

Please ask for: Erin Coltman
Reference: CAT2526/02
E-mail: communityengagement@scotborders.gov.uk
Date: 26 February 2026

Dear [REDACTED]

ASSET TRANSFER UNDER THE COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015

This letter is to acknowledge receipt of your asset transfer request in relation to **the Municipal Buildings, Selkirk (UPRN: SK015/01)**.

I confirm that the request is made in accordance with the legislation and all required information has been provided. The validation date for this asset transfer request is **10 February 2026**. I confirm that no other asset transfer request has been received in relation to the land/building to which your request relates and the land/building has not been advertised for sale, nor has the Council entered negotiations or initiated proceedings with a view to transferring or leasing that land/building. We therefore consider that the Council is prohibited by section 84(2) of the Act from selling, leasing or otherwise disposing of the land/building described above other than to **Creative Coathanger SCIO** until your request is concluded.

Notice of this asset transfer request will be published online at www.scotborders.gov.uk/assettransfer and sent to any tenants or occupiers of the land or building. Any representations made to the Council about this request will be copied to you at the contact address provided in your request, and you will have at least 20 working days to comment on them.

We will give you notice of our decision whether to agree to or refuse your request, and our reasons for that decision, by **10 August 2026**.

If you do not receive a decision by that date, you may apply for a review of the case. You may also apply for a review if your request is refused, or if the request is agreed but the decision notice specifies material terms or conditions which differ to a significant extent from those specified in the request. Guidance on applying for a review is available by contacting the Council at communityengagement@scotborders.gov.uk. An application for review should be sent to communityengagement@scotborders.gov.uk or to:

Communities and Partnerships Team
Community Asset Transfer
Council Headquarters
Newtown St Boswells
Melrose
TD6 0SA

If you have any questions about the asset transfer process, please contact **Erin Coltman** at erin.coltman@scotborders.gov.uk or on **07977 642053**.

Yours sincerely



JOHN CURRY
DIRECTOR – INFRASTRUCTURE AND ENVIRONMENT