from a small office to managing the transition to a larger office with high visibility on one of the main thoroughfares in Govanhill - Victoria Road. In addition to the office we manage three community gardens in Govanhill and

Crosshill plus a storage unit.

Over the past seven years of our existence we have delivered five large Scottish Government-funded programmes covering energy efficiency, fuel poverty alleviation and community food growing. Alongside the larger projects we have delivered numerous smaller projects including community newspapers, support to install cycle storage in tenements, an active travel assessment of Govanhill and food waste guidance for tenement dwellers.

Glasgow Caledonian University produced an independent evaluation of our energy projects and found that South Seeds as an organisation and its staff are 'highly valued by the local community' and is an 'exceptional example of the value of funding community-based organisations to provide home energy demand reduction support'. The evaluation found that the key to this success is the level to which South Seeds is 'embedded in the local community, being trusted by householders who are considered otherwise 'hard to reach' and making significant contributions to community building'.

In the last 12 months we have secured more than £70,000 for local residents in reduced fuel bills and energy company refunds. In our first five years we reduced carbon emissions from people's homes by 11,000 tonnes CO<sub>2</sub>e through our energy advice, turned 23 derelict or run-down sites into food growing areas or greenspaces, delivered nearly 600 home energy audits, diverted 5.5 tonnes of compostable waste from landfill through our network of shared composting facilities and encouraged more than 100 households to start composting. This is just a snapshot of the outcomes of our work so far, more detail is provided in our five year review (available on our website here: <http://southseeds.org/wp-content/uploads/2016/06/Five-year-review-.pdf>).

This track record demonstrates our extensive experience in realising highly tangible, positive change for the local community and for Glasgow's environment and our propensity for being a trailblazer in successfully delivering innovative and engaging projects.

4.6 Please provide details of any partnership working arrangements in place with other organisations.

(Please include both current arrangements and proposed partner relationships and how these will impact on the service.)

We have worked with a number of other organisations on several of our programmes and projects. Govanhill Housing Association and Govanhill Community Development Trust have been key partners on our energy advice programmes, providing referrals of people in need of fuel debt, billing and energy efficiency advice.

We have also worked extensively with the local schools, in terms of delivering energy efficiency workshops, generating referrals for energy advice amongst parents and facilitating gardening sessions for pupils who didn't have English as their first language from Annette Street primary school. We ran gardening sessions from our Allison Street garden which were very successful in enhancing the pupil's nature and science education.

Other organisations we have worked with include local mosques, sheltered housing complexes, churches and community halls, Glasgow Life at the Daisy Street Neighbourhood Centre and local libraries, Govanhill Baths and Southside Housing Association and Pollokshields Development Association.

If South Seeds were to take on the old changing rooms site, we would maintain and build on these existing partnerships to support the successful delivery of the projects run from the space. The impact of this would be that we would be able to reach a very wide range and large number of people, particularly those who are most in need of the services and activities on offer. The more people who know about and use the facility and the more it



becomes integrated into the lives of local people, the greater the chance of it thriving well into the future as it becomes seen as an essential part of the area's economic, social and environmental success.

In addition we would seek to develop partnerships with individuals or organisations that have a strong track record in delivering services and activities of the type that the community would like to see run from the space such as affordable childcare, a laundrette, skills workshops and/or café. We also envision being able to offer affordable workspace and/or room hire for small businesses, particularly those that complement the existing activities at the space to maximise potential for collaborative working.

The impact of these new partnerships would also be very positive, as a result of being able to tap into their own or joint marketing and communications to reach a wider audience. All organisations and individuals that we would work with on the site would be required to attend regular partnership/tenant meetings to help ensure that any issues are caught and resolved at an early stage.

## Section 5 Support

5.1 Please provide details of the level and nature of support for the request from your community and, if relevant, from others. (see pages 33-34 of [Guidance](#))

(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.)

Since our formation in 2011, when a group of residents came together with a common desire to bring about positive change for people in Govanhill and the surrounding areas, we have engaged constantly with the community and have reached well over 4,000 local residents. This ensures that we always have a finger on the pulse of the key issues affecting people in the area.

In August 2017 we carried out some extensive research on options for developing a community asset on Glasgow's southside, thanks to funding from the Big Lottery. This was initiated primarily because of a need for South Seeds to move away from a dependence on external funding to continue bringing positive benefits to the community and securing ownership of an asset was identified as a major part of helping us to achieve this.

We carried out three engagement activities in Govanhill and surrounding areas which included stalls at community events, a stall outside our office on Victoria Road and approaching people on the street. Each activity was carried out at a different time of day to try and reach as many people from different backgrounds as possible. We spoke to a total of 108 individuals as well as representatives of four stakeholder groups which are active in the area. We asked people whether or not they thought there is a need for more community owned and run space in the area and why, and what ideas for projects and activities that could be run from such a space resonated most with them as being in demand.

Of the people we spoke to, 90% felt that there was a need for more community-owned and run space in the area. People felt that projects that bring people together and give the community a sense of ownership and responsibility for facilities and spaces would be very beneficial. There was also a strong feeling that there are lots of unused spaces and that these were a huge waste of potential.

The research revealed that there is a demand for a multi-use space without barriers to a wide range of people using it, particularly one that provides services such as a café, tool

library, affordable childcare and/or a laundrette combined with skills swapping or training, food growing, art or makers workshops and/or benefits and money advice.

## Section 6 Financial Information

6.1 Please outline how you propose to fund the price or rent you are prepared to pay for the land and/or building, and your proposed use of the asset. (see page 33 of [Guidance](#))

(You should show your calculations of the costs associated with the transfer of the land and/or building and your future use of it, including any redevelopment, ongoing maintenance, running costs 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 need to match our plans to the scale of the development. Once we have had a chance to survey the building we will draw up a business plan with cost calculations.

South Seeds' plans for the site are to run it primarily under a social enterprise model, using income generating activities such as a café, laundrette, workshops, room hire and workspaces to support the delivery of non-income generating services and activities such as community gardening, a tool library and advice shop.

Initially, we propose to apply for technical assistance funding from the Scottish Land Fund to assist with preparation of a feasibility study, business plan and surveys as well as some costs towards community engagement.

Using our experience of successful delivery of a Big Lottery-funded project and an existing positive relationship with this funder, we propose to apply for the Big Lottery's Community asset fund for the development of the old changing rooms site to meet the identified needs of the community. The Robertson Trust is another possibility to support with building refurbishment costs.

In addition, our board of trustees has a wealth of professional skills and experience related to property law, managing community assets and organisational start-up so we will be able to pull on their support when needed, to help reduce the costs of employing other professionals.

6.2 Please provide a copy of your most recent accounts / income & expenditure

Yes  No

6.3 ONLY for organisations **formed within the last twelve months** unable to submit accounts:

6.3a When was the organisation formed?

6.3b What is your projected annual income for 2017/18?

£

6.3c What is your projected annual expenditure for 2017/18?

£

6.4 Does the organisation hold a bank account? If so please provide full details (name of Bank, address, sort code, account number etc.)

Bank Name:

████████████████████

Bank Address:	██
Sort code:	████████
Account Number:	████████████████

6.5 Is your organisation currently in receipt of funding from any public body, Glasgow City Council, Big Lottery Fund or similar organisations? If so, please list these here with the amounts awarded and dates.

Funder	Amount of award	Period of award
Climate Challenge Fund	£116,618.61	1/4/17 - 30/3/18
The Big Lottery	£112,027.03	1/6/16 – 31/12/18

6.6 How do you plan to finance any development or refurbishment costs, ongoing repair, caretaking, cleaning, maintenance, insurance, rates and other running costs? Please include details of any funding applications you have made, or intend to make.

As mentioned in section 6.1, South Seeds' plans for the site are to run it primarily under a social enterprise model, using income generating activities such as a café, laundrette, workshops, room hire and workspaces to support the delivery of non-income generating services and activities including overheads. To support the enterprise activities in the first three years we are likely to need to apply for additional funding which may include loans, for example from Social Investment Scotland or loan stock.

To finance development or refurbishment costs we propose to apply for the Big Lottery's Community asset fund. The Robertson Trust is another possibility to support with development costs.

6.7 Please outline any contingency plans that you have in place.

In addition to the grant and loan options outlined above, we have extensive experience in writing successful funding applications for a variety of different grant funds. With our track record on successful project delivery, our trusted position in the community and our positive relationships with partners we are confident that we will be able to secure funding from one of the sources outlined here.

We have a risk register which is reviewed by our board of trustees every two months. This includes plans in case of a situation where South Seeds finds itself short of funding.

Please **attach** a copy of your business plan, if available.

## **Section 7 Risk/Social Impact**

7.1 Please outline whether any other organisation/business in your area will be affected by your proposals, how you will monitor the benefits of the asset transfer and what barriers or challenges to your project succeeding you have identified.

We believe that our proposed use of the old changing rooms site is a unique offering in the area and that it will therefore not displace any other enterprises or organisations.

In terms of the on-site café, we would most likely deliver this in partnership with an existing local café provider. If this was not feasible, we believe that there is a high demand for cafes in the area and that the presence of a café on this site would not displace an existing business, particularly as the old changing rooms site is in the unusual position on this part of Glasgow's southside of having no cafes within an 8 minute walk (approximately 600 metres) yet being in an area where people come to relax, get exercise and play.

We already monitor the impacts of all our projects and we will continue to do this for the asset transfer. The information we would collect to monitor the benefits of the asset transfer would include:

- Number of people engaged with for each activity/project
- An evaluation of the impact of the facility on the lives of people engaging with it (measured after one to three years of operation) e.g. new skills gained, employment chances, general wellbeing, new friendships, satisfaction with where they live, etc
- Turnover of income generating activities
- Number of small enterprises helped to secure workspace/start-up and their turnovers

In terms of the challenges to the facility achieving success, our risk register provides a detailed assessment of these (attached). We envision the following to be key challenges with this project:

- Issues with other organisations using the site – we would be seeking to work with other organisations on site, for example, to run the café, deliver other activities and workshops and use workspaces. It will be crucial that the relationships between all organisations on site are managed positively and that any potential issues are resolved at an early stage. South Seeds will also need to ensure that all the organisations are run to the standard that we and the community expect. To help ensure this, we would support all organisations to work together to drive up standards for users and would hold regular (e.g. monthly) meetings that all organisations on site would be required to attend. The minutes of these would be documented and distributed.
- Securing funding for development of the site – as previously discussed in sections 6.6 and 6.7
- Insufficient income to support running of the facility – the skills and experience available to us would help us to identify alternative ways of generating income. For example, through renting out further workspaces or hiring the space out for evening or fitness classes. As discussed in sections 6.6 and 6.7 we are confident that extra funding could be secured if required.

## Section 8 Declaration

### DECLARATION

I confirm that the information set out in this Form, any appendices and any enclosed accompanying documents are correct.

I confirm that if there are any significant changes to the application or the project/initiative, Glasgow City Council will be informed immediately.

I confirm that the organisation will comply with any monitoring and evaluation requirements as required by Glasgow City Council.

Where the Organisation provides any personal data (as defined in the Data Protection Act 1998) to the Council in connection with this, the Council will use that personal data for such purposes as outlined here. It may share that personal data with other regulators (including the Council's and Organisation's external auditors, HMRC and law enforcement agencies) as well as with the Council's Elected Members. The personal data may be checked with other Council Services for accuracy, to prevent or detect fraud or maximise the Council's revenues. It may be shared with other public bodies for the same purposes. The Organisation undertakes to ensure that all persons whose personal data are (or are to be) disclosed to the Council are duly notified of this fact.

Where the Organisation processes (or will process) personal data (as defined in the Data Protection Act 1998), it hereby confirms that it has (or will acquire) a valid Notification with the Information Commissioner covering its processing of personal data, including in that Notification the disclosure of personal data to the Council. This requirement shall not apply if the Organisation is, by virtue of the Data Protection (Notification and Notification Fees) Regulations 2000 as amended, exempt from the requirement to notify.

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.

#### 1<sup>st</sup> office-bearer

Name:

Address:

Date:

Position:

Signature:

#### 2<sup>nd</sup> office-bearer

Name:

Address:

Date:

Position:

Signature:

## 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: **South Seeds constitution.pdf**

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

Documents attached: **Map of changing rooms.pdf**

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

Documents attached: none

### 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: none

### Section 5 – evidence of community support

Documents attached: **Developing a community asset on Glasgows southside.pdf**

### Section 6 – financial information and business plan

Documents attached: **South Seeds signed accounts 2015-2016.pdf**