

Property Services Unit

2

APPLICATION TO BUILD

Please fill in this form to commence your building works project.

Please remember that all property is held in the name of the Uniting Church in Australia Property Trust (W.A.). Property dealings are to be undertaken in accordance with Section 4 of the UCA regulations and Part 4 of the By-laws of the UCA Synod of Western Australia.

This form is to be:

- Completed after completion of your Mission and Strategy Plan.
- Completed by congregations, presbyteries and agencies seeking approval to undertake a capital works project, including demolition, alterations or repair, extension or renovation, or new construction of any UCA building.
- Forwarded to Property Services Unit when complete.

SECTION A: APPLICANT AND PROJECT DETAILS

1. BENEFICIAL USER

Congregation*			
Contact Person Rev / Dr / Mr / Mrs / Ms / Miss			
Position			
Email			
Phone	BH		Mobile
Address (Postal)			
* Organisation name if not a Congregation			

2. PROPERTY LOCATION AND DESCRIPTION

Name of property (if applicable)			
Title Particulars	Volume	Folio	
Type of property			
Address (Street)			

5. REASON FOR BUILDING PROJECT Please advise briefly the reason for undertaking the proposed building works and the anticipated resultant benefit

3. PROPOSED WORK	
Type of work: (Please indicate)	<input type="checkbox"/> Build <input type="checkbox"/> Renovation <input type="checkbox"/> Repair <input type="checkbox"/> Extension <input type="checkbox"/> Demolish <input type="checkbox"/> Other
If other, please specify	
Please provide a brief description of proposed building works	
List any buildings to be demolished: 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.	
List any asbestos that needs to be rectified: If unsure request the report from Synod Office. Provide details of the contractor. A clearance certificate will need to be provided on completion of the works.	
Proposed Construction Arrangements	<input type="checkbox"/> Tender <input type="checkbox"/> Sub-Contract <input type="checkbox"/> Voluntary Labour
Sketch Plans: Please attach sketch plans showing floor plans and basic elevations. In the case of additions and alterations, the existing building floor plan must also be shown. Note that full specifications and plans showing layouts of rooms and fixed furniture will be required for examination and approval by the Property Committee. Volunteer Labour: Points to consider when contemplating the use of voluntary labour: <ul style="list-style-type: none"> • That the project is supervised by a qualified or experienced tradesperson. • That there is a guarantee of continued commitment to the project to its completion.) 	

6. ARRANGEMENTS DURING PROPOSED BUILDING WORKS (IF APPLICABLE)	
What arrangements have been made for the present congregation/program?	



Does anyone else regularly access the property? (eg kindergarten, rented office space) Have arrangements been made for these groups or individuals?	
4. PROPERTY DETAILS	
Will any subdivision be required? If yes, provide details:	
Have the property boundaries been verified? If no, provide details:	
What is the zoning?	
Is the property registered / classified / identified as a heritage property? If yes, provide details including reference number if known.	
Site plan: 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 AND PROJECT BUDGET

17. PROJECT COSTS	
TYPE	AMOUNT \$
PREPARING TO BUILD COSTS	
Plans and specifications: (please attach)	
Likely Total Cost: Complete cost detail break-up – including tender price of estimate, fees (Architects, Engineers, etc), furnishing, landscaping, parking	
BUILDING COSTS	AMOUNT \$
Purchase:	
Architect Fees:	
Consultants:	
Building Costs:	
Site Works:	
Landscaping:	
Car park costs:	
Insurance:	
Other:	
Contingency allowance:	
Furniture:	



Furnishings:	
Equipment:	
Other:	
TOTAL PROJECT COST (Including GST if applicable)	

18. CURRENT FINANCIAL POSITION	
a) DEPOSITS AND INVESTMENTS	\$
UCA Cash Management Fund	
UCA Growth Fund	
Trusts and Bequests	
Bank	
Other investments (please specify)	
TOTAL	
b) LOAN LIABILITIES	\$
Synod	
Bank	
Other (please specify)	
TOTAL	

19. AVAILABLE FUNDS FOR PROJECT FUNDING		
SOURCE		AMOUNT \$
(Do not include amounts required to fund loan repayments)		
Funds: UCA Funds Management		
Funds: Bank		
Fund raising (Provide details at 20A)	To be raised:	
Embargoed Funds * Net of costs and Mission & Service (BOMAR) allocation. (Provide details at 20B)	Applied for:	
	Approved:	
Grants (Provide details at 20C)	Applied for:	
	Approved:	
Loans (Provide details at 20D)	Applied for:	
	Approved:	
Other Funding (Provide details at 20E)		
TOTAL AVAILABLE FUNDING		
TOTAL PROJECT COST (From Question 17)		
EXCESS FUNDING / (SHORTFALL in FUNDING)		



20. ADDITIONAL INFORMATION REGARDING PROJECT FUNDING (if applicable)
A. Fund Raising: Please specify plans for fund raising.
B. Embargoed Funds: Please advise details of embargoed funds available. Please advise whether a request for access to the funds has been submitted and/or approved.
C. Grants: Please advise details to include type of Grant, and whether a grant application has been submitted and approved or whether the application is to be submitted.
D. Loans: Please advise details to include type of Loan, and whether a loan application has been submitted and approved or whether the application is to be submitted.
E. Other funding: Please specify source of other funding. If the funds are from a trust please provide a copy.

SECTION D: APPROVALS

LOCAL GOVERNMENT AUTHORITY (LGA) PLANNING DEPARTMENT APPROVALS	
Before submitting your application please ensure the following have been obtained	
Zoning / Permits Use	<input type="checkbox"/>
Setbacks	<input type="checkbox"/>
Heritage Matters	<input type="checkbox"/>
On and off site parking	<input type="checkbox"/>
Heritage Council if on State Register. If the property is only on the Municipal Heritage inventory, only the LGA needs to be consulted.	<input type="checkbox"/>



CONGREGATION / AGENCY BOARD APPROVAL

Name of Congregation/Organisation:

Certified Copy of Resolution:
 We hereby certify that at a meeting ofduly convened in accordance with Assembly Regulations 4.4.3 and 4.4.4 held on theday of 20....., the attached resolutions were duly passed.(Attach copy of resolutions).

The voting was:
 FOR AGAINST ABSTAINING PRESENT

Please attach a copy of the relevant minute

Signed:	Signed:
Date:	Date:
Name:	Name:
Position:	Position:

DETAILS OF THE MANNER IN WHICH THE CONGREGATION HAS BEEN CONSULTED

(Where proposal includes the sale or substantial change of use of a property used principally for the purposes of any Congregation)

SYNOD / PRESBYTERY OFFICE USE ONLY

Application Reference Number	#
Does this have the approval of the Presbytery Mission Planner?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Resources Commission Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No



APPENDIX: FURTHER INFORMATION

FUNDING

Where a **loan** is required to finance a project, a separate Loan Application must be completed and sent to Uniting Church Investment Fund. Unless an application has been previously provided, a completed Loan Application form must be provided with this building application. Note that any loan application must be accompanied by a financial projection or a business case which demonstrates that the organization has the capacity to meet the financial commitments proposed. This criterion must be met, otherwise the application to build will not be approved.

Similarly where **property sales proceeds** are required to fund the project, a separate application for 'Allocation of Embargoed Funds' must also be completed. Unless such an application has been previously provided, these additional applications must be provided with this building application.

SKETCH PLANS

It is **important** to ensure that preliminary sketch plans are prepared by an architect or draftsman and attached to this application form. Please note that detailed plans will be required as follows:

- *After* the project has been formally approved by Resources Commission;
- *Before* the contract can be signed by The Uniting Church in Australia Property Trust (W.A.).

Please note also that construction of any **accessible toilets or ramps** must comply with Australian Standard Regulation AS 1428.1, to ensure that the facilities are suitable for use by persons with a disability.

CONTRACTS

Once an application has been approved, ALL contracts must be signed by a member of 'The Uniting Church in Australia Property Trust (Western Australia)'. This is the legal entity 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 GPO Box M952, PERTH 6843.

The **contract for building works** needs to be a standard contract prepared by the Royal Australian Institute of Architects the Master Builders Association, or the Australian Standards Association. (The ASF4000 is the recommended contract documentation for contracts in excess of \$50,000)

GOODS AND SERVICES TAX (GST)

In relation to GST note that it is essential to obtain valid Tax Invoices for work undertaken. These invoices should be forwarded to Property Services Unit for payment at GPO Box M952, PERTH 6843. Accounting Services will pay the GST out of its resources and then claim reimbursement from the Australian Taxation Office (ATO). In this way, congregations and 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.

SYNOD AUTHORISATION AND APPROVALS

Building works **MUST NOT** commence until the following actions have occurred:

- Written approval of the Application to Build has been received from the Resources Commission;
- Written approval of the plans for the proposed project has been received from the Property Services Committee;
- Written approval of the funding intended to support the building project has been received;
- The building contract has been signed by 'The Uniting Church in Australia Property Trust (W.A.)'.



PRACTICAL MATTERS

1. The completed 'Application to Build' is to be sent to the Property Services Unit.
2. Presbytery Property Manager will access advice from Strategy and Mission Planning Commission that the proposal is closely aligned to the congregation's mission planning.
3. Contracts over the value of \$5,000 must be signed in the name of the Property Trust [Reg. 4.6.3].
4. The Property Services Committee will make recommendation to the Resources Commission to approve the application subject to satisfying the Committee that the renovations will enhance the mission of the congregation.
5. Separate application must be made to the Property Services Committee for approval to draw funds from property sale proceeds.

When submitting this form, please ensure that the following information is attached:

6. Three quotes from a qualified builder or, where appropriate, a licensed tradesperson must be obtained for the work.
7. Sketch plans – refer Section A, Question 3 for further details.
8. Site plan – refer Section A, Question 4 for further details.

ENQUIRIES

Enquiries relating to leasing or completing this form should be directed to the following:

Property Services Unit: Ian Healey, Sandra Ackoy or Suren Nair

Phone: 08 9260 9800 or 1300 736 692

Email: ian.healey@wa.uca.org.au / sandra.ackoy@wa.uca.org.au / suren.nair@wa.uca.org.au

PROPERTY BUILDING CHECK LIST

1. **Approvals In Principle**
 - a) Local Government Authority Planning Department re the items listed:
 - Zoning/Permit uses
 - Setbacks
 - Heritage matters
 - On and off site parking
 - b) Heritage Council if on State Register. If the property is only on the Municipal Heritage only the LGA needs to be consulted. Property Services Unit to be contacted if in doubt.
2. **Approving Bodies**
 - a) Church Council
 - b) Presbytery Property Committee must approve drawings of all structural alterations (regardless of cost) and make its recommendation to the Resources Commission
 - c) Resources Commission
3. **Drawing/Documentation Approval Stages**
 - a) Stage 1 - A sketch should accompany application or follow immediately.
 - b) Stage 2 - Detailed sketch by architect or other approved person should be submitted to the Presbytery Property Committee.
 - c) Stage 3 - Working Drawing and Specifications.
 - d) Stage 4 - Contract documentation must be signed by the Uniting Church in Australia Property Trust (W.A.) as "proprietor". (*AS4000 is the recommended contract documentation for contracts in excess of \$50, 000.*)
4. **Contracts**
 - a) Ensure architect is covered by Professional Indemnity Insurance.
 - b) Include provision for Public Liability Insurance.
 - c) Variations in excess of 5% or \$ 1,000 require approval.
5. **Taxation Arrangements**

All contracts, or subcontracts, to state whether the contract is inclusive or exclusive of GST.
6. **Release of Funds**

Separate application must be made for approval if embargoed funds are to be used.

