

Approval Process for Minor Builds (<\$1m)

Phase 1

Form 1 –
Getting Started

Form 1 is the starting point for all applications. This is a tool for applicants to consider the context of the community beyond themselves, initial thinking around the project being considered and how this fits with the vision of mission and/or ministry opportunities of the applicant. By submitting this form early in the process, this allows for other councils of the church to provide early feedback.

Phase 2

Form 2A –
Discerning and Deciding

Form 2A documents the discernment between the congregation and presbytery (or applicant and discernment partner) and facilitates development of the initial project idea to a more defined plan of action and how this idea responds to the overall missional vision and strategy. For building works, this relates to the long term strategy of the whole property, why the works are necessary, how it is intended that the project will be funded and how the works will enhance mission and ministry in that community.

Phase 3

Form 3H-
Application to Build

Form 3H collates all the details of the project for approval of the project by other councils of the church such as presbytery or UCVT, and the Property Board. Additional information required to support the application includes: sketch plans, site plan, project costing (quote or QA assessment) and financials. Prior to final approval by the Property Board, or its delegated subcommittee, the application will be reviewed by staff of Property Services to ensure that all information has been provided and that finer details of the project are satisfactory.

Phase 4

Post – Approval

All contracts must be forwarded to this office to be signed by a member of the Property Trust. If finance has been approved concurrent to this application, then you will receive a 'Request for Payment' form to complete and submit with invoices for payment to the service provider. During the course of the project, Property Services is available to provide advice as needed and assistance to ensure completion within the project budget.