GRP – Process for Application for Building by Congregations

Rationale

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").

The Build Application Form must be completed as part of the process to apply for Uniting Church NSW and The ACT Synod Office approval to build or modify a building on a property vested in the Property Trust.

Process

The steps to be followed for a Congregation to apply sell a property are:

1. Obtain Church Council approval for the building works
   a. record the resolution in the minutes of the meeting

2. the Church Council delegated person(s) completes the Synod **Build Application Form[1]**

3. Submit the above document for pre-approval to the Presbytery Property Committee, who will pass it onto the GRP Standing Committee for final approval

4. Send form, signed by Church Council and Presbytery, by email to Property@nswact.uca.org.au

When successful:

The Synod Property Trust will need to sign the Building contract. Send the following by email to Property@nswact.uca.org.au

   a. Building Contract prepared by a professional advisor
   b. Synod - **Certificate of Correctness[2]**

For more information see the Synod Website: https://nswact.uca.org.au/

Documentation Summary

Document	Signed by
Minutes / extract of Church Council meeting	• Church Council Chairperson
Synod - **Build Application Form[3]**	• two of Church Council Chairperson, Treasurer or Secretary • Presbytery Standing Committee authorised person • Synod Property Trust
Synod - **Certificate of Correctness[4]**	• two of Church Council Chairperson, Treasurer or Secretary • Professional Advisor • Synod Property Trust

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[1] https://nswact.uca.org.au/media/9706/build-application-v5-editable-1.pdf
[2] certificate-of-correctness-precedent-editable.pdf (nswact.uca.org.au)
[3] https://nswact.uca.org.au/media/9706/build-application-v5-editable-1.pdf
[4] certificate-of-correctness-precedent-editable.pdf (nswact.uca.org.au)

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┌─────────────────────────┐
│      Approval by        │
│    Church Council       │
└─────────────────────────┘
             │
             ▼
┌─────────────────────────┐
│    Approval to apply    │
│      from GRP           │
└─────────────────────────┘
             │
             ▼
┌─────────────────────────┐
│    Approval to apply    │
│      from Synod         │
└─────────────────────────┘
             │
             ▼
┌─────────────────────────┐
│   Property Trust sign   │
│    Building Contract    │
└─────────────────────────┘
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