

Form 1 – Getting Started

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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/, 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

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

	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)								
	ed financial statement &	current year budget (balance sheet & 5yr fo	recast i					
available)			•					
Make contact with Presbyte	ery to contirm a Pre-Applic	cation Meeting with Presbytery and Property Serv	rices					
f you require more spac	e for your answers, pl	ease attach additional pages to this form						
RESPONSIBLE BODY								
Responsible Body Name								
Contact Person								
Position								
Email								
Phone	Ph	Mobile						
Address (Postal)								
Presbytery								
YOUR IDEA Please provide a summar	y of the proposed idea							
YOUR IDEA	y of the proposed idea							
YOUR IDEA								
YOUR IDEA Please provide a summan	ole):	this application						
YOUR IDEA Please provide a summan	ole):	this application						
YOUR IDEA Please provide a summan	ole):	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)

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How will the proposed project /works be funded?

3. **AUTHORISATION**

RESPONSIBLE BODY	PRESBYTERY
Signed:	Signed:
(Type name or print, sign and scan. Insertion of	(Type name or print, sign and scan. Insertion of
electronic signature will lock form from future edits)	electronic signature will lock form from future edits)
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

NEXT STEPS FOR COMPLETED FORM

Forward to Presbytery	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

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Form 1	Sent to Presbtyery	Pre- Application Meeting	Follow Up Actions	Form 2A by Presbytery	PART	Form 3 Application(s)
Congregation develops idea and completes 'Form 1 - Getting Started' before sending to Presbytery	Presbytery reviews for mission aspects and required information before forwarding to PART	 Pre-Application Meeting • held with Church Council, Presbytery and Property Services representatives to discuss proposal including the need for and timing of, any building assessments and permits 	Follow up of any actions arising from Presbytery review and Pre-Application Meeting	Presbytery submits 'Form 2A- Presbytery Discernment' to PART summarising the outcome of the discernment undertaken, if applicable	PART considers Forms 1 and 2A and if deemed appropriate endorses project for preparation of relevant Form 3 Application(s) including Permit Applications; or Form 2B Business Case Congregation and	Church Council in consultation with Presbytery and Property Services prepares relevant Form 3 Application(s) having regard to any PART requirements

· Concurrently Form 1 will

be noted at PART

Congregation and

PART's decision

Presbytery notified of