

## Application for MCPC Approval

WHAT DO YOU WANT TO DO?

### Approval to:

(Tick **all** that apply):

- Buy property
- Sell property
- Building alterations/construction
- (all projects over \$25,000 in value and/or requiring building or resource consent)
- Proceed to concept design
- Lodge resource consent
- Proceed to working drawings
- Lodge building consent
- Invite tenders
- Award construction contract
- Loan funding
- CB&L Fund – 80% interest drawdown
- Properties Development Grant
- Union parish (other denomination owns title)
- Dissolve parish or church
- Lease property (over 7 year term including right to renew)
- Subdivide land
- Register asbestos management plan
- Internal transfer of property
- Apply to for Lottery or Community Trust Grant
- Other

### IMPORTANT

**Please read the Bricks and Mortar Property Handbook 2019, prior to completing this form. Ensure your application is complete including all documentation required. Refer to the checklist of the documents required for this application at the end of this application prior to submitting this form. Applications not supported by the correct documents and information will not be accepted by the Committee for approval. If a property is sold that is no longer required to maintain Parish mission and it is not intended to replace the property, 15% of the sale price shall be contributed to Development Fund Ministries.**

**Applicant's Details:**

Name of parish: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact name: \_\_\_\_\_

Contact phone: ( 0 ) \_\_\_\_\_ mob (0 ) \_\_\_\_\_

Email: \_\_\_\_\_

Property (e.g. Church, Parsonage, Hall, Vacant Land, Commercial etc)

\_\_\_\_\_

Address of the property

\_\_\_\_\_

\_\_\_\_\_

Further information to support your application:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

• **Buying Property**

**Please do not sign the Sale and Purchase Agreement – send the document to the Insurance and Property Manager at the Connexional Office. All Sale and Purchase Agreements must be signed by a member of the Board of Administration**

Legal Description: \_\_\_\_\_

- Certificate of Title (copy attached)
- Land Story completed (copy attached and copy to Archives)
- Possible issues with the property e.g. Confiscated Land

\_\_\_\_\_

\_\_\_\_\_

- Seismic Assessment: ISA / NBS \_\_\_\_\_ % Date: \_\_\_\_\_  
DSA / NBS \_\_\_\_\_ % Date: \_\_\_\_\_

Market Valuation: \_\_\_\_\_ Date: \_\_\_\_\_ (copy attached)

Building Report: \_\_\_\_\_ Date: \_\_\_\_\_ (copy attached)

Intended purpose for the property:

- **Selling Property:**

**Please do not sign the Sale and Purchase Agreement – send the document to the Insurance and Property Manager at the Connexional Office. All Sale and Purchase Agreements must be signed by a member of the Board of Administration**

Reason for selling property:

Intended use of funds from sale:

Market Valuation: \$ \_\_\_\_\_ Date: \_\_\_\_\_ (copy attached)

Legal Description: \_\_\_\_\_

(Certificate of Title attached)

Land Story completed (copy attached and copy to Archives)

Possible issues with the property e.g. Confiscated Land \_\_\_\_\_

Seismic Assessment: ISA / NBS \_\_\_\_\_ % Date: \_\_\_\_\_

DSA / NBS \_\_\_\_\_ % Date: \_\_\_\_\_

**Please note;** As per Laws and Regulations Section 9:3:4:2, 15% of the realised funds from the sale of this property will go to Connexional Development Fund

- **Construction Projects**

Project details (what do you want to do?)

Cost

1. Include all professional fees, local authority, demolition (where appropriate), contract works insurance, other fees and GST
2. Allow for ongoing compliance and running costs once the project is completed

TOTAL COST: \_\_\_\_\_

Approval to:

- Develop Concept Plans and QS Estimation of Cost – provide details:
  - Concept Plans (attached)
  - QS Estimate of Costs (attached)
- Working Drawings and QS Estimate of Cost – provide details:
  - Working Drawings (attached)
  - QS Estimate of Costs (attached)
- Lodge Resource Consent – do you require approval to lodge a Resource Consent?  
If so, provide details:
  
- Lodge Building Consent and Invite Tenders. Do you require approval to lodge BC and seek tenders? If so, provide details:
  - Working Drawings (attached)
  - QS Estimate of Costs (attached)

- Approval to award contact (provide details):

- Tender attached:

Funding details – include available funding, loan application and grants/gifts/insurance settlement, loan details etc. Future fundraising cannot be included in funding for a project:

- Audited accounts (most recent) and Accounts Year to Date (attached)

- **Loan from CB&L Fund**

Do you require a loan towards the cost of the project? Detail Parish funding, income and expenditure for the last 12 months, budget and amount loan sought.

Parish funding                    \$ \_\_\_\_\_

Fund raising                      \$ \_\_\_\_\_

Income from Property        \$ \_\_\_\_\_

- (independent professional rental assessment attached)

Loan from CB&L                 \$ \_\_\_\_\_

Income to cover the loan repayment    \$ \_\_\_\_\_

**Tick box all documents listed: All applications require a Parish Strategy, valuation and land story (if buying or selling), concept or working drawings (as appropriate), site plan, accounts (Audited accounts (most recent) and Accounts Year to Date) and Parish and Synod approval in writing. Co-operating Parishes will require approval from the other Denominations. All applications must be submitted to MCPC by the Synod, through the Insurance and Property Manager.**

- **Withdrawal 80% interest from CB&L Fund:**

- Synod recommendation (attached)

- **Properties Development Grant Application:**

Grants for Co-operating Ventures are only available for properties held on Methodist title. Contribution ratios will need to be adjusted accordingly. (Application form is required to be completed, signed off and submitted by Synod with their approval/recommendation with

- Synod/Parish meeting minutes (attached).

MCPC are looking to make grants for proposals that are effective, creative and promote the mission and church ministry, rather than church maintenance.

Grant fits in with the Synod strategic vision for the region? Yes \_\_\_\_ No \_\_\_\_

If no, why?

- Long Term Strategy (copy attached) tick box

Purpose of the Grant

Total cost of Project (excluding GST)	\$
Funding from other sources	\$
- Name of source	\$
- Name of source	\$
Parish funding	\$
Grant Sought (maximum \$50,000)	\$

Application is endorsed by Synod and is in accordance with the Synod Strategy and Vision (attached) tick box

Asbestos Management Plan must accompany all applications (attached)

Date \_\_\_\_\_

**(This application is to be submitted to the Synod Superintendent or Synod Property  
Convenor for Synod approval and forwarding to the Connexional Office)**

- **Union Parish:**

Denomination: \_\_\_\_\_ %

Denomination: \_\_\_\_\_ %

Denomination: \_\_\_\_\_ %

Ratios agreed: Yes \_\_\_\_\_ No \_\_\_\_\_ (tick which applies)

Other denominations agree with this application: Yes \_\_\_\_\_ No \_\_\_\_\_  
(tick which applies)

- (approval attached)

## **For all applications:**

### Checklist - Documents to accompany application

- Strategy
- Audited accounts (most recent) and Accounts Year to Date
- Budget
- Synod Approval (letter or minute)
- Parish Council or Board approval (letter or minute)
- Insurance arrangements in place
- Market Valuation (buying or selling)
- Builder's report (buying)
- Certificate of Title (selling)
- Land story (buying or selling)
- QS Cost estimation / tender documents (construction projects)
- Site plans (construction projects)
- Floor plan (construction projects)
- Concept Plans (construction projects)
- Working drawings (construction projects)
- Approval from other denominations (Union Parishes)
- Applications involving Union Parishes agreed ratios (attached)
- Copy of the Lease Agreement (as applicable)
- Asbestos Management Plan (attached)
- Other