



Uniting Church in Australia (Queensland Synod)

Department for Finance and Property Services

Property Transaction Application

APPLICATION 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 Property Resources, Finance and Property Services.

Staff members of Property Resources 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 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

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.

Please read the notes below before completing the attached application form. More extensive notes on how to complete this form are attached on Page 6. The Synod's policy document relating to this type of construction can be found at the Property Resources web site: <http://www.faps.ucaqld.com.au/Prophome.html>

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.

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 last Friday of each month. For consideration, completed forms must be received 10 days prior to meeting date.
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: Purpose and Background

1. APPLICANT	
Congregation/Applicant 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

Section B: The Proposal

1. THE MISSION CONCEPT (complete if the project cost is greater than \$50,000)	
<i>Please state the following:</i>	
1.1. The means of ministry (see appendix one)	
1.2 To whom will the congregation go? (see appendix one)	
1.3 Who will go? (see appendix one)	
1.4 What strategies have been developed for the short term goals related to the Mission Concept?	
1.5 What indicators will be used to help the Congregation understand if its mission concept and related goals are being effective?	
1.6 How the project relate to the Congregation's mission concept?	

2. 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	

3. 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	

5. 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 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 (see appendix two for definition of schematic plans)	Attached Yes

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

7. 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	

8. 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	

9. 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			

10. 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?	

11. PROCUREMENT METHODOLOGY

Is 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.	

12. 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 <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Grant (specify grant source)	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
UCIS Loan	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Future Dev Fund Loan/Grant	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
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	01/01/11	01/01/12	01/01/13 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 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)

Appendix One:

1.1 Means of ministry

Describe the means of ministry that will be used to achieve the purpose of ministry concept. Is it event, relational, community service based ministry or a combination of all three? If one or more is selected, use the following elements:

1.1.1 Event based ministry:

- type of events to be held
- frequency of events
- purpose of the events
- location of the events
- capacity of the event to bring hope and healing to the community through generosity and compassion.

1.1.2 Relationally based ministry:

- type of relationships that will be used by the congregation to relate with their community
- how these proposed relationships will create the capacity to bring hope and healing to the community through generosity and compassion.

1.1.3 Service based ministry:

- service type
- service scope
- how these proposed relationships will create the capacity to bring hope and healing to the community through generosity and compassion.

1.2 To whom will the congregation go

1.2.1 Define the **target group/s** related to the means of ministry. Part of the definition will include information on:

- (a) Demographic
 - age
 - gender
 - health
 - socio-economic indicators
 - cultural or ethnic groups
 - family types
 - history
- (b) Financial situation
- (c) Community resources
- (d) Community needs.

1.2.2 **Means of forecasting** how the community/target group will change over the next 2-5-10 years?

- population forecasting
- demographic trends

- planned government and private sector development/investment.

1.2.3 Identification of **constraints/barriers** that may frustrate or prevent the congregation reaching its target group. Consider:

- internal barriers within the congregation
- external barriers outside the congregation
- how the congregation will negotiate or remove the barriers that threaten its ministry.

1.3 Who will go

Descriptions will be required about:

- who will drive the ministry process and who will provide expertise, energy and drive to support the congregation's means of ministry, i.e. who are the key people in the congregation
- who will drive the ministry
- who will support the key people
- skills and gifts of the key people and their supporters
- demonstrated capacity of the key people and their supporters to engage the community in the manner described through the means of ministry
- energy levels of the whole congregation for the ministry concept
- other areas of support being provided by members of the congregation
- additional training needed by the key people and their supporters to successfully undertake the means of ministry
- existing resources available to the key people and their supporters
- succession planning to ensure current key people are not burnt out and people with the appropriate capability and capacity can be mentored and ultimately take on a key person role.

Appendix Two

A **schematic design** will consist of:

- a site plan showing the location of existing buildings, proposed buildings, adjoining streets, easements, etc. preferably at 1:500 scale
- plans showing every floor level for new buildings at scale no smaller than 1:100. Alterations to existing buildings only require part-plans
- four elevations for new buildings at scale no smaller than 1:100. Alterations to existing buildings affecting internal planning do not require any elevations
- at least two sections showing the proposed structure at scale no smaller than 1:100.

Application to Construct/Renovate – Explanatory Notes

These notes provide assistance in completing the application form. Should further assistance be required, contact the Department for Property and Financial Services on (07) 3377 9810.

Section A: Purpose and Background

1. **Applicant:** Applicant details
2. **The Purpose:** Describe the purpose of the application. *For example: Smith St Uniting Church seeks to construct a community centre on its 27 Smith St site*
3. **The Mission:** Describe in detail how the development of this property will facilitate the mission of the Church both locally, and more broadly. What purpose will this property play? How has the applicant prepared for the use of the property?
4. **The Community:** Provide an overview of the community within which the proposed property is located. Some data for this section can be sourced from the Australian Bureau of Statistics Sensus Website (www.abs.gov.au)
5. **Other Implications:** Has the applicant considered the impact of the purchase on other activities – including financial, human resource, space requirements etc

Section B: The Facts

1. **Locality and Description of Property:** Legal descriptions of the property will be available from rates notice or Property Services. Please provide photographs and site plan, together with heritage and other encumbrance information. Attach sketch/draft site plan together with brief from architect/consultant if supplied. Attach copies of any photographs preferably in digital format (can be e-mailed direct to property@ucaqld.com.au). Indicate whether vacant possession is required during construction, and whether there are presently tenants on the property, the basis of the tenancy, contractual status and contract end date.
2. **Type of Construction/Renovation:** Select from the options, or specific if another type of construction
3. **Summary of Works:** Summarise the works planned on a building by building (or phase by phase) basis. Include cost for that component, floor area, and length of construction project for that component.
4. **Cost of Construction:** Breakdown of costs into components. If final costings not know, include estimates.
5. **Construction Checklist:** Indicate whether each task has been completed
6. **Other Construction Details:** Include details as required including indication of plans for continuity of operations during construction.

Section C: Planning Information

1. **Proposed Sources of Finance:** Outline how the development will be funded. Identify the amount of funding to be raised from various sources, and specifically identify any proposed property/asset sale to be used to finance the development. Indicate if finance applications have been lodged and/or approved with various bodies. Attached additional information should there be insufficient space.

Section D: Approvals

Complete the declarations and attach copies of relevant minutes demonstrating the approval of the project by the applicant, and relevant Presbytery/Agency