



APPROVAL FOR CONSTRUCTION

Approval to Construct a Low Design / Specification Building

This application form relates to the proposed construction or renovation of property where level of design and specification is low. A decision on whether a proposed project falls within a low design and specification designation is made by staff members of Strategic Resources and Assurance.

Staff members of Strategic Resources and Assurance are available to provide assistance as the Congregation considers both the feasibility of the prospective project and when this form is being completed. Early consultation with Strategic Resources and Assurance and Presbytery ensures that the project progresses in the right direction from the beginning. Strategic Resources and Assurance can be contacted on 3377 9777 or e-mail property@ucaqld.com.au

Congregation construction projects which are under \$50,000 and do not require loan financing can be approved by a presbytery. Projects over \$50,000 need to be approved by Finance, Investment and Property (FIP) Board.

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1. All sections of the application form relevant to your congregation must be completed. **Incomplete** application forms cannot be approved.
 2. The attached application is in four sections as follows:
 - a. Section A: Purpose and Background
 - b. Section B: The Facts
 - c. Section C: Planning and Financial Information
 - d. Section D: Approvals Required
 3. The FIP Board meets on the 4th Friday of each month. For consideration completed forms must be received 12 days prior to meeting date.
 4. **All** contracts must be signed by the Uniting Church in Australia Property Trust (Q). This is the only legal entity of the Church in Queensland and no-one else has the authority to sign a legally binding document on behalf of the church except for the Property Officer.



Section A: Purpose and Background	
1. APPLICANT	
Responsible Body	
Contact Person	
Position	
Phone (Business Hours)	Fax
E-mail Address	
Postal Address	
	Postcode
2. PROJECT SCOPE	
<i>Briefly describe the scope of the project</i>	
3. THE MISSION	
<i>Please state the following:</i>	
Mission Statement	
Values	
Priorities	
Short Term Goals	
How does this align with Plenty?	



Section B: The Proposal

1. LOCALITY AND DESCRIPTION OF PROPERTY	
Type of Property	
Street Address of Property	
	Postcode
Land Area (m ²)	
Land Zoning	
Site Plan and Photographs	Attach a sketch plan showing proposed development and giving position of buildings.
Heritage or Other encumbrances (eg easements)?	
Is vacant possession of the property required?	
Is the property currently tenanted? Provide details	



2. PROJECT ACCOUNTABILITIES		
Name of Project Committee Chair		
What demonstrated construction project, cost management skills and competencies does he or she possess which are relevant to managing the project?		
Names of the other members of the Project Committee		
What demonstrated construction project, cost management skills and competencies do they possess which are relevant to managing the project?		
Who is the architect / primary consultant engaged to create the design concept		
3. THE PROJECT		
Please attach a master plan for the property (if the project is greater than 75m ²), including the proposed project. Note: the master plan seeks to provide an understanding of the expected future uses of the site consistent with both the missional priorities of the congregation and local council planning scheme and zoning for the property.	Attached Yes	
Please attach schematic design for the project (see appendix two for definition of schematic plans)	Attached Yes	
4. Tenders Received		
Tender Name	Tender Price	Tender Revision
	\$	\$
	\$	\$
	\$	\$



5. Preferred Contractor	
Please justify preference based on the following:	
Price	
Financial Stability	
Delivery of Project	
Experience with similar projects	
Performance record in terms of standard of work and meeting project delivery dates	
Current list of projects	

6. PROJECT COST	
Construction Cost	\$
Professional Fees	\$
Council Costs	\$
Earthworks/landscaping (if not included above)	\$
Estimate Furniture/fitout (if not included above)	\$
Contingency (5%)	\$
Escalation (5%)	\$
Other	\$
Total Anticipated Costs	\$
Name of Quantity Surveyor	
Note: forecast project cost needs to be determined by a quantity surveyor	

7. PROPOSED SOURCE OF FUNDS			
Source	Amount	Applied	Approved
Cash at Hand	\$	n/a	n/a
Mission Development Fund	\$	n/a	n/a
Government Grant	\$	Yes	Yes
UCIS Loan	\$	Yes	Yes
Other (please specify below)	\$	Yes	Yes
Total	\$		
Is other property to be sold to fund this project? Identify			



8. REGULATORY	
What has been done or needs to be done to obtain relevant council approvals?	
What special conditions or planning contributions has the development approval triggered?	
9. PROCUREMENT METHODOLOGY	
Is a competitive lump sum construction procurement method being used for the project <small>Note: this is the preferred procurement method used by the Church</small>	Yes No
If no, please state the procurement method proposed and why it is preferred based on quality, cost, delivery timeframe and innovation.	
10. Other Details	
Will any existing operations be impacted during the construction process? What arrangements are in place to allow for ongoing operation during this period?	
Any further information you wish to include	

Section C: Planning and Financial Information

1. Proposed Sources of Finance for Construction			
Source	Amount	Applied	Approved
Cash at Hand	\$	n/a	n/a
Mission Development Funds	\$		
Government Subsidy	\$	Yes No	Yes No
Grant (specify grant source)	\$	Yes No	Yes No
UCIS Loan	\$	Yes No	Yes No
Future Dev Fund Loan/Grant	\$	Yes No	Yes No
Other (please specify)			
Total	\$		
Is other property to be sold to fund this project? Identify			



2. OTHER IMPLICATIONS			
<i>What impact will the purchase have on other activities of the applicant? Has a budget and cash-flow projection been completed to ensure the ongoing viability of other/existing activities once any payments related to the purchase are factored in?</i>			
3. STATISTICS	31/12/20__	31/12/202_	01/01/202_ Estimate
Average attendance at worship services			
Total number of regular attendees			
# children & youth			
4. PROGRAMS AND ACTIVITIES			
Program / Activity Name	Description of Program / Activity including number of people involved		



Section D: Approvals		
1. CHURCH COUNCIL (please attach copy of relevant minute)		
Certified copy of resolution:	We hereby certify that at a meeting of duly convened in accordance with Assembly Regulations 4.4.1 (e), 4.6.1 and 4.6.3 held on the ____ / ____ / ____ the ____ / the following resolutions were duly passed	
Dated	____ / ____ / ____ (Day / Month / Year)	
Signatories	Chairperson (name)	Secretary (name)
	Chairperson (Signature)	Secretary (Signature)

2. PRESBYTERY (please attach copy of relevant minute)		
Certified copy of resolution:	We hereby certify that at a meeting of duly convened in accordance with Assembly Regulations 4.6.1 and 4.6.3 held on the ____ / ____ / ____ the following resolutions were duly passed	
Dated	____ / ____ / ____ (Day / Month / Year)	
Signatories	Chairperson (name)	Secretary (name)
	Chairperson (Signature)	Secretary (Signature)