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**Yorkshire Synod**

**Application Form 1**

**Works to alter, enlarge, improve, rebuild, demolish or carry out a significant scheme of repairs to property**

**Notes:** Applications are considered by the Synod Property Committee, Synod Financial Resources Committee and by the Trustees, the Committee of Management of the Yorkshire Congregational Union, and applications will be considered at each of their six meetings a year. The dates for these are on the Synod website but **the deadlines for applications are February 28th, April 30th, June 30th, August 31st, October 31st and December 31st each year.**

Please note the separate schedule of dates which relate to alterations to listed buildings which require listed buildings consent under the Ecclesiastical Exemption and which is set out in the guidance notes.

**Please read the accompanying Application Form 1 - Guidance Notes before completing this form and ensure you have supplied all the required supporting documents.**

Applicants will be notified of the outcome of their application as soon as is practicable after the meetings.

It is important that no work is commenced or any agreement to pay for works is entered into until approval has been confirmed to you. However, where there is an urgent need for the work to be undertaken due to an emergency situation or health and safety concern, please speak to the Finance Manager, the Property Officer or Trust Secretary at the Synod Office as soon as you are aware of the problem.

# Name of Church

# Date of Application

***Please complete the appropriate sections.***

***However, you may not need to ‘fill’ completely, all sections or boxes.***

|  |  |
| --- | --- |
| Address of Church |  |

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| --- | --- | --- |
| Name for correspondence: |  | |
| Position in Church (if applicable): |  | |
| Correspondence Address: |  | |
| Contact phone number: |  | |
| Contact email address: |  | |
| **1. Your Project or proposed works:** | | |  |
| **Briefly** describe your project or proposed works | | | |
|  | | | |

|  |  |  |
| --- | --- | --- |
| **2. What is the total Cost of the Project or works?** |  | |
| **£** | | |
|  | |  |
| **3. How is this to be financed?** | |  |
| **From existing reserves/funds**  **Synod Property Grant**  **Grants from other sources (please provide details)**  **Other**  **Total** | | **£**  **£**  **£**  **£**  **£** |

|  |  |
| --- | --- |
| **4. Does the Church wish to apply for a Synod Loan?** | YES / NO |
| If YES how much is the church applying for?  **£**  The maximum loan is normally £15,000 repaid over five years with interest currently at 0%. Further details available from the Synod Office. | |

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| **5 Your buildings:** |  |
| * 1. Give details of the property – or part of the property to be altered, e.g. Church, attached Church Hall, detached Church Hall, etc.   2. Is the property listed? YES / NO   3. Or in a Conservation Area? YES / NO   4. If YES, has the Listed Buildings Advisory Committee been contacted? YES / NO   5. When were your last two quinquennial inspections?   6. What action was taken following from these inspections (a simple summary will suffice)   7. Did these inspections identify any major causes for concern regarding the buildings either in the short to medium term or in the longer term? If in the longer term, over what timescale?   8. Are there outstanding high-cost issues which need addressing? Please outline your plans for addressing them or explain why they are not being addressed.   9. What measures has the church taken, or do you plan to take, to reduce your Carbon Footprint   10. Is your Asbestos Management Plan up to date? When was this last reviewed? | |
|  |  |
| **6. Vision and Mission** |  |
| 1. What is the vision for the work of the church for the next 5 years? (Continue on a separate page or attach additional documents.) 2. How does the proposed work support or make all or part of this vision and mission possible? | |
| **7. Church Meeting Resolution**  **NB: It is important to refer to the Guidance Notes for the recommended form of wording for this Resolution** | |
| Date of Church Meeting:  Please attach a signed copy of the Church Meeting Resolution. | |
| Signed by: .................................................................. Church Secretary (*or other Officer of the church as appropriate*)  Date: ..................................... | |

**NOTES:**

**Applications must include ALL the required documents. Please see the Checklist on P3 of the Application Form 1 - Guidance Notes and ensure that you have included everything. These Guidance Notes together with the more general Notes for Elders – Your Church Property – Building Works provide more information on what is required and why, and how we can help you ensure you have a complete application.**

Please email the completed form and accompanying papers (in PDF format if at all possible) to the Property Officer ([property@urcyorkshire.org.uk](mailto:property@urcyorkshire.org.uk))

Alternatively, please post the completed form with all accompanying documents (ensuring the package has adequate postage) to:

The Property Officer,

The United Reformed Church, Yorkshire Synod,

Somerset House,

St Paul’s Street,

Morley,

Leeds LS27 9EP.

**Please note that any drawings or documents from architects or other professionals must be no larger than A3 in size otherwise we are unable to copy or scan them.**

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| --- |
| **Decisions** |
| **Property Committee:**  **At their meeting on …………………………………………………………. Synod Property Committee agreed** |
| **Financial Resources Committee:**  **At their meeting on …………………………………………………………. Financial Resources Committee agreed** |
| **The Yorkshire Congregational Union (Inc):**  **At their meeting on …………………………………………………………. The Committee of Management of the Yorkshire Congregational Union (Inc) agreed:** |

## October 2019