

# Synod of Otago & Southland

PRESBYTERIAN CHURCH OF AOTEAROA NEW ZEALAND

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Executive Officer: Fergus Sime

## Application for approval to alter or extend a church building, or to erect a new building

### Please read these notes first:

- There are two pages to this form, and three signatures are required. You should allow two months for the approval process. Failure to complete all sections may delay approval.
- The authority of a Board of Managers / Deacons' Court in relation to property matters is governed by the PCANZ old Book of Order, in particular Regulation 118, 172e, and Appendix E-32 III 3. (Note: manses should have 4 bedrooms, and a study provided.)
- Building proposals (other than non-structural renovation) also require a report from the Church Architecture Reference Group, before Presbytery may approve an application. (Ask the Synod Executive Officer for contact details.)
- If you need to borrow more than \$5,000 to finance this building, you must make a separate application to Synod on the appropriate form. (Borrowing will not be approved unless the parish has raised at least 50% of the total cost.)
- If you plan to also apply to Synod's Ecclesiastical Fund for assistance with this building, please note that such applications are now assessed in terms of how they will enhance the mission of the Church.
- Details of structural alterations and additions must be notified to Aon NZ, at least two months before they commence, to allow insurance cover changes to be made.

**Attach sketch floor plans and elevations, and the report of the Church Architecture Reference Group, to this form before sending it to your Presbytery Clerk.**

### The Applicant

Parish ..... Presbytery .....

name of person making this application .....

position held in parish e.g. Treasurer .....

contact address .....

phone 03 ..... email .....@..... Date ... / ... / ...

### The property

purpose of alteration, extension, or new building .....

Location (give street address, or road and locality) .....

Legal Description: Lot ..... D P ..... C/T ..... land area: ..... m<sup>2</sup>

### Brief description of building work to be undertaken

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If *no*, why not? .....

If *yes*, what was the outcome? .....

.....

How did you arrive at this figure? .....

**Total: \$ .....**

"That .....

“ That .....

“That .....

2