



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

Sales Application Form

Title	Sales Application Form
Version	V5
Last Revised	24/03/2016
Approved by	
Approval date	

Sales 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**”).

This Sales Application Form must be completed as part of the process to apply for Uniting Church NSW and The ACT Synod Office approval to sell a property vested in the Property Trust.

The approval of both the Church Council and Presbytery is required prior to sending this application form 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

1. Applicant's Details

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

2. Property Location and Description

a) Description of property:

.....
.....
.....

3. 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

4. Project Appraisal

a) Your market appraisal estimate: \$.....

5. Reasons for Sale

Please briefly outline the reason for seeking to dispose of this property

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.....
.....
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.....
.....

6. Other Relevant Information

a) If a whole site is being sold, what arrangements been made for the relocation of the Congregation / any programs operating from the site?

.....
.....

b) What other groups regularly access the property? (E.g. playgroup, meeting groups)? Have they been notified of the proposed sale?

.....
.....

c) Has a risk assessment been undertaken on any local community response to sale?

.....
.....

d) Are you aware of any other possible encumbrances to disposing the property?
If so, please provide details:

.....
.....

e) Are there any fixed memorial items? (niche walls, columbarium, graves, stained glass windows and pipe organ) or other fixtures and items to be removed prior to sale? If so, please provide details:

.....
.....

7. Heritage

a) Please indicate if any of the following are present and are significant/historic:

Stained Glass Pipe Organ Pews Furnishings

Other:

What actions have been put in place to deal with these items?

.....
.....

8. 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 Uniting 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

PROPERTY SYNOD OFFICE APPROVAL

I am authorised to sign this document in accordance with Synod Office delegations.

Signed:

Signed:

Date:

Date:

Name:

Name:

Position:

Position: