

## PROPERTY SERVICES UNIT - APPLICATION TO BUILD/MODIFY

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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.*

*Approval Categories:*

### **Small projects (under \$20,000 ex GST)**

*If your congregation is funding the work and it doesn't involve specialist works your Church Council can approve it. You don't need Presbytery or Synod approval – but help is available if you need it. Specialist Works are defined as any work involving Heritage Listed buildings; Works requiring engineering consultation; local government approval; or asbestos contamination.*

### **Medium projects (\$20,000–\$100,000 ex GST)**

*The Executive Officer Property will review and arrange approval.  
Please complete sections 1-10, 13-21*

### **Large projects (over \$100,000 ex GST or specialist works)**

*Complete all sections on this form.*

*If this form is accompanying an application for a grant from the Missional Property Fund, you may skip items already covered in the Missional Property Fund Application Form (eg contact details etc)*

*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](mailto: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 Congregational health
	<p>Congregation please confirm:</p> <p><input type="checkbox"/> <a href="#">Mission Plan</a> approved</p> <p><input type="checkbox"/> <a href="#">Health and Vitality Toolkit</a> submitted</p> <p><input type="checkbox"/> Most recent Annual Report of the congregational submitted</p> <p><input type="checkbox"/> Most recent annual Financial statement submitted (previous income, expenses, assets, and future budget)</p> <p>Has the proposal been discussed with the following bodies (if not we will arrange):</p> <p><input type="checkbox"/> Presbytery Property Committee</p> <p><input type="checkbox"/> Synod Property Board or Synod Property Services</p>

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 ±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.*

	<p>11. Property Details:</p> <p>a) Will any subdivision be required? _____</p> <p>b) Have the property boundaries been verified? _____</p> <p>c) Is the building Heritage Listed? _____  <i>If the property is Heritage Listed a reputable Heritage Consultant must be involved in your project and you may require a Heritage Impact Statement.</i></p>
	<p>12. Local Government Authority &amp; Planning Approvals</p> <p><i>Your property project may need local council approval. Please provide any information you may have obtained regarding:</i></p> <p><input type="checkbox"/> Zoning/Permitted Use    <input type="checkbox"/> Setback requirements    <input type="checkbox"/> Heritage Requirements    <input type="checkbox"/> Parking</p> <p><input type="checkbox"/> Other _____</p>
	<p>13. Have you considered environmentally sustainable options for this project?</p> <p><i>Please provide a summary of what has been incorporated in this project to consider sustainability.</i></p>
	<p>14. Arrangements during proposed building works.</p> <p>a) Do the proposed works interrupt the congregation's normal program or services? If so, what arrangements have been made for this?</p> <p>b) Does anyone else regularly access the property that needs to be informed? (eg rented space, community programs etc)</p>
	<p>15. Risk management (for the property related work)</p> <p><i>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...)</i></p>
RESOURC	<p>16. Current Financial Position</p> <p><i>Unless already submitted to Presbytery this year, please attach in the submission email your most recent congregational financial report, including budget and financial reserves available to the congregation.</i></p>

17. Available funds for the project

*Please provide information on the source of funding for this project (eg Missional Property Fund Grant)*

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:

Church Council Position:

Church Council Resolution/Date (please attach)