



# APPROVAL FOR CONSTRUCTION

## Approval to Develop Working Drawings and Go to Tender

This form relates to the proposed construction or major renovation of property owned by the Uniting Church in Australia Property Trust (Q). The approval process for proposed constructions consists of two stages:

1. Approval to Develop Working Drawings and Go to Tender
2. Acceptance of Tender

This form relates to the first stage.

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. Property Resources can be contacted on 3377 9777 or e-mail [property@ucaqld.com.au](mailto:property@ucaqld.com.au)

Together with consulting the Department, please read the notes below before completing the attached application form.

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1. All sections of the application form relevant to your organisation 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 Proposal
    - c. Section C: General Congregational Information
    - d. Section D: Approvals Required
  3. Applications for Construction and Major Renovation must be approved by the Finance, Investment and Property Board. The FIP Board meets on the fourth Friday of each month. For consideration, completed forms must be received 12 days to the meeting date. Projects with a construction cost greater than \$50,000 need to be approved by the FIP Board.
  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 the property officer.

**Section A: Background****1. APPLICANT**

Responsible Body

Contact Person

Phone (Business Hours)

E-mail Address

Postal Address

Postcode

**2. Project Scope***Briefly describe the scope of the project***3. THE MISSION***Please state the following:***Mission Statement****Values****Priorities****Short Term Goals****How does this proposal align with Plenty?**

**Section B: The Proposal**

1. THE PROPERTY	
Street Address of Property	
	Postcode
Heritage or Other encumbrances (eg easements)?	

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?	
4. DESIGN CONSULTANTS	
Who is the architect / primary consultant engaged for the project?	
What prior experience does this consultant have which is relevant to the project?	
Names of other consultants	Discipline

5. THE PROJECT	
Please attach a master plan for the property (if the project is greater than 75m <sup>2</sup> ), including the proposed project. Note: the master plans 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	Attached Yes

6. PROJECT COST FORECAST	
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? Note: If a development approval is required, it needs to be obtained before a proposal to develop working drawings and go to tender can be considered by the FIP Board.	
What special conditions or planning contributions has the development approval triggered?	

9. PROCUREMENT METHODOLOGY	
Has a competitive lump sum construction procurement method being used for the project? Note: this is the preferred procurement method used by the Church	Yes
If no, please state the procurement method proposed and why it is preferred based on quality, cost, delivery timeframe and innovation.	

**Section C: Attendance Information**

1. STATISTICS	31/12/20__	31/12/202_	31/12/202_ Estimate
<b>Congregations</b>			
Average attendance per worship services			
Total number of regular attendees			
# children & youth			
<b>Property Trust Schools</b>			
Census date student numbers			

**2. PROGRAMS AND ACTIVITIES**

Program / Activity Name	Description of Program / Activity including number of people involved

**Section D: Approvals****1. CHURCH COUNCIL**

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 following resolutions were duly passed	
Dated	/ /20	
Signatories	Chairperson (name)	Secretary (name)
	Chairperson (Signature)	Secretary (Signature)

**2. PRESBYTERY**

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	/ /20	
Signatories (Presbytery Minister or Property Officer)	Name	Signature