

From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: Notice of CAT Appeal to Scottish Ministers by Ferguslie Community Development Trust
Date: 11 June 2026 15:27:28
Attachments: [external.png](#)
[first_time_sender_warning.png](#)
[2. Links to Webcasts.docx](#)
[List of Documents Paper Apart.docx](#)
[4. Decision Notice dated 26 January 2026.pdf](#)
[5. Review Decision Notice dated 18 May 2026.pdf](#)
[3. Minutes of Stakeholder Meeting.pdf](#)

OFFICIAL

[REDACTED],

We have received the attached intimation of an appeal to the Scottish Ministers.

Regards,

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Renfrewshire House
Cotton Street
Paisley
PA1 1TT

 phone [REDACTED]  external email [REDACTED]

 Please consider the environment before printing this e-mail.



From: [REDACTED] >
Sent: 11 June 2026 14:21
To: [REDACTED]
[REDACTED]
Subject: Notice of CAT Appeal to Scottish Ministers by Ferguslie Community Development Trust

 External email >

 First time sender >

Good afternoon,

We write to inform you that we have today lodged an Appeal with the Scottish Ministers in respect of the attached decisions.

Please find attached our List of Documents and enclosures sent with our Appeal.

Kind Regards,

A solid black rectangular box used to redact a signature.

Trustee

Ferguslie Community Development Trust

Paper Apart: Statement of Appeal

FCDT have identified four main reasons for this appeal, namely:

1. The relevant authority's reasoning for the refusal of the application
2. The relevant authority's lack of consideration of the alternative use for the asset
3. Procedural issues in the review process
4. Concerns about discussions or lack thereof in sub-committee meetings, including the review

Each of the above reasons will be discussed below, with reference to the enclosed supporting documentation.

1. Reasoning for Refusal

The sub-committee's reasons for refusing the application were set out during the meeting on 21 January 2026, however they were first discussed during the meeting on 5 November 2025.

The reasons were:

- a. Insufficient community support, including a lack of community consultation
- b. Concerns surrounding the viability, sustainability and robustness of the business plan

FCDT are disappointed with this reasoning and refute its basis for the relevant authority's decision.

A)

FDCT conducted thorough community consultation both prior to and during the process of preparing the CAT application. FDCT worked with a well-known consultant specialist in third-sector community engagement, namely Community Enterprise, and followed the advice and recommendations given. This consultation was carried out mainly in-person, by attending door-to-door around the wider Ferguslie area, speaking to residents and gaining support through member forms and obtaining signatures from over 200 members of the community who supported our proposal of securing a local asset for the community.

At the review meeting on 12th May, Councillor Iain Nicholson stated that he did not feel that a signature was sufficient in demonstrating the support of members of the community. However, this was a method recommended by Community Enterprise, and if a different standard was required in order to demonstrate robust community consultation, that was not communicated by the relevant authority.

Further details of the community consultation process are included within the supporting documents.

During each of the three sub-committee meetings, council officers raised concerns with duplication of services in the area and competition with local community service providers. FCDT would like to emphasise that no representations were submitted from other local facilities or agencies on publication of the asset transfer request. However despite this fact, and after the concern was raised at the meeting on 5 November 2025 in order to support the request for a Review of the original decision, we held in-depth discussions with the surrounding local facilities, at which no concerns were raised and the opportunity of

collaboration was encouraged. We included Council economic regeneration officers and the COSS advisor for the area in these meetings which were hosted and supported by Engage Renfrewshire. Minutes of these discussions formed part of our submission with our request for Review and are included also in this Appeal submission.

We note that there is a presumption in favour of granting a community asset transfer application unless there is reasonable grounds for refusing it. It is the position of FCDT that due to the robust nature of its community consultation and the advanced research and work with leading experts in preparing its business plan, the above reasons are insufficient grounds to refuse its application.

B)

The relevant authority has taken issue with the robustness and the viability of the business plan.

From viewing the webcast discussion of both the original assessment panel and the subsequent Review panel, there was very little practical analysis of the business plan, beyond a general “lack of confidence” and discussion around another group who had taken on premises in the past and had not succeeded, which is immaterial to our application.

FCDT were disappointed by some of the harsh and discouraging comments made in relation to the business plan. FCDT conducted thorough research and sought independent advice when drafting the business plan. FCDT worked with leading experts such as Community Enterprise as well as COSS at DTAS. FCDT refutes that the business plan lacked feasibility or viability.

In terms of financials, whilst potential grants were factored into funding, contingency planning was provided, despite the difficulty of applying for such funding without first securing the asset. It is FCDT’s position that this information is well established within the business plan and thorough research and analysis was conducted to ensure a high standard.

2. Lack of Consideration of the Alternative Uses

The subcommittee did not discuss the alternative use, which is required by the legislation.

It has been confirmed by the relevant authority that there is currently no alternative use for the asset. It is currently being used for storage by the relevant authority and there are no additional proposals.

3. Procedural Issues in Review

The relevant authority did not correctly follow the statutory process for the review, particularly in relation to the notification process.

The Notice of request for Review was not published by the relevant authority via their website or any other means.

4. Concerns Regarding Discussions by Subcommittee

FCDT have concerns regarding the discussions during subcommittee meetings. On multiple occasions, elected members refer to outdated information, make broad assumptions, raise concerns with issues that have already been addressed and resolved, and sometimes base

decisions on vague beliefs or opinions without discussing specific facts with reference to the application documents.

FCDT have concerns regarding some aspects of discussions during subcommittee meetings. Webcast links are enclosed for reference.

By way of example, we have highlighted two comments made by elected members which caused concern.

Firstly, with specific reference to timestamp 10:40 of the webcast of the Review meeting on 12 May 2026, we note that [REDACTED] justified the refusal, in part, by asserting that the Community Empowerment legislation serves as "guidance" and is as such is not strictly binding upon the local authority's decision-making panel.

FDCT submits that this assertion is legally incorrect and represents a serious misdirection of the Review panel.

Secondly, with specific reference to timestamp 16:20 of the webcast of the subcommittee meeting on 5th November 2025, we note that [REDACTED] makes reference to the scarcity of funding and resources available within the relevant authority. This comment was made when discussing the financial viability of the business plan.

It is the position of FCDT that our application was not considered in full detail and that the relevant authority failed to uphold the community empowerment that is encouraged by the Community Empowerment Act.

List of Documents:

1. Combined Report – CAT Appeal (Note: this report is inclusive of CAT Application and Supporting Documentation)
2. Links to Webcasts
3. Minutes of Stakeholder Meeting
4. Decision Notice dated 26 January 2026
5. Review Decision Notice dated 18 May 2026

Webcast Links

5 November 2025: https://renfrewshire.public-i.tv/core/portal/webcast_interactive/1036570

21 January 2026: https://renfrewshire.public-i.tv/core/portal/webcast_interactive/1038348

12 May 2026: https://renfrewshire.public-i.tv/core/portal/webcast_interactive/1091891

Link to Combined Report :

<https://renfrewshire.cmis.uk.com/renfrewshire/Document.ashx?czJKcaeAi5tUFL1DTL2UE4zNRBcoShgo=ojB2wlkdfTH8QWTLdv1OvgmW0Kz%2b9p5d14QqlMkSQxlSW5kPudPmwQ%3d%3d&rUzwRPf%2bZ3zd4E7lkn8Lyw%3d%3d=pwRE6AGJFLDNlh225F5QMaQWCtPHwdhUfCZ%2fLUQzgA2uL5jNRG4jdQ%3d%3d&mCTIbCubSFfXsDGW9IXnlg%3d%3d=hFflUdN3100%3d&kCx1AnS9%2fpWZQ40DXFvdEw%3d%3d=hFflUdN3100%3d&uJovDxwdjMPoYv%2bAJvYtyA%3d%3d=ctNJFf55vVA%3d&FgPIIEJYlotS%2bYGoBi5oIA%3d%3d=NHdURQburHA%3d&d9Qjj0ag1Pd993jsyOJqFvmyB7X0CSQK=ctNJFf55vVA%3d&WGewmoAfeNR9xqBux0r1Q8Za60lavYmz=ctNJFf55vVA%3d&WGewmoAfeNQ16B2MHuCpMRKZMwaG1PaO=ctNJFf55vVA%3d>



Ferguslie Park Community Activity & Learning Campus

“From Divide to Thrive: Neighbours United, Capacity Activated.”

Introduction

This document sets out a collaborative framework designed to address concerns about potential duplication and competition between Ferguslie Community Development Trust (St Ninian's Hall) and existing community centres in Ferguslie Park. With particular attention paid to the New Tannahill Centre, the aim is to demonstrate how partnership working can transform perceived conflict into a shared community benefit.

The document and its contents are a record of the discussions and a consensus reached by those attending on how to positively move forward. The meetings were held on **2nd and 4th December 2025**, chaired by Ferguslie Community Development Trust, and included stakeholder representation from **The New Tannahill Centre, Pachedu, Ferguslie Community Circus, Sculpture House Collective, and Engage Renfrewshire**. The meetings were facilitated by **Renfrewshire Social Enterprise Network (Ren Sen)**. **Fiona Taylor from COSS was also in attendance.**

The approach outlined here focuses on three key areas:

- **Programme Specialisation** to ensure each venue delivers activities aligned with its strengths and community needs.
- **Integrated Programme Delivery** through joint events and shared resources, using a Hub and Spoke model to maximise accessibility and participation.
- **Administrative and Governance Cooperation**, including shared marketing, unified booking systems, and a formal liaison mechanism to support strategic planning.

By adopting these principles, the organisations involved can create a stronger, more inclusive network of community facilities. This framework not only benefits residents but also strengthens

the case for the Community Asset Transfer by evidencing collaboration, sustainability, and added value.

Turning Potential Conflict into Community Collaboration

Collaboration between Ferguslie Community Development Trust (St Ninians Hall) and existing community centres/venues can transform perceived competition into a clear demonstration of shared benefit. Joint activities provide tangible proof that the new hall is not a threat but an asset multiplier for the community.

Proposed Collaboration Framework

1. Programme Specialisation (Minimising Duplication) EXAMPLES

Agree on which venue will host specific types of activities based on strengths and unmet community needs.

Programme Area	Established Centre (Larger/Sports)	New Hall (Smaller/Flexible)
Fitness & Physical Activity	Large, high-impact sessions (e.g., football/netball training, Zumba, large yoga classes).	Low-impact, niche activities (e.g., Tai Chi, physiotherapy groups, chair-based exercises for seniors).
Arts & Culture	Performance-based (e.g., amateur dramatics, large rehearsals, community choir).	Creation-based (e.g., art classes, writers' groups, craft workshops, small exhibits).
Education & Skills	IT training suites and certified courses (e.g., First Aid, Food Hygiene).	Informal skills sharing (e.g., ESOL conversation groups, gardening workshops, local history talks).
Social & Community	Large seasonal events (e.g., Christmas Fair, Summer Gala, discos).	Smaller, targeted groups (e.g., bereavement support, youth club extra night, parents' coffee mornings).

2. Integrated Programme Delivery (Shared Events)

A. Hub and Spoke Model

- **Concept:** One central event split across both venues, encouraging community use of both.
- **Examples:**
 - **Community Fun Day:** Established Centre hosts sports and food vendors; New Hall offers quiet zones, face painting, and seniors' tearoom.
 - **Health & Wellness Weekend:** Large lectures at one venue; practical workshops (e.g., cooking demos, mindfulness) at the other.

B. Joint Skills and Resources

- **Concept:** Share expertise, staff, and equipment for joint programmes.
- **Examples:**
 - **Volunteer Training:** Joint sessions on First Aid, Safeguarding, and IT skills.
 - **Shared Equipment Pool:** Formal agreement to loan projectors, tables, and catering equipment.

C. Targeted Outreach Programmes

- **Concept:** Collaborate on issues requiring both spaces.
- **Examples:**
 - **Holiday Hunger Programme:** Meals prepared at the Established Centre; overflow dining at the New Hall.
 - **After-School Homework Club:** Homework at one venue, sports at the other.

3. Administrative and Governance Collaboration

Move beyond activities to demonstrate organisational cooperation.

- **Joint Marketing & Communications:** Shared event calendar for both centres.
- **Shared Booking System:** One online portal for space availability and bookings.
- **Formal Liaison Committee:** Quarterly meetings of trustees/senior managers to plan strategy and resolve issues.

Why This Matters

Documenting these initiatives as part of the Community Asset Transfer proposal shows the Ferguslie Community Development Trust's commitment to partnership and added value, effectively addressing concerns about duplication and competition.

The Hub and Spoke model increases access in several practical ways:

1. Encourages Use of Both Venues

By splitting a single event across two locations, participants naturally visit both centres. This removes the perception that one venue is “the main” and the other is secondary, creating equal visibility and engagement.

2. Reduces Barriers for Different Groups

- **Hub (Established Centre):** Handles large-scale, high-energy activities suited to its size and facilities.
- **Spoke (New Hall):** Offers quieter, smaller spaces for those who prefer less crowded environments (e.g., seniors, families with young children, people with sensory needs). This ensures that people who might avoid big events still have a comfortable option.

3. Maximises Capacity

Instead of limiting attendance to what one venue can handle, the event uses both spaces. This means more people can participate without overcrowding, improving safety and experience.

4. Demonstrates Collaboration

The model signals to the community and funders that the organisations are working together, not competing. This fosters trust and encourages broader participation from groups that might otherwise feel excluded.

5. Creates Multiple Entry Points

Different activities appeal to different interests. Someone coming for a sports event at the Hub might discover a craft workshop at the Spoke, and vice versa. This cross-pollination increases engagement and awareness of all services.

Memorandum of Understanding (MoU)

Between:

[Name of Established Community Centre] (“Centre A” The New Tannahill Centre)
and

[Name of New Hall Charity] (“Centre B” St Ninians Hall)

Date:

1. Purpose

This MoU sets out the principles and framework for collaboration between Centre A and Centre B to deliver complementary services, maximise community benefit, and demonstrate partnership working in support of local authority objectives.

2. Shared Vision

Both parties agree to work together to:

- Avoid unnecessary duplication of services.
- Increase community access to activities and facilities.
- Promote inclusion and well-being through joint programmes.
- Strengthen the sustainability of both organisations.

3. Scope of Collaboration

The partnership will include, but is not limited to:

- **Programme Specialisation:** Agreeing on which venue hosts specific activities based on strengths and community needs.
- **Integrated Programme Delivery:** Joint events using the Hub and Spoke model, shared volunteer training, and targeted outreach initiatives.
- **Administrative Cooperation:** Shared marketing, booking systems, and a formal liaison mechanism.

4. Roles and Responsibilities

- **Centre A:** Lead on large-scale sports and performance-based activities.
 - Provide access to larger kitchen facilities for joint programmes.
- **Centre B St Ninians Hall:**
 - Lead on smaller, flexible activities such as arts, crafts, and informal learning.
 - Provide quiet spaces for targeted groups (e.g., seniors, families).
- **Both Parties:**
 - Share resources (equipment, staff expertise) where practical.
 - Co-brand joint events and maintain open communication.

5. Governance

- Establish a **Joint Liaison Committee** meeting quarterly, comprising trustees or senior managers from both organisations.
- Decisions will be made by consensus; where consensus cannot be reached, issues will be escalated to respective Boards.

6. Financial Arrangements

This MoU does not create a financial obligation. Any joint funding applications or cost-sharing agreements will be documented separately.

7. Duration and Review

- This MoU will take effect from [Start Date] and remain in force for [12 months / 24 months], subject to review.
- Either party may terminate the MoU with [30 days] written notice.

8. Signatures

Signed on behalf of:

Centre A:

Name: _____

Position: _____

Date: _____

Centre B:

Name: _____

Position: _____

Date: _____

Conclusion

The discussions held on 2nd and 4th December 2025 with Ferguslie Community Development Trust and local stakeholders have shown that collaboration, not competition, is the key to strengthening community services in Ferguslie Park. Concerns about duplication are valid, but they can be resolved through clear agreements and shared planning.

The proposed framework focuses on three practical steps:

- **Programme Specialisation:** Each venue concentrates on activities that match its strengths, reducing overlap and meeting diverse community needs.
- **Integrated Delivery:** Joint events and shared resources, using a Hub and Spoke model, will maximise participation and make better use of facilities.
- **Administrative Cooperation:** Shared marketing, a unified booking system, and a liaison committee will ensure transparency and efficiency.

Approving the Community Asset Transfer for St Ninian's Hall, alongside these measures, is an investment in a stronger, more inclusive network of community spaces. This approach will improve access, reduce barriers, and create a sustainable model that benefits residents and funders alike. By working together, Ferguslie Park can turn potential conflict into a clear example

of partnership in action—delivering more opportunities, better services, and a united vision for the future.

Board of Trustees December 2025

My Ref: RCCAT/DN-B/SI/CTB

Contact: [REDACTED]

Telephone: [REDACTED]

Email: [REDACTED]

Date: 26 January 2026

ASSET TRANSFER UNDER THE COMMUNITY EMPOWERMENT ACT DECISION NOTICE - REFUSE

Ferguslie Community Development Trust
51 Glencoats Drive
Paisley
PA3 1RP

Date of notice: 26/01/2026

This Decision Notice relates to the asset transfer request made by ***Ferguslie Community Development Trust*** on ***15/07/2025*** in relation to the former ***St Ninian's Church Hall*** (UPRN: 123087646).

I regret to inform you that the Community Asset Transfer Subcommittee of Renfrewshire Council met on ***21/01/2026*** and has decided to ***REFUSE*** the request.

Request is refused in accordance with Section 82(3)(j) of the Community Empowerment (Scotland) Act 2015 - such other matters (whether or not included in or arising out of the request) as the authority considers relevant. Specifically

Application refused due to the lack of community support demonstrated and concerns around the sustainability of the proposed business plan.

Right to Request a Review

You have a right to request a review of this decision.

An application for Review must be made in writing to [REDACTED], [REDACTED], Renfrewshire Council, Renfrewshire House, Cotton Street, Paisley PA1 1WB or email to [REDACTED] and be received by ***23/02/2026*** being not more than 20 working days from the issue date of this letter.

Chief Executive Service
Head of Economy & Development: Alasdair Morrison
Renfrewshire House, Cotton Street, Paisley PA1 1JB
www.renfrewshire.gov.uk

Your application for a review must include

- the name and contact address of your community transfer body, and specify the land to which the asset transfer request;
- a statement setting out your reasons for requiring a review of the case and by what, if any, procedure (or combination of procedures) you consider the review should be conducted; and
- be accompanied by a list of all documents, materials and other evidence which you intend to rely on in the review to support your case.

Reviews will be conducted by the Council Community Asset Transfer Review Appeals Panel. Having carried out the review, the Council may confirm the original decision, modify it or any part of it (including the terms and conditions set out in the decision notice) or substitute a different decision and must issue a new decision notice, to replace this one, within 6 months of the date of the application for review.

If the outcome of the Review does not resolve the issue, or if no decision is made within the required period, you have a right to Appeal to the Scottish Ministers under section 88 of the Community Empowerment (Scotland) Act 2015.

Full guidance on making an application for review or appeal is available in the [Guidance for Community Transfer Bodies](#) and to download from the [Council Website](#).

Yours sincerely

A black rectangular redaction box covering the signature area.

Our Ref: CATR.01.26
Your Ref: CAT Review
Contact: [REDACTED]
Telephone: [REDACTED]
E-mail: [REDACTED]
Date: 18 May 2026



[REDACTED]
Ferguslie Community Development Trust
51 Glencoats Drive
Paisley
PA3 1RP

Date of Notice: 18 May 2026

ASSET TRANSFER UNDER THE COMMUNITY EMPOWERMENT ACT DECISION NOTICE - REFUSED

This Decision Notice relates to the review of the decision to refuse the Community Asset Transfer review request submitted by Ferguslie Community Development Trust on 19 February 2026 in relation to former St Ninian's Church Hall, Paisley.

Renfrewshire Council's Community Asset Transfer Review Appeals Panel met on 12 May 2026 where the decision was taken to refuse the Community Asset Transfer request. The reason for this decision was as follows:

That the application be refused due to the lack of community support demonstrated and concerns around the sustainability of the proposed business plan.

Right to Appeal

Under Section 88 of the Community Empowerment (Scotland) Act 2015 you have a right to appeal to the Scottish Ministers.

An appeal form has been appended to this notice. Completed forms should be submitted to Community Empowerment Team, Area 3F North, Victoria Quay, Edinburgh, EH6 6QQ or to community.empowerment@gov.scot by 16 June 2026 which is 20 working days from the date of this notice.

Further information around submitting an appeal, including timescales and documents



Finance & Resources
Director: Alastair MacArthur CPFA
Head of Corporate Governance: Mark Conaghan LLB (Hons) Dip LP
Renfrewshire House, Cotton Street, Paisley PA1 1TT
www.renfrewshire.gov.uk



required, is contained in the Community Asset Transfer Guidance for Community Transfer Bodies which is published here: www.gov.scot/publications/asset-transfer-under-community-empowerment-scotland-act-2015-guidance-community-9781786527509/documents/

Yours sincerely

pp

[Redacted signature block]

COMMUNITY ASSET TRANSFER APPEAL TO SCOTTISH MINISTERS



UNDER SECTIONS 85-91 OF THE COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015
THE ASSET TRANSFER REQUEST (APPEALS) (SCOTLAND) REGULATIONS 2016

IMPORTANT: Please read and follow the notes provided when completing this form
- failure to supply all relevant information could invalidate your appeal
Use BLOCK CAPITALS if completing in manuscript

Community Transfer Body	Agent (if any, please note professional representation is not mandatory)
Name	Name
Address	Address
Postcode	Postcode
Contact Tel No 1	Contact Tel No 1
Contact Tel No 2	Contact Tel No 2
Fax No	Fax No
E-mail	E-mail
	Mark this box to confirm all contact should be through this representative <input style="float: right;" type="checkbox"/>

*Do you agree to all correspondence regarding your appeal being sent by e-mail?

☐

Yes

☐

No

Relevant Authority Office			
Asset Address			
Description of Asset (e.g. size in hectares, if known)			
Date of Application		Date of Review	
Date of Relevant Authority's decision		Date of Review Decision	

Appeal Against:			
Refusal of application	☐	Conditions imposed on grant of application	☐
Failure to reach a decision within required/agreed timescale	☐		

STATEMENT OF APPEAL

You must state, in full, why you are appealing against the relevant authority's decision. Your statement must set out all matters you consider require to be taken into account in determining your appeal.

Note: you might not have a further opportunity to add to your statement of appeal at a later date, so it is essential that you produce all of the information you want the decision-maker to take into account. You will be entitled to comment on (i) any additional matter which may be raised by the relevant authority in its response to your appeal, or (ii) any representations the Scottish Government might receive from any other person or body.

State the reasons for your appeal and all matters you wish to raise here. (If necessary, this can be continued or provided in full on a separate document.)

List of documents/evidence

At the same time as sending the notice of appeal to the Scottish Ministers, it is required for you to notify the relevant authority of your appeal. This must be accompanied by a list of all the documents and evidence you submitted to the Scottish Ministers. You must also give the relevant authority copies of anything submitted to the Scottish Ministers that the relevant authority does not already have. Please provide a copy of this list below (if necessary this can be continued or provided in full on a separate document).

To help us process your appeal quickly and for ease of reference you may wish to give each document a descriptive name and number in relation to this list. For example: 'Document 01 – email exchange between XXXX and XXXX dated DD MONTH YYYY'

APPEAL PROCEDURE

The person appointed to determine your appeal will decide the procedure to be used. In general, a decision will be made based on your appeal documents and the relevant authority's response. In some cases the appointed person may require further procedures to gain more information on specific matters before reaching a decision. You must indicate what procedure you think is most appropriate for the handling of your appeal.

Note: If you select Option 1 you should not select any further options
You may select any combination of Options 2 to 4 if you wish

1. ☐ Review of all relevant information provided by yourself and other parties only, with no further procedure
2. ☐ Inspection of land subject of the appeal
3. ☐ Further written submissions on specific matters
4. ☐ Holding one or more hearing sessions (i.e. round table discussions) on specific matters

If boxes 3 or 4 are checked, please explain below which of the matters (as set out in your statement above) you think should be subject to that procedure, and why. (Use additional pages if necessary.)

SITE INSPECTION

In the event that the Scottish Government Reporter appointed to consider your appeal decided to inspect the appeal site, in your opinion:

Can the site be viewed entirely from public land?

☐ Yes ☐ No

Is it possible for the site to be accessed safely, and without barriers to entry?

☐ Yes ☐ No

Are there any biosecurity issues that affect the site?

☐ Yes ☐ No

If there are any reasons why you think the Reporter would be unable to access and view the appeal site alone, please explain here:

CHECKLIST

Please mark the appropriate boxes to confirm you have provided all supporting documents/evidence relevant to your appeal:

- ☐ Full completion of all parts of this form
- ☐ Full statement of appeal
- ☐ All documents, materials and evidence you intend to rely on
- ☐ A copy of the original community asset transfer request
- ☐ Copies of all related documents submitted with the original community asset transfer request
- ☐ Decision notice from the relevant authority (if applicable)

Maps/Plans copies of the maps or plans must be at suitable scale to ensure they are easy to interpret. It is not possible for electronic plans and maps to be scale and you should also provide these in hard copy.

Where your appeal is progressed to DPEA you should note that they routinely publish all documents relating to each appeal on their website at www.dpea.scotland.gov.uk. You must advise the Community Empowerment Team if there are particular reasons why you think any document you have provided cannot be published by DPEA.

DECLARATION

I appeal to the Scottish Ministers as set out on this form and supporting documents.

Signed

Date

Role

If you take part in the appeals process, use the Community Empowerment Team or DPEA websites, contact either the agency or division, or attend a webcast, the Community Empowerment Team and DPEA may collect certain information about you. To find out more about what information is collected and how the information is used and managed please read the privacy notice found on the [DPEA website](#).

This form and all supporting documents should be sent to:

E-mail: Community.Empowerment@gov.scot

[Submit by Email](#)

Post: Community Empowerment Scottish Government
3-F North: Victoria Quay
Edinburgh
EH6 6QQ

[Print Form](#)

Twitter: [@commempower](#)