

# SCOTLAND'S NATIONAL FOREST ESTATE - COMMUNITY ASSET TRANSFER SCHEME (CATS)

## GUIDANCE - SUMMARY

## About this guidance

The Community Asset Transfer Scheme Guidance sets out the process for developing, submitting, assessing and concluding Asset Transfer Requests for National Forest Estate land made under Part 5 of the Community Empowerment (Scotland) Act 2015. It has been developed with reference to the Scottish Government guidance on [Asset Transfer](#).

The guidance has four sections taking you through the four key stages in an Asset Transfer Request as set out below. An overview is provided at the start of each section.

### SECTION 1: BEFORE YOUR ASSET TRANSFER REQUEST

**Once your community starts to develop a proposal for asset transfer**, this section sets out the key things you should think about at an early stage when developing an Asset Transfer Request. This includes whether your community body is eligible, how to identify a suitable asset, what types of asset transfer are covered by the Act, and identifying the costs involved.

### SECTION 2: MAKING AN ASSET TRANSFER REQUEST

**Once you are ready to make a Request**, this section sets out the process in more detail from submission of your Request to being notified of the decision. It sets out the information you are required to provide in the Request, advice on determining the price you are prepared to pay, and the steps in the process.

### SECTION 3: ASSESSMENT AND DECISION

**Once you have submitted your Request**, this section explains how Forest Enterprise Scotland will make the decision on your Request, sets out the assessment criteria and how we will assess whether your proposals offer Best Value. It set out the process for notifying you of the decision and next steps, including how to appeal if the Request is refused.

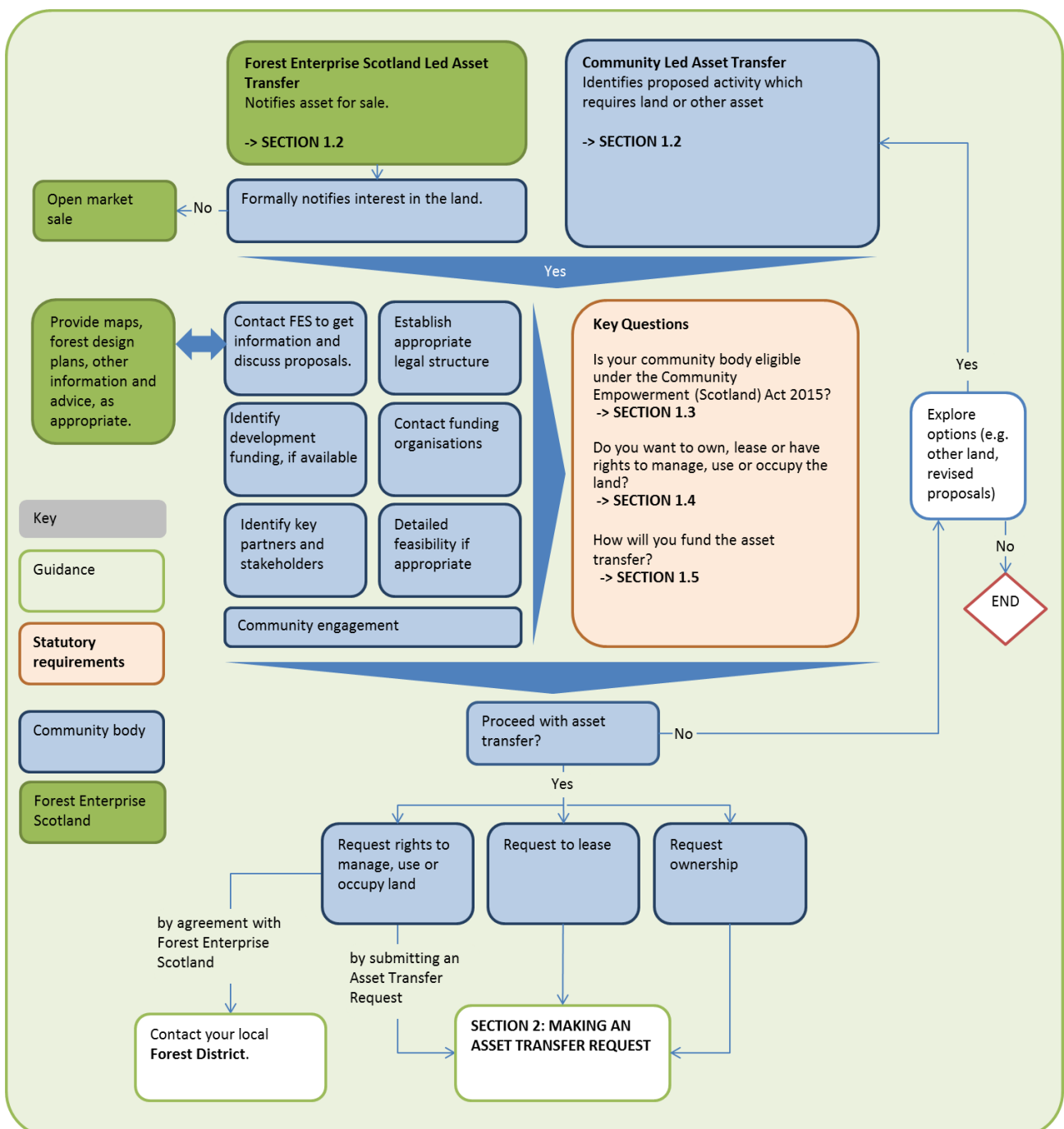
### SECTION 4: CONCLUDING AN ASSET TRANSFER REQUEST

**If your Request is approved**, this Section sets out the process for submitting an offer and concluding the sale, lease or agreement for the asset.

## SECTION 1: BEFORE AN ASSET TRANSFER REQUEST

This Section sets out the options for your community body to consider in developing proposals for an Asset Transfer Request, the information that you will need to provide, including the eligibility of your organisation, and what advice and support is available to help you develop your proposals.

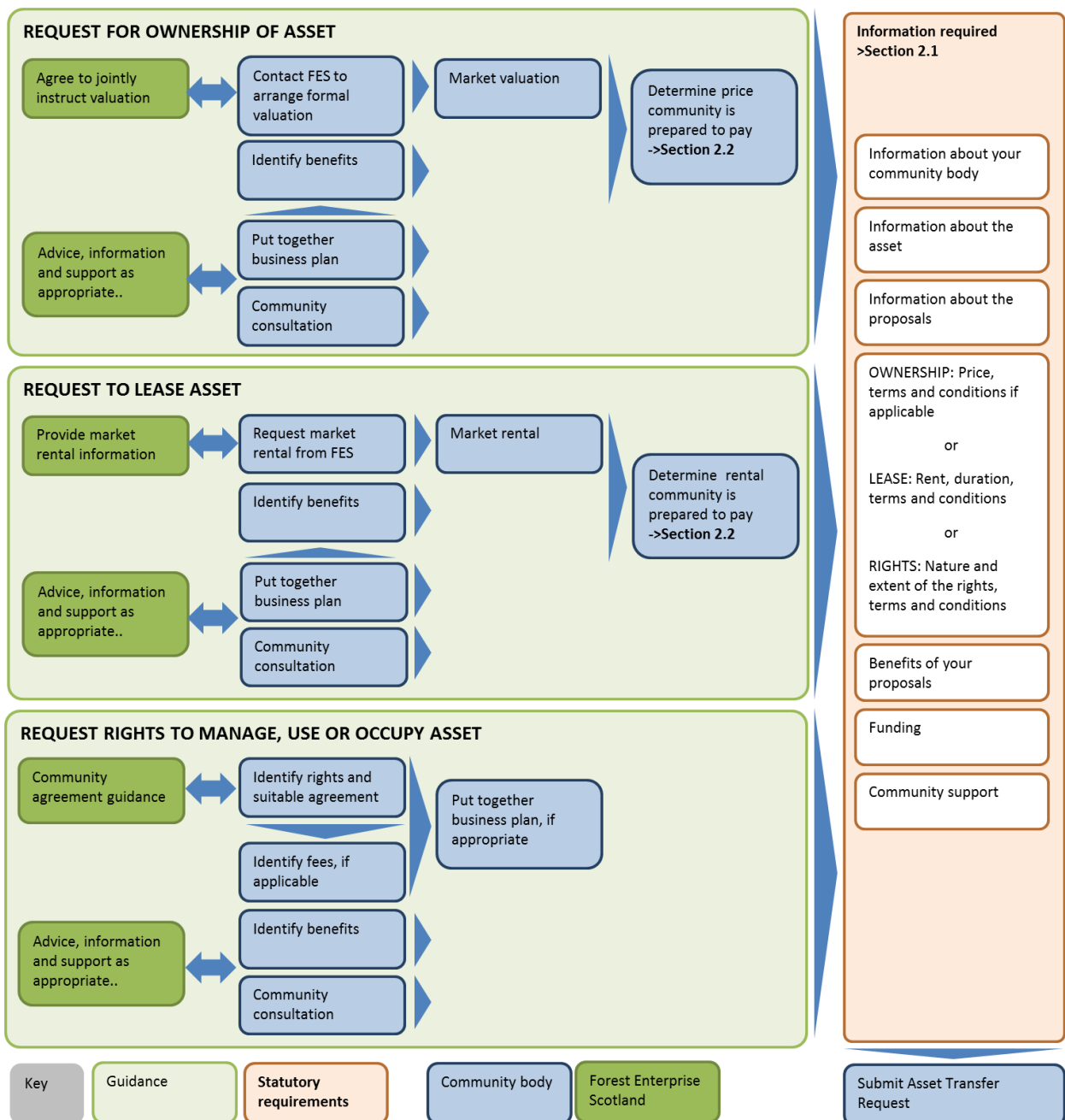
Figure 1.1 Developing an Asset Transfer Request



## SECTION 2: MAKING AN ASSET TRANSFER REQUEST

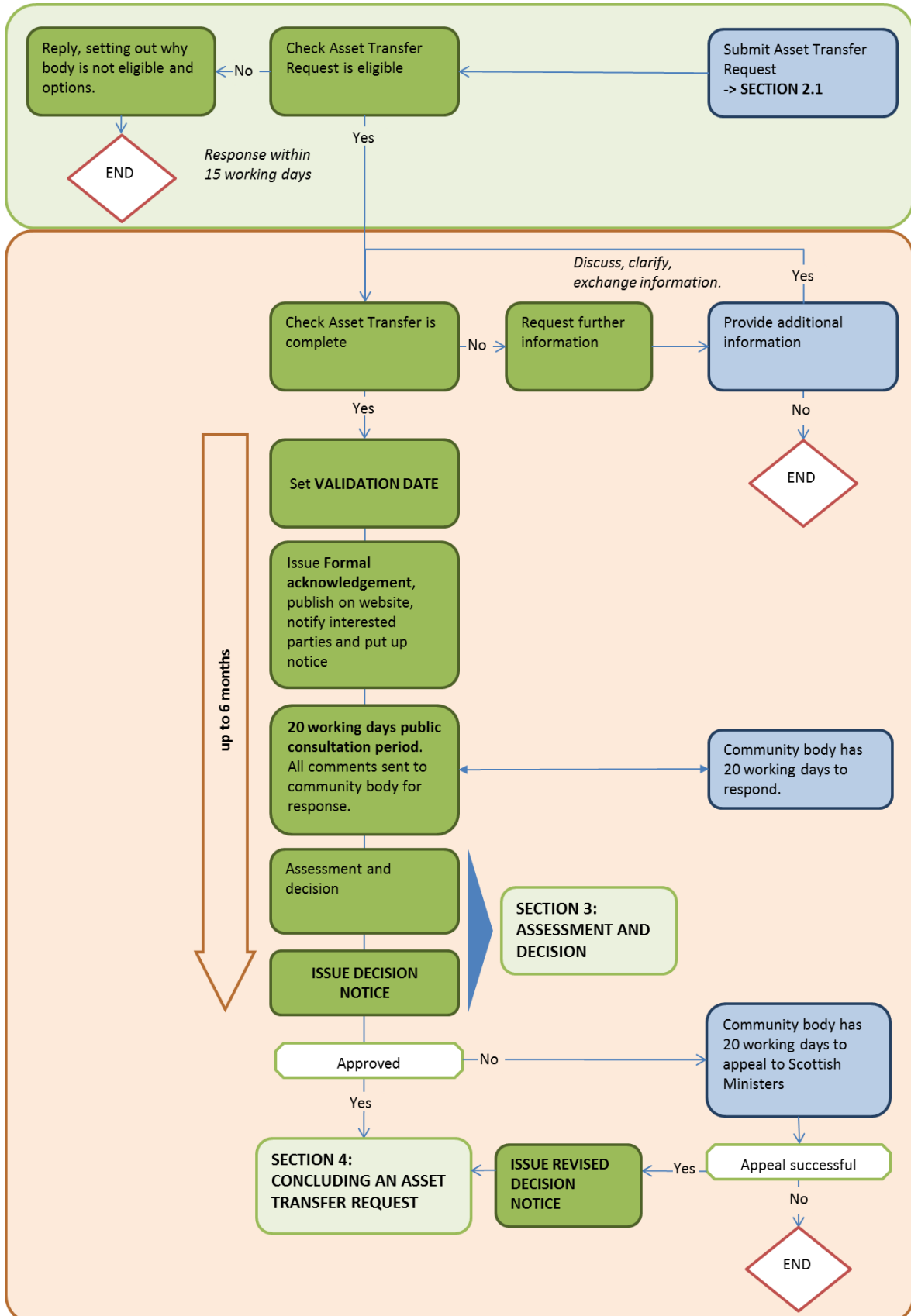
This Section sets out the information you need to put together to make an Asset Transfer Request (see Figure 2.1), how your application will be processed and the timescales for assessment and decision (see Figure 2.2). More information on how to set out the benefits of your proposals and how those will be assessed is included in Section 3: Assessment and Decision.

Figure 2.1 – Preparing an Asset Transfer Request



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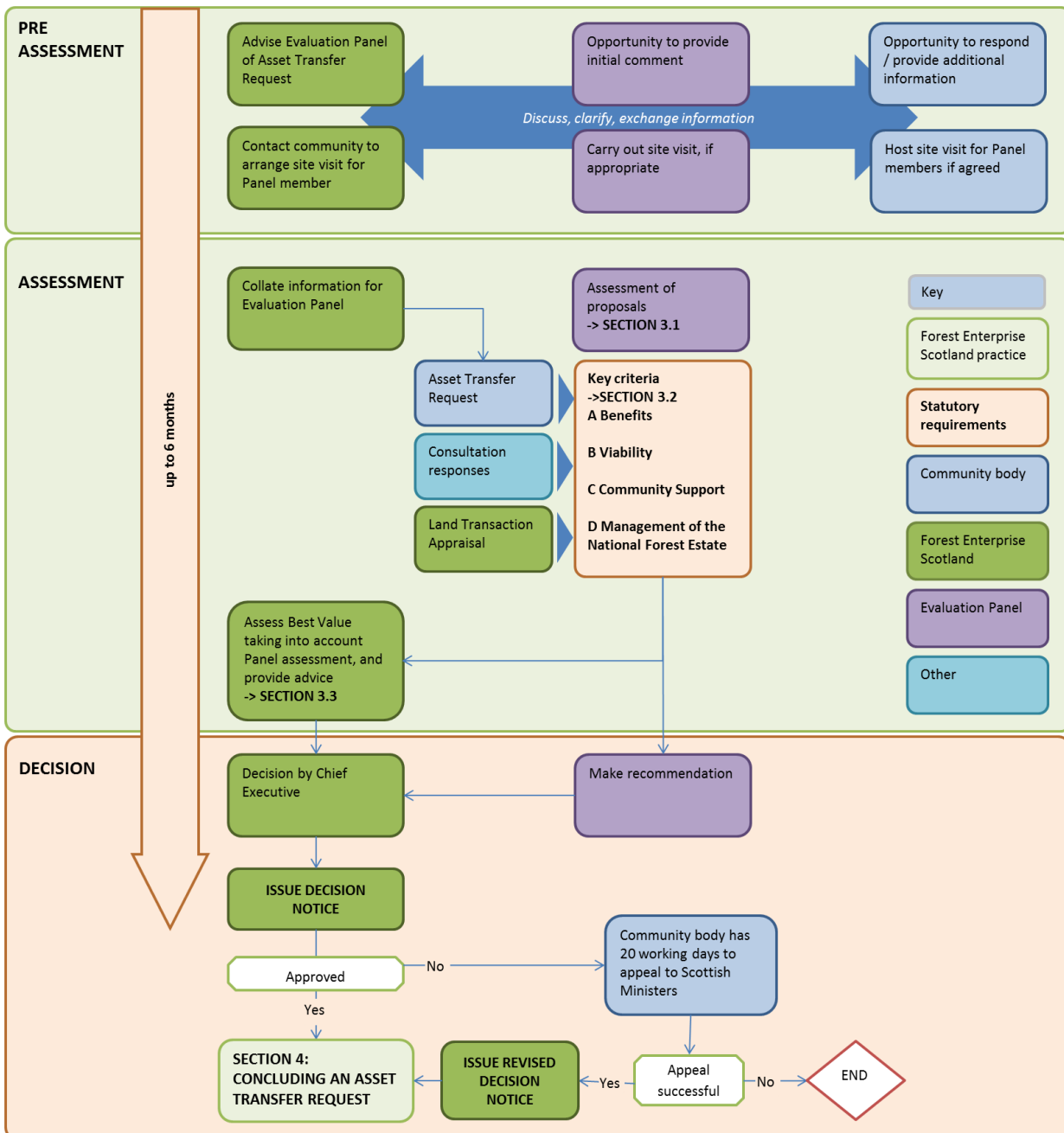
Figure 2.2 –Processing an Asset Transfer Request



## SECTION 3: ASSESSMENT AND DECISION

Once your Asset Transfer Request is received and validated, the application will be assessed, and the decision notified within 6 months from the validation date. This Section sets out how we will assess the proposals set out in the Request, determine whether it delivers best value, notify you of the decision and, if your Request is not approved, your rights to appeal (see Figure 3.1).

Figure 3.1 CATS Assessment Process



## SECTION 4: CONCLUDING AN ASSET TRANSFER REQUEST

This section sets out the process for concluding the sale, lease or agreement to manage, use or occupy land, after you have been notified of the decision. It sets out the expected timescales and the options for reaching a final agreement, and rights to appeal.

Figure 4.1 After approval

