

King's and Lord
Treasurer's Remembrancer



KLTR Ownerless Property Transfer Scheme (OPTS) Application Form

March 2024

Application Form

The purpose of this form is to enable you to provide details of your proposals, your organisation, the ownerless property (land/building) you wish to acquire and how you are proposing to finance the transfer.

Please read the OPTS Guidance before completing this form.

Once submitted, this application form is an expression of interest only and does not commit you or your organisation to any further action relating to the property, or any financial obligations. Nor does it commit the KLTR to any particular course of action.

The KLTR may require further information from you following receipt of this application.

Tick here if your application is "fast-track"
(see section 2.3 of the OPTS Guidance)

1. About the applicant

Full name (including title) of applicant and position in the organisation
(e.g. Chairperson/ Secretary):

Applicant organisation:

Address for correspondence

Postcode

Telephone

Email

2. About your organisation

Type of organisation (tick as applicable).

1. A Scottish Charitable Incorporated Organisation (SCIO) or Community Benefit society with at least 10 members, 75% of whom reside in the relevant geographical area (see below)
2. A community body meeting the statutory requirements in the Land Reform Act 2003, the Community Empowerment (Scotland) Act 2015, etc.
If so, which legislation:
3. An organisation with a registered community right to buy over the property.
4. Other (please indicate below)

If you are in the process of forming a community organisation, please indicate briefly which category your organisation will fall into, your plan for achieving this status and progress made.

3. About the property

Local Authority area in which the property is situated:

Address of the property:

Register of Sasines sheet or Land Register title number:

Please provide a brief description of the property, including its size, former use (where known) and any buildings/structures present (residential/ commercial/ industrial/municipal). Please also include whether there are any potential/ immediate risks, e.g. from falling masonry, pollution or unsafe structures.

Latest owner of the land recorded in the Land Register held by the Registers of Scotland (including, where appropriate, company number):

Please also provide a photograph (or photographs) of the property and a plan showing the extent and location of the property.

As detailed in section 2.8 of the OPTS Guidance, some properties are ineligible for OPTS. **Please confirm that:**

1. The property is not one of the categories excluded from OPTS; and

2. Neither you, nor anyone else in your (planned) organisation, are connected with the dissolved company, its ex-Directors or any others with a legal interest in the property.

4. About your community

How are you defining the community which will benefit from your proposals? Section 4.3 of the OPTS Guidance relates to defining your community by postcode unit (i.e. full postcode e.g. EH6 6QQ). However, alternative approaches may be considered e.g. for more remote areas.

List of postcodes contained in the community:

5. About your proposals

Please provide a paper detailing how your organisation will use the property and how acquisition of the property will benefit your community. This is your "business plan".

You should also set out how your proposals meet the OPTS criteria in section 2.4 of the OPTS Guidance, in particular, sustainable development, public interest and funding issues, etc. You should also provide further relevant information not already included above, such as any party presently occupying the property, its present use (if any), and whether you are aware of any competing parties wishing to acquire the property.

Tick here if you consider acquisition of the property will not raise any subsidy control issues (see section 8.1 of the OPTS Guidance).

If you consider subsidy control rules to be an issue, please include details in your business plan.

6. Document checklist

Please tick the relevant boxes below to confirm which documents are included in your application.

- A.** A completed application form (signed and dated);
- B.** A business plan as detailed above;
- C.** Details of the dissolved company's registration number and evidence of the company's dissolution;
- D.** Legal Report in relation to the Land Register title;
- E.** Map/plan clearly showing the extent and location of the property to be acquired (the plan must be taxative and not demonstrative);
- F.** Extract from the Registers of Community Interests in Land
- G.** Photograph(s) of the property relating to this application; and
- H.** Any other documents detailed below.

Additional documents:

7. Declaration (Applies to both office-bearers detailed below.)

The information provided in this form and its accompanying documents is accurate to the best of my knowledge. I understand that the KLTR will use a variety of fraud prevention measures as part of its assessment of applications under the OPTS.

I am aware that the information relating to this application will be made public on the KLTR's website and that the KLTR may discuss this application, and any details therein, with other public agencies. Personal information will be redacted before the form is made available.

We, the undersigned on behalf of the applicant organisation noted at section 1 above, submit this application as specified in the form and have consent from the organisation to do so.

1. Applicant's signature:

Address:

Position:

Date:

2. Second office-bearer's signature:

Address:

Position:

Please return the completed form and accompanying documents to:

**KLTR OPTS Team
1F North
Scottish Government Building
Victoria Quay
Edinburgh, EH6 6QQ**

**Or e-mail your application
(or any OPTS enquiries) to:
OPTS@KLTR.gov.uk**

We will confirm receipt of your application within 5 working days and we may ask you for more information during the assessment and evaluation process.

Contact details

The KLTR is the Crown's representative in Scotland who deals with ownerless property. You can contact us on enquiries@kltr.gov.uk or opts@kltr.gov.uk

Our postal address is:

KLTR Office
1F North Scottish Government building
Victoria Quay
Edinburgh, EH6 6QQ

What types of personal data do we collect?

If you make an application to us for have an OPTS property conveyed to you, we will collect details such as your name, address, email address and telephone number.

Why do we need your personal data, and how will we use it?

We need your data to be able to communicate with you about your application. Whilst the application will be made by or on behalf of an organisation such as a Scottish Charitable Incorporated Organisation or a company limited by guarantee, we will need the details of a named individual for the purposes of communication.

Who do we share your personal data with?

For the purposes of assessing your application, we might share your data with your local authority and with our Community Co-ordination team. The latter is composed of community support services and the relevant Enterprise Agency for your area. Your data will also be accessible to those hosting our website.

Your data will be used solely for the purpose of assessing your/your organisation's application, and for the purposes of communication.

We will publish the name of your organisation on our website, where we provide the public with information about applications for OPTS properties.

Where the organisation's contact details are the same as yours, this will include those details.

How long do we hold your information for?

We will hold your contact details for the duration of your application to us for an OPTS property, and for up to five years after the transfer to cover any clawback period, during which we will contact you to find out how the property is being used.

As part of our responsibility to demonstrate how we make decisions, your name might be held for longer as part of our Policy Log. We will not hold your contact details for this reason.

You can opt out of your data being held at any stage by writing to us on opts@kltr.gov.uk.

King's and Lord
Treasurer's Remembrancer



Web: www.kltr.gov.uk

KLTR OPTS Team
1F North Scottish Government building
Victoria Quay
Edinburgh
EH6 6QQ