



Uniting Church in Australia (Queensland Synod)

Department for Finance and Property Services

Property Transaction Application

## APPLICATION FOR CONSTRUCTION

### Approval for Acceptance of 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 second stage. Staff members from Property Resources, Finance and Property Services, are available to provide assistance as the Congregation considers both the acceptance of tender process and when this form is being completed. Early consultation with Property Resources and Presbytery ensures that the project progresses in the right direction from the beginning. Property Resources can be contacted on 3377 9860 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. More extensive notes on how to complete this form are attached on Page 9.

One copy of the completed application form should be sent to your Presbytery Property Officer, and one Copy to the Department. One copy should be retained for your records.

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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 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 10 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 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

**Section A: Background**

1. APPLICANT	
Congregation/Applicant Body	
Contact Person	
Phone (Business Hours)	
E-mail Address	
Postal Address	
	Postcode

2. Project Scope
<i>Briefly describe the scope of the project</i>

3. Purpose
<i>Please state the preferred tender for the project</i>

4. Previous Approval
<i>Please state the date that the FIP Board gave approval for the Congregation to develop working drawings and go to tender</i>

**Section B: The Proposal**

1. The Property	
Street Address of Property	
	Postcode

2. Project Accountabilities	
Name of Project Committee Chair	
If the person in this role has changed since the previous approval, please indicate the demonstrated construction project, cost management skills and competencies that he or she possesses to ensure the project is delivered successfully.	
Names of the other members of the Project Committee	
If the people in these have changed since the previous approval, please indicate the demonstrated construction project, cost management skills and competencies that he or she possesses to ensure the project is delivered successfully.	

3. Project Manager	
Who will manage the contract administration for the Project?	
What prior experience does this consultant have which is relevant to the project?	

4. The Design
If there have been changes to the scope of the project, please state what they are and why they have occurred.

5. Tenders Received		
Tender Name	Tender Price	Tender Revision
	\$	\$
	\$	\$
	\$	\$

6. 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	

<b>7. PROJECT COST FORECAST</b>	
Construction Cost	\$
Professional Fees	\$
Council Costs	\$
Earthworks/landscaping (if not included above)	\$
Estimate Furniture/fitout (if not included above)	\$
Contingency (5%)	\$
Other	\$
<b>Total Anticipated Costs</b>	<b>\$</b>
Name of Quantity Surveyor	
Note: forecast project cost needs to be determined by a quantity surveyor	

<b>8. Source of Funds</b>		
<b>Source</b>	<b>Amount</b>	<b>Approved</b>
Cash at Hand	\$	n/a
Mission Development Fund	\$	n/a
Government Grant	\$	Yes
UCIS Loan	\$	Yes
Other (please specify below)	\$	Yes
<b>Total</b>	<b>\$</b>	

<b>8. REGULATORY</b>	
Please provide a summary of what has occurred to ensure that all Council development approvals are in place.	

**Section C: 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 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)