

PARISH PROPERTY FORM

Anglican
Church
Diocese of Perth



FACULTY APPLICATION FOR NEW BUILDINGS AND ALTERATIONS TO EXISTING BUILDINGS, MONUMENTS/PLAQUES AND ORNAMENTS

Parent Policy:

Policy 6.1 - Parish Property - Strategic and Project Planning

Completed forms to be forwarded to:

property@perth.anglican.org, or

GPO Box W2067 Perth WA 6846

PART 1 of 6

APPLICANT CONTACT DETAILS

Faculty Application for _____

Location _____

Contact Name _____

Phone No. _____ Email _____

PART 2 of 6

TYPE OF FACULTY

Tick to indicate the Type of Faculty:

a. Building Related ¹:

b. Church Ordering ²:

PART 3 of 6

PROJECT DESCRIPTION

Please provide a brief description of the proposed building work (e.g., new build, renewal, removal, addition, or alteration).

Address of Proposed Work _____

_____ Post Code _____

Details of Proposed Work _____

¹ the erection of a new Church building, rectory, or other building; or alteration of any kind to the internal or external appearance of an existing church or building.

² the erection, renewal, removal or alteration of monuments or plaques; or alterations or additions to any fittings or ornaments of a Church building.

\$

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

[illegible]

PART 5 of 6
SIGNATURES

Signatures are to occur in the order listed below

1. APPLICANTS

We, the undersigned, hereby apply for the issue of a Faculty for the project described above:

Rector *Print Name* _____

Signature _____ *Date* ____ / ____ / 20 ____

Warden *Print Name* _____

Signature _____ *Date* ____ / ____ / 20 ____

Warden *Print Name* _____

Signature _____ *Date* ____ / ____ / 20 ____

2. ARCHDEACON

I, the undersigned, recommend the approval of a Faculty for the project described above:

Archdeacon _____ *Date* ____ / ____ / 20 ____

3. CHIEF FINANCIAL OFFICER (if required):

I, the undersigned, confirm the financial requirements for the project described above:

Chief Financial Officer _____ *Date* ____ / ____ / 20 ____

4. ARCHITECTURAL ADVISORY COMMITTEE (AAC) / DIOCESAN PROPERTY SERVICES MANAGER (DPSM)

I, the undersigned, recommend the approval of a Faculty for the project described above:

Chairman AAC/DPSM _____ *Date* ____ / ____ / 20 ____

5. THE PERTH DIOCESAN TRUSTEES

I, the undersigned, hereby issue a Faculty for the project described above:

Diocesan Secretary _____ *Date* ____ / ____ / 20 ____

6. THE ARCHBISHOP

Archbishop of Perth _____ *Date* ____ / ____ / 20 ____

PART 6 of 6**CHECK LIST AND SUPPORTING DOCUMENTS**

		<i>Applicant to confirm</i>	<i>Received (Office Use Only)</i>	
			Yes	No
Part 1 of 6	Applicant Contact Details completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Part 2 of 6	Type of Application completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Part 3 of 6	Project Description completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Part 4 of 6	Financial Details completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Part 5 of 6	Application signed by rector and wardens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Part 6 of 6	Supporting Documents provided			
Supporting Documents				
a.	A covering letter/email from the parish describing the proposed requested works to support this form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	If borrowing, a letter from ACF setting out details of total loan, interest rate and repayment arrangements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c.	If borrowing, a parish budget for three years.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d.	A quote from the Diocesan approved contractor undertaking the works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e.	Documentation supporting environmental sustainability issues (See Policy 54)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f.	Documentation supporting heritage issues (See Policy 6.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g.	Documentation concerning Local Authority zoning or planning conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h.	Building plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i.	Site plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j.	Photos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

References:

1. Parish Governance Statute 2016, Sections 74.9 and 74.10
2. Policy 6.1 – Parish Property - Strategic and Project Planning, Section 5.6

Notes:

1. In the first instance and before lodging this form, the parish should discuss the proposed works with its Area Archdeacon.
2. Where information listed above is not submitted, the parish should consider including the reasons why this has not been provided within the accompanying covering letter/email.
3. This Faculty application will expire twelve (12) months from the approval date. A new Faculty will be required if works have not commenced.
4. The Parish must advise the Diocesan Property Services Manager when the works are completed and the final cost of the project.