



# Form 1 – Getting Started

# 1

The 'Form 1 - Getting Started' is Step 1 in the property approvals process. It is the basis of the Pre-Application Meeting with Presbytery and Property Services. It generally does not apply to residential leases, sales, or works under \$20,000 (where no permit is required, no hazardous material ie asbestos, below 2m in height, no heritage consent needed – if not sure contact Property Services Project Managers for advice 9116 1954 or 9116 1952). For further information please contact your Presbytery or Property Services [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. **Property Services strongly advises that no consultants, architects or designers be engaged at this early stage to ensure funds are not spent on unnecessary advice or drawings that do not meet requirements.** Complete hard copy form or electronically using ONLY Adobe software, available free at <https://acrobat.adobe.com/au/en/acrobat/pdf-reader.html>

### CHECKLIST:

Prepare and Sign 'Form 1 – Getting Started'

Attach Summary of property under oversight of Responsible Body and how property is used (this will help us understand how your idea fits in with how you currently use ALL your properties)

Attach most recent audited financial statement & current year budget (balance sheet & 5yr forecast if available)

Make contact with Presbytery to confirm a Pre-Application Meeting with Presbytery and Property Services

**If you require more space for your answers, please attach additional pages to this form**

## 1. RESPONSIBLE BODY

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

## 2. YOUR IDEA

Please provide a summary of the proposed idea

Project Name (if applicable):

Please provide address(es) of property relating to this application

Advise the missional connection to the proposed idea. (For guidance consider an Updated Mission Plan, Property for Mission Workbook for long term planning)

How will the proposed project /works be funded?

### 3. AUTHORISATION

RESPONSIBLE BODY	PRESBYTERY
Signed:	Signed:
<i>(Type name or print, sign and scan. Insertion of electronic signature will lock form from future edits)</i>	<i>(Type name or print, sign and scan. Insertion of electronic signature will lock form from future edits)</i>
Date:	Date:
Name:	Name:
Position:	Position:

### 4. WHO TO CONTACT

Any queries regarding the completion of this form should be directed to your Presbytery. Alternatively, please contact Property Services: (03) 9116 1956, [property@victas.uca.org.au](mailto:property@victas.uca.org.au)

### NEXT STEPS FOR COMPLETED FORM

Forward to Presbytery	Forward the completed and signed 'Form 1 - Getting Started' to your Presbytery.
Pre-Application Meeting / PART	Presbytery will arrange a Pre-Application Meeting with Church Council and Property Services representatives to discuss your proposal and to give guidance as to required actions/ additional information. The 'Form 1 – Getting Started' will be noted by the Property Applications Review Team.

### APPROVAL PROCESS

