



**uniting  
church**  
in Australia,  
Synod of NSW & ACT

## **Build Application Form**

<b>Title</b>	Build Application Form
<b>Version</b>	V5
<b>Last Revised</b>	24/03/2016
<b>Approved by</b>	
<b>Approval date</b>	

## Build Application Form

The legal title in all property is vested in The Uniting Church in Australia Property Trust (NSW) or The Uniting Church in Australia (ACT) Property Trust (“**Property Trust**”).

A completed Build Application Form must be attached to a completed Certificate of Correctness and the relevant documentation that is to be executed by the Property Trust.

Any application lodged that does not include all these documents and the required approvals will not be executed by the Property Trust. All documentation is to be sent to Uniting Church NSW and The ACT Synod Office - Synod Operations, at the following address:

Uniting Church NSW and The ACT Synod Office - Synod Operations

PO Box A 2178, Sydney South, 1235 Email: [Property@nswact.uca.org.au](mailto:Property@nswact.uca.org.au)

### 1. Applicant Details

- a) Congregation: .....
- b) Presbytery: .....
- c) Uniting Church entity: .....
- d) Contact name: .....
- e) Position: .....
- f) Address: .....  
.....
- g) Email: .....
- h) Phone: .....
- i) Mobile: .....

## 2. Property Details

Property Address: .....

.....

Type of Building:  Church  Hall  Minister's Residence

Other .....

Title Details: Lot ..... Section ..... DP .....

Heritage Listing:  Yes  No If yes, what kind? .....

Will subdivision be required?  Yes  No  Uncertain

Is the property adjacent to another Uniting Church property?

Yes  No  Uncertain

## 3. Project Overview

A brief description of the purpose of the project, including how this proposal complements your mission/strategic plan:

#### 4. Estimated Costs (excluding GST)

- a) Construction cost: \$.....
- b) Professional fees: \$.....
- c) Council charges: \$.....
- d) Earthworks: \$.....
- e) Outdoor work (landscaping, fencing, lighting): \$.....
- f) Other work to be carried out on property at same time: \$.....
- g) Furnishings, fittings and equipment: \$.....
- h) Contingency: \$.....
- Total Project Budget:** \$.....

#### 5. Source of Funds

- a) Cash in hand: \$.....
- b) Sales proceeds: \$.....
- c) Uniting Financial Services loans: \$.....
- d) Self Help load: \$.....
- e) Other loan (please specify): \$.....
- f) Bequest: \$.....
- g) Other: \$.....
- h) Insurance: Claim number ..... \$.....
- Total Project Budget:** \$.....

## 6. Consultation of other Church Bodies

a) If your project relates to childcare, have you received approval from the relevant area within Uniting?  Yes  No  N/A

b) Does the project relate to an insurance claim?  Yes  No  N/A

## 7. Approvals

We hereby certify that at a meeting of the .....  
duly convened in accordance with The Uniting Church in Australia Regulations.

The meeting was held on the ..... day of ..... in the year.....,  
and the following resolution was passed:

Please attach minutes of the meeting.

**CHURCH COUNCIL APPROVAL**

**Name of Church Council:**

I am authorised to sign this document as a member of the Church Council.  
Please note, authorised representatives of Church Council to sign below.

**Signed:**

**Signed:**

**Date:** .....

**Date:** .....

**Name:** .....

**Name:** .....

**Position:** .....

**Position:** .....

**PRESBYTERY APPROVAL**

**Name of Presbytery:**

I am authorised to sign this document on behalf of Presbytery in accordance with  
The Uniting Church in Australia Regulations.

**Signed:**

**Date:** .....

**Name:** .....

**Position:** .....

**UME APPROVAL**

**Name of UME area:**

I am authorised to sign this document in accordance with Uniting Mission & Education’s delegations.

**Signed:**

**Signed:**

**Date:** .....

**Date:** .....

**Name:** .....

**Name:** .....

**Position:** .....

**Position:** .....

**SCHOOL APPROVAL**

**Name of School:**

I am authorised to sign this document in accordance with Uniting Mission & Education’s delegations of authority. Please note, authorised representatives of UME to sign above.

**Signed:**

**Signed:**

**Date:** .....

**Date:** .....

**Name:** .....

**Name:** .....

**Position:** .....

**Position:** .....

**UNITING NSW.ACT APPROVAL**

**Name of Unting NSW.ACT:**

I am authorised to sign this document in accordance with Uniting NSW.ACT’s delegations.

**Signed:**

**Signed:**

**Date:** .....

**Date:** .....

**Name:** .....

**Name:** .....

**Position:** .....

**Position:** .....

Documented in Uniting’s approved 10 year capital plan (2020 – 2030)

Not documented in Uniting’s approved 10 year capital plan (2020 – 2030)

*Attach appropriate resolution/approval for request not documented in Uniting’s 10 Year capital plan (2020-2030)*

Signed by Director

**SYNOD OFFICE APPROVAL**

**Signed:**

**Signed:**

**Date:** .....

**Date:** .....

**Name:** .....

**Name:** .....

**Position:** .....

**Position:** .....