



PROPERTY SERVICES UNIT - APPLICATION TO BUILD

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This Form is to be completed to commence all building related works.

It is important to remember that all Property is held in the name of the Uniting Church Property Trust (W.A). All Property transactions are to be undertaken in accordance with Section 4 of the UCA Regulations. Only the Property Officer has authority to sign any documents relating to Property Transactions. This includes Development, Demolition and Building Applications with Local Area Authorities.

Your building related project must be approved by firstly the Presbytery Property Committee and secondly the Synod Property Board prior to commencement.

If this form is accompanying an application for a grant from the Missional Property Fund, you may skip Questions 2 to 5 and attach this Form to your grant application.

To avoid repeating details, you may refer to attachments in your answers.

Please forward this form to the Property Services Unit when complete via email property@wa.uca.org.au.

SUMMARY AND CONTACT	1. Congregation Name responsible for making the application and overseeing the management and expenditure of the project		
	2. Location of the project		
	3. Commencement date & Completion Dates (approximate)		
	4. Confirmation of pre-requisites:		
	Congregation please confirm: <input type="checkbox"/> Mission Plan approved <input type="checkbox"/> Health and Vitality Toolkit submitted <input type="checkbox"/> Most recent Annual Report of the congregational submitted <input type="checkbox"/> Most recent annual Financial statement submitted (previous income, expenses, assets, and future budget) <input type="checkbox"/> Key congregation leaders have done Safe Church training within last 3 years (or enrolled) <input type="checkbox"/> This application has been endorsed by the Church Council		
	Has the proposal been discussed with the following bodies (if not we will arrange): <input type="checkbox"/> Presbytery Property Committee <input type="checkbox"/> Synod Property Board or Synod Property Services		
	(See application guide for detail and where to find assistance)		
5. Primary Contact person for the application:			
Name		Role	
Contact no		Email	
Secondary Contact Person:			
Name		Role	
Contact no		Email	



6. Estimated Cost of Project:

Provide estimated costs (within $\pm 15\%$). Please include contingency for cost overruns. If you have quotes, detailed estimates, or proposals, please provide these as attachments in the submission email.

Where practical we recommend multiple quotes are sought, you may contact Synod Property Services for advice on suitable companies for the work.

7. Proposed Work:

Type of Work: ☐ Build ☐ Renovation ☐ Repair ☐ Extension ☐ Demolition

☐ Other – Please specify _____

8. Please provide a brief description of proposed building works:

9. List what buildings you propose to demolish

10. Does any Asbestos need to be remediated?

Asbestos Removal must be carried out by a full licensed Asbestos removal professional, and a clearance certificate will need to be provided on completion of removal. If you are unsure if you have asbestos, need a copy of the Asbestos Management plan or need to source a compliant contractor – please contact the Property Services Unit.

11. Property Details:

a) Will any subdivision be required? _____

b) Have the property boundaries been verified? _____

c) Is the building Heritage Listed? _____

If the property is Heritage Listed a reputable Heritage Consultant must be involved in your project and you may require a Heritage Impact Statement.

12. Local Government Authority & Planning Approvals

Your property project may need local council approval. Please provide any information you may have obtained regarding:

☐ Zoning/Permitted Use ☐ Setback requirements ☐ Heritage Requirements ☐ Parking

☐ Other _____



RISK MANAGEMENT

13. Have you considered environmentally sustainable options for this project?

Please provide a summary of what has been incorporated in this project to consider sustainability.

14. Arrangements during proposed building works.

- a) Do the proposed works interrupt the congregation's normal program or services? If so, what arrangements have been made for this?

- b) Does anyone else regularly access the property that needs to be informed? (eg rented space, community programs etc)

15. Risk management (for the property related work)

*What are the major risks you have considered, and what are your mitigation strategies?
Risks are things that could significantly impact your project (both good and bad). Major risks have a high likelihood of occurring or a high consequence if they do. (You may find the Safe Church materials useful) (eg Cost overruns, use of Volunteers for some of the work, Work Health Safety, Delays, disruption while works are completed...)*

RESOURCES

16. Current Financial Position

Please attach in the submission email your most recent congregational financial report, including budget and financial reserves available to the congregation.

17. Available funds for the project

Please provide information on the source of funding for this project



18. Other resources and support (for both the property related work and ongoing mission program)

What other resources will you need to complete this project? (eg project manager, congregational members, external volunteers, paid staff). Please also include the ongoing resources you need to achieve the missional outcome.

Also think about how ongoing property costs will be funded (if relevant).

19. What is the vision after the project?

What will this property project achieve for your congregation? How does it impact your mission plan?

20. Supporting information

*If you have any supporting information for your project, please include them as attachments in the submission. (e.g. conceptual building plans, etc)
(add the attachments to the submission email)*

21. Potential Conflicts of Interest

Are there any potential conflicts of interest in relation to the funding? (eg people involved with the application will benefit from the funding, such as the builder that will be engaged for the work)

Name:

Submission Date:

Position: