

# Application to Build

## Project not requiring Business Case

# 3H

**Before submitting this Form:**

- Complete the 'Form 1 - Getting Started' and a Pre-Application Meeting between Church Council, Presbytery and Property Services (please note the Pre-Application Meeting can occur by teleconference).
- Obtain and include copies of permits, approved plans and any associated Town Planning and/or Building Permits (if applicable).
- Obtain and attach Tender or Quotations to this Form.
- Send the completed form and attachments to the Presbytery for review and approval.

Additional information: Presbytery, [www.victas.uca.org.au/resources/property/](http://www.victas.uca.org.au/resources/property/), [property@victas.uca.org.au](mailto:property@victas.uca.org.au), Ph: 9116 1956.

### SECTION A: RESPONSIBLE BODY & PROPERTY DETAILS

If you require more space for your answers, please attach additional pages to this form. Complete hard copy form or electronically using ONLY Adobe software, available free at <https://acrobat.adobe.com/au/en/acrobat/pdf-reader.html>

**1. RESPONSIBLE BODY**

Responsible Body Name			
Discernment Partner/ Presbytery			
Contact Person			
Position			
Email			
Phone	Ph	Mobile	
Address (Postal)			

**2. PROPERTY LOCATION AND DESCRIPTION**

Name of property (if applicable)	
Type of Property	
Full Street Address	
Zoning (if known)	

### SECTION B: PROJECT DETAILS

**3. PROPOSED WORKS**

Type of work: (please indicate)	Maintenance	Renovation	Repair
	Extension	Demolition	Other, please advise

Please provide a brief description of proposed works

**ATTACH** copies of Contractor Tender or preferred Quotations (minimum 2) including detailed scope & breakdown (note that works exceeding \$350k require a Principal Contractor – refer to Property Services for advice).

This documentation should also cover capability, be fully inclusive to compliant design and the conditions of permits, and proposed project timeline.

**Preferred contractor**

Business Name:		Price (exc GST)	\$
ABN:		Price (inc GST)	\$
Building Practitioner Registration Number (must be Commercial Builder if Church or Church Hall works)			
Confirm that a Hazardous Materials Audit Report has been prepared for the work			

**List any buildings to be demolished or altered:**

Provide details of any other buildings to be relocated; fences to be re-aligned and any other alterations which need to be made to existing property. If applicable, **ATTACH** a site plan showing the whole site and giving position of buildings (both proposed and existing) together with photographs of existing buildings.

**SECTION C: CURRENT FINANCIAL POSITION & PROJECT BUDGET**

**4. CURRENT FINANCIAL POSITION**

The financial details given in this question are current as at (date)	
<b>a) Credit Funds (Current Assets)</b>	<b>Amount \$</b>
UCA Funds / U Ethical – UCA Enhanced Cash Portfolio	
UCA Funds / U Ethical – UCA Growth Portfolio	
UCA Funds / U Ethical – UCA Australian Equities Portfolio	
Building/maintenance account(s)	
Trusts and Bequests (total)	
Bank Account – Operational	
<b>TOTAL ASSETS (A)</b>	
<b>b) Debts owing (Current Liabilities)</b>	<b>Amount \$</b>
UCA Funds / U Ethical	
Bank	
Individuals	
Loans and borrowings (including long-term loans)	
Other (please specify) -	
<b>TOTAL LIABILITIES (B)</b>	
<b>NET POSITION (A - B)</b>	
Of the Investments/Trusts and Bequests listed above, please indicate which ones are tied to a particular purpose and advise that purpose	

5. **PROJECT COSTS**

Type	Amount \$
Building:	
Permits:	
Authority Payments:	
Site Works:	
Landscaping:	
Car park costs:	
Furniture/ Furnishings/ Equipment:	
Property Services PM/DM fees (if applicable)*:	
Consultants:	
Other:	
<b>SUB TOTAL PROJECT COST</b>	
Contingency allowance:      % of sub total (eg 10%)	
<b>TOTAL PROJECT COST (exc GST)</b>	
<b>TOTAL PROJECT COST (inc GST)</b>	
* <b>ATTACH</b> signed Scope of Services fee proposal for Property Services PM/DM engagement (if applicable)	

6. **AVAILABLE FUNDS FOR PROJECT**

SOURCE (do not include amounts required to fund loan repayments)	Amount \$
Funds: U Ethical (Funds Management)	
Funds: Bank	
Fundraising	Received/Banked
Property Sale Proceeds	Applied for concurrently
* Net of costs and sharing with the wider church	Approved
Synod Grants	Applied for concurrently
	Approved
Loans	Applied for concurrently
	Approved
Other funding:	
<b>TOTAL AVAILABLE FUNDING</b>	
<b>TOTAL PROJECT COST exc GST (From Question 5)</b>	
<b>EXCESS FUNDING / (SHORTFALL in FUNDING)</b>	

7. **ADDITIONAL PROJECT FUNDING INFORMATION (if applicable)**

<b>A. Fund Raising:</b> Received/ banked funds:
<b>B. Property Sale Proceeds (PSP):</b> Please advise details of property sold and available proceeds. <b>ATTACH</b> 'Form 3A – Application for Allocation of Property Sale Proceeds (PSP)'
<b>C. Synod Grants:</b> Please advise details, including type of grant and status of application (approved, submitted concurrently etc) <b>ATTACH</b> 'Form 3C - Application for DAF/Emergency Grant' or 'Annual Grant Form Capital/ Mission'.

**D. Loans:** Please advise details and status of loan application (approved, submitted concurrently etc)

**ATTACH** 'Form 3B - Application for a Loan'

**E. Other funding:** Please specify source of other funding and **ATTACH** funding or partner agreement (if applicable)

**8. PROPERTY UNDER OVERSIGHT OF APPLICANT**

Please list all property under the oversight of the applicant. (eg manses, churches, vacant land, shops etc)

**9. TENANTS/LICENSEES**

Is the property tenanted or are there any current license agreements in place?	Yes	No
If yes, <b>ATTACH</b> a copy of the current lease or license agreement		

**CHECKLIST:**

Prepare and Sign 'Form 3H - Application to Build' by Church Council/ Responsible Body Board

Signed 'Form 3H - Application to Build' by Presbytery/ Authorising Body

**Please indicate the attachments included with this application as agreed in your Pre-Application Meeting**  
(you do not need to indicate/ tick all unless they were agreed in your Pre-Application Meeting)

**Attach** Contractor Tender / Quotation (or secondary QS assessment)

- price is fully inclusive of compliant design and conditions of all permits
- includes contractor capability statement
- includes contractor program of works
- includes contractor OHS Co-ordination Plan
- site plan and photos of any proposed buildings for demolition

**Attach** Town Planning and/or Building Permits and approved plans (if applicable)

**Attach** Heritage status and approvals

Office Use only:

Heritage Status has been verified by Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Attach** Asbestos Register (Div 5) not less than 5 years, Hazardous Materials Audit Report (Div 6)

**Attach** Most recent Annual Essential Safety Measures Report (AESMR)

**Attach** Property Services Report and Risk Assessment

- detailed development or project budget
- agreed scope of services for UCA PM / DM support

**Attach** Consultants Reports and Assessments

**Attach** Funding Agreement/s

**Attach** Approved Partner Agreement/s

**Attach** Finance Approvals

**Attach** Leases / Licences and other agreements in place for the property

**SECTION D: Acknowledgement, Approvals & Authorising Body Comment**

**Property Services DM/PM acknowledgement**

This application is acknowledged by Property Services Project Manager/ Development Manager working with the Responsible Body for the project:

Signed*:	Position:
Name:	Date:

**Responsible Body Approval**

Responsible Body Name:

Details of Approval:

At a meeting held on \_\_\_\_\_ (date), this application was approved by the:

Church Council	Congregation	Other
Signed*:	Signed*:	
Date:	Date:	
Name:	Name:	
Position:	Position:	

**Presbytery/ Authorising Body Approval**

Presbytery/Authorising body:

Details of Approval:

At a meeting held on \_\_\_\_\_ (date), this application was approved by the:

Presbytery:	Standing Committee:	Delegated Committee:	Other:
Signed*:	Signed*:		
Date:	Date:		
Name:	Name:		
Position:	Position:		

**Comment from Presbytery/ Authorising Body**

Provide comment and/or list reasons application supported/not supported. **Please do not leave blank.**

\* Type name or print, sign and scan. Note insertion of electronic signature will lock form from future edits

## **ANNEXURE: GUIDE & FURTHER INFORMATION**

### **FUNDING**

Where a project requires loan funding to finance a project, the loan must be submitted and approved before the 'Application to Build – Major/Minor' can be considered. Where a Synod grant is required approval must also be obtained in advance. If 'Property Sales Proceeds' are being utilised and approval has not been obtained a 'Form 3A Application for allocation of Property Sale Proceeds' should be submitted concurrently with the Form 3H.

### **ENDORSED AND APPROVED PLANS**

Due to increasing legislative obligations it is important to ensure any designs by an architect or draftsman for building works not requiring a permit still include a Designers Statement of Compliance to National Construction Code (NCC) inc disability access (Australian Standard AS1428).

### **SAFETY**

Government legislation requires that Contractors MUST:

- hold a licence to perform the specified work (eg electrician, plumber, registered commercial builder, working at height)
- must carry out the work in a duty of care for all persons.

Where working at height above 2 metres, the Contractor to supply all safety equipment and conduct safety planning:

- must carry out the work to the standards of the national construction code.
- only licenced asbestos removalists may remove asbestos.

Refer to the Property Services – Information Guide: 'Attention all Building Contractors Preparing Quotations'

### **CONTRACTS**

Once an application has been approved, ALL contracts must be signed by a member of either 'The Uniting Church in Australia Property Trust (Victoria)' or 'The Uniting Church in Australia Property Trust (Tas.)', as appropriate. These are the legal entities of the church and only Trust members have the authority to sign legally binding documents on behalf of the church.

Please ensure that any contracts are completed with the owner shown as the appropriate Property Trust, as noted above, and are sent for signing to the Property Officer at Level 2, 30 Lonsdale Street, Melbourne 3000.

### **GOODS AND SERVICES TAX (GST)**

Note that it is essential to obtain valid Tax Invoices for work undertaken. These invoices should be forwarded to Property Services for payment at Level 2, 30 Lonsdale Street, Melbourne 3000. Accounting Services will pay the GST out of its resources and then claim reimbursement from the Australian Taxation Office (ATO). In this way, organisations do not have to undertake GST administration, or use their funds for GST payments, for building projects. If the organisation pays an invoice which includes GST, then the organisation must be individually registered for GST and make a claim direct to the ATO for GST reimbursement. The Synod office WILL NOT reimburse organisations for any GST incurred. Enquiries regarding GST can be directed to: Synod Finance Email: [accounting@victas.uca.org.au](mailto:accounting@victas.uca.org.au)

### **ENQUIRIES**

In the first instance enquiries regarding projects should be directed to your Presbytery.

Any enquiries regarding completion of this application can also be directed to Property Services [property@victas.uca.org.au](mailto:property@victas.uca.org.au) , Ph: (03) 9116 1956.

### **RESOURCES**

There are a number of information resources to help you plan and execute a property project safely, legally and within budget. Please refer to 'Information Sheets' at [www.victas.uca.org.au/resources/property/forms-and-resources/](http://www.victas.uca.org.au/resources/property/forms-and-resources/)

### **APPROVAL PROCESS**

