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**Yorkshire Synod**

**Application Form 3 - Guidance Notes**

**To let any part of the property for a period**

**not exceeding twenty-eight years**

**Guidance Notes on Completing Application Form 3**

**When to use Form 3**

This form should be used where a church wishes to lease to a third party, part of their property which is held under the Scheduled Trusts as set out in the United Reformed Church Acts. This will generally be for all or part of church halls and other ancillary buildings, whether attached to or separate from the rest of your church premises. For any other property, please contact the Property Officer or Trust Secretary.

Please note that the trustees, generally through the Trust Secretary, will deal with our appointed agent and solicitors. However, any costs will be met by the Church, unless otherwise negotiated by our agent. The local Church will be kept updated on progress but will be expected to assist by helping us to deal with any queries that are raised by the prospective tenant, their agents or their solicitors.

Where possible, the trustees and their solicitor will make use of a simple format lease already prepared by our solicitor which means that the costs should be lower. The suitability of this will be discussed with you by the Trust Secretary as it can only be used for certain situations.

**Note: Whenever possible, documents should be attached in pdf format or, if sending in hard copy, must be no larger than A3 in size.**

**Qu.1 Property to be leased**

If this is for part of a larger property then, in addition to the address details, it is important that there is some sort of plan to illustrate the part of the property being considered in this application.

**Qu.2 Briefly explain the reason for the proposed lease**

When competing this and other sections of the form it is worth remembering that Committee members come from churches in various parts of the Synod and may not be familiar with your particular town or church. Help in understanding the context is always beneficial.

**Qu.3 Consultation with Synod and Professional Advice**

Although you may have discussed this with Synod Office staff or some committee members, it is helpful to have this summarised so that all are aware of what advice has been taken and given.

**Qu.4 Vision and Mission**

This section helps the Committee members understand the church, its mission and the context of the proposed disposal. A simple summary will generally be sufficient.

**Qu.5 Church Meeting Resolution**

While the wording of this will vary a little depending on the nature and extent of the property being leased, it is important that the proposed sale has the approval of Church Meeting as this is expected under the trusts on which all our church property is held (whether church buildings or manses). A copy of the Resolution, signed by the person who chaired the Church Meeting, should be enclosed.

The following should provide a framework:

For all or part of a church building or site:

At a Church meeting held on [Date], the members of [ ] United Reformed Church unanimously agreed / voted x votes to y in agreement that the Trustees be asked to let part of the property located at/known as/ [ ] in accordance with Paragraph 2(e) of Part 1 of the Scheduled Trusts and pay the income to the church for its general funds.

**Checklist**

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| 1. | Application Form 3, fully completed |  |
| 2. | A plan showing approximate boundaries of the accommodation to be leased. (See Note for Qu. 1) |  |
| 3. | Copies of any professional appraisals or reports. (See Note for Qu. 3) |  |
| 4. | Church Meeting Resolutions (See Note for Qu. 5) |  |
| 5. | Any other documentation that will be helpful. |  |

## October 2019