

Example Only

10	<p>If the Proposed Works would affect the organ or the electrical installation or will affect the security of the Church Building against fire vandalism, theft or other risks, has the consent of the insurers of the church building been sought?</p> <p><i>(A copy of the Insurers' approval or other reply must be submitted).</i></p>	YES : NO
11	<p>Do bats roost in any part of the Church Building?</p> <p>If YES, do you or your architect or surveyor think that the works or purposes might harm or disturb bats or their roosts?</p> <p>If YES, have you obtained advice from English Nature?</p> <p><i>(Attach a copy of any advice received).</i></p>	<p>YES : NO</p> <p>YES : NO : N/A</p> <p>YES : NO : N/A</p>
12	<p>Is the disposal of any item of church property contemplated?</p> <p>If YES, has a professional valuation been obtained?</p> <p>If YES what is the stated value? <i>(And attach a copy of the valuation)</i></p> <p>If NO then what is your estimate of the value of the item(s)?</p> <p>How do you propose to dispose of the item(s)?</p> <p>How do you wish the proceeds of sale to be applied</p>	<p>YES : NO</p> <p>YES : NO : N/A</p>
13	<p>Is there any further information which the Applicants would like the Synod Property Committee to take into account?</p> <p>If YES, please set this out below or in an accompanying statement or letter.</p>	

14	<p>If work is proposed to a churchyard or land occupied with the Church Building:</p> <p>(i) will any grave, reserved grave spaces, monuments or inscriptions be affected? If YES, how will they be dealt with?</p> <p>a. to what extent do the owners consent & on what terms?</p> <p>b. if owners have not been found what efforts have been made to find them? <i>(The consent of known, near relatives should be sought as if they were the owners)</i></p> <p>(ii) Will there be interference with a grave containing a burial made between 1914 and 1947? If YES, what is the name of the deceased & date of burial?</p> <p>(iii) Will there be interference with a memorial commemorating a death between 1914 and 1947? If YES, what is the name of the person commemorated & date of death?</p> <p>(iv) Does any grave in (i) or (ii) appear to be a War Grave? Does the Commonwealth War Graves Commission consent to the proposed works? <i>(Attach any letter of consent).</i></p> <p>(v) Is any such monument listed as being of historic or architectural interest under the Planning (Listed Buildings & Conservation Areas) Act 1990?</p> <p>(vi) Has any part of the land on which the Works will take place ever been used for burials?</p> <p>(vii) Is any part of the churchyard or other land occupied with the Church Building still being used for burials?</p> <p>(viii) If a churchyard is no longer in use has it been closed by the decision of Church Meeting? If YES, state the date of the Church Meeting.</p>	<p>YES : NO</p> <p>YES : NO</p> <p>YES : NO</p> <p>YES : NO</p> <p>YES : NO</p> <p>YES : NO : N/A</p> <p>YES : NO : N/A</p> <p>YES : NO : N/A</p> <p>YES : NO : N/A</p> <p>YES : NO</p>
15	<p>If work inside a Church Building is proposed:-</p> <p>(i) will public worship or the mission of the Local Church be interrupted? If YES, what alternative arrangements are proposed?</p> <p>(ii) will any graves, monuments or inscriptions be affected? if, YES,</p> <p>a. have the owners consented & on what terms?</p> <p>b. if the owners have not been found, what efforts have been made to find them?</p> <p>c. if a commemorative plaque or other memorial is proposed to be introduced into the Church Building, what special contribution has been made by the person to be commemorated to the life of the Church, country or humankind?</p> <p>d. what circumstances make it appropriate to commemorate that person in this Church Building?</p>	<p>YES : NO : N/A</p> <p>YES : NO : N/A</p> <p>YES : NO : N/A</p> <p>YES : NO : N/A</p>

THE UNITED REFORMED CHURCH: WESSEX SYNOD ECCLESIASTICAL EXEMPTION		FORM 1 APPLICATION to Synod Property Committee for permission to carry out Works.
APPLICANTS & BUILDINGS CONCERNED	<i>Contact for correspondence:</i> <i>Address:</i> <i>Tel:</i>	<i>Name of local church (or other body):</i> <i>Address:</i>
REQUEST TO THE SYNOD PROPERTY COMMITTEE * = delete options that do not apply Checklist of documents to be submitted to the secretary of the Listed Buildings Advisory Committee: <ul style="list-style-type: none"> ◆ Form 1 & appendices ◆ The Schedule of works ◆ Quinquennial Survey Report ◆ All designs, plans, reports, photographs, etc ◆ Resolution from Church Meeting ◆ List description (if applicable) ◆ Completed Questionnaire ◆ Statement of Significance ◆ Statement of need ◆ Correspondence, if any, arising from questions 3, 4, 5, 6, 8, 11, 12, 15 & 16 on the questionnaire [Form 1 is also submitted to the Secretary of the Synod Property Committee]	<p>1. The above Church seeks authority for the Works described in Appendix A attached hereto. The aims and full particulars are accurately shown in the designs, plans, reports, photographs, specifications and other documents accompanying this application.</p> <p>2. a. The Local Planning Authority is: b. A local newspaper circulating in the area is:</p> <p><u>3. COST OF CARRYING OUT THE WORKS:</u> *a. an *estimate/quotation for these works has been obtained in the sum of £ *b. the *architect/surveyor engaged in respect of the works has indicated the cost as being of the order of £ *c. no estimate, quotation or indication of cost has been obtained.</p> <p><u>4. MEANS OF FUNDING</u> *a. the Church will contribute to the cost of the works approximately £ which is immediately available from the following source(s): *b. the Church proposes to raise any balance in the following ways: *c. the works will be paid for privately or by way of gifts which have already been made or promised.</p> <p>5. At its Meeting on _____ the Church passed a resolution relating to the works *unanimously / *without dissent / *by a simple majority of those present & voting. A copy of the resolution signed by the *Chairman / *Secretary is attached.</p> <p>6. Members of the public or Consultative Bodies may inspect the plans etc locally at: _____ by prior arrangement with: _____</p>	
SIGNATURES <i>Minister in pastoral charge and Church Secretary, or other authorised officers.</i>	The statements in this Application, Schedule, Questionnaire and other attachments are true and complete to the best of the knowledge and belief of each one of us. Signature 1: _____ Signature 2: _____ Office: _____ Office: _____ Date: _____	

Example only

THE UNITED REFORMED CHURCH:		Appendix A to FORM 1
[****] SYNOD		SCHEDULE OF WORKS OR PURPOSES
ECCLESIASTICAL EXEMPTION		(Sheet Number of)
REFERS TO:	Application from Dated	Church (or other body) Reference to the relevant plan or other document
SUMMARY OF AIMS	Summarise as briefly as possible the purpose of the proposed works, including its expected contribution to the mission of the church. Further detail should be included in the Statement of Need	
SUMMARY OF THE WORKS	Set out clearly, in numbered paragraphs, what you want permission to do. All relevant designs, plans, reports, specifications and other documents identifying the works to be undertaken must be appended & appropriate cross-references against each paragraph marked in the next column.	
Special Notes: <ul style="list-style-type: none"> ◆ The subject & position of any window, tablet or other memorial and the wording of any inscription should be included. ◆ Any approval granted in response to this Application can only authorise Works which are clearly included in this Schedule. 		

Continue on a further sheet if necessary

THE UNITED REFORMED CHURCH: [*****] SYNOD ECCLESIASTICAL EXEMPTION		FORM 2A Listed Buildings Advisory Committee Certificate to Synod Property Committee SUPPORTING ALL of the proposed Works
APPLICANTS & BUILDINGS CONCERNED	<i>Contact Name:</i> <i>Address:</i> <i>Tel:</i>	<i>Name of local church (or other body):</i> <i>Particular building(s):</i>
PROPOSED WORKS	This Certificate relates only to the following Works as proposed in the Applicants' request to the LBAC dated *****:	
THE ADVISORY COMMITTEE'S CONCLUSION	As Secretary for and on behalf of the Listed Buildings Advisory Committee I hereby certify as follows:- A. The Committee has complied with the procedures set out in the United Reformed Church Statement of Procedure B. At a Meeting held on ***** the Committee considered the proposed works and decided to RAISE NO OBJECTION to them in their entirety subject only to any conditions specified below	
CONDITIONS ATTACHED TO THIS CONCLUSION		
PRINCIPAL REASONS FOR THE LBAC'S CONCLUSION		
ISSUED:	Secretary Listed Buildings Advisory Committee	Date:

ATTACHMENTS:

1. One set of plans and associated documents bearing the LBAC's endorsement
2. A summary of the referrals, consultations & inspections undertaken by the LBAC in consideration of this proposal, including copies of correspondence etc arising therefrom.
3. FORM 6 – for completion and return by the applicants to the SPC Secretary within not more than 6 months: (if there are conditions shown above it will be appropriate for the Secretary of the LBAC to send a Form 6 for completion by the Applicants).

THE UNITED REFORMED CHURCH: [*****] SYNOD ECCLESIASTICAL EXEMPTION		FORM 2B Listed Buildings Advisory Committee Certificate to Synod Property Committee SUPPORTING PART of the proposed Works	
APPLICANTS & BUILDINGS CONCERNED	<i>Contact Name:</i> <i>Tel</i>	<i>Name of local church (or other body):</i>	
PROPOSED WORKS	1. This Certificate relates only to the following Works as proposed in the Applicants' request to the LBAC dated		
THE ADVISORY COMMITTEE'S CONCLUSION	As Secretary for and on behalf of the Listed Buildings Advisory Committee I hereby certify as follows:- A. The Committee has complied with the procedures set out in the United Reformed Church Statement of Procedure B. At a Meeting held on ***** the Committee considered the proposed works. They felt UNABLE TO SUPPORT that part of the proposal regarding: However they decided to RAISE NO OBJECTION to the remaining aspects, subject only to any conditions specified below		
CONDITIONS ATTACHED TO THIS CONCLUSION			
PRINCIPAL REASONS FOR THE LBAC'S CONCLUSION			
ISSUED:	Secretary Listed Buildings Advisory Committee		Date:

ATTACHMENTS:

1. One set of plans and associated documents bearing the LBAC's endorsement
2. A summary of the referrals, consultations & inspections undertaken by the LBAC in consideration of this proposal, including copies of correspondence etc arising therefrom.
3. Explanation of the Committee's unwillingness to support part of the proposed works.
4. FORM 6 – for completion and return by the applicants to the PPC Secretary within not more than 6 months.

THE UNITED REFORMED CHURCH: WESSEX SYNOD ECCLESIASTICAL EXEMPTION		FORM 2C Listed Buildings Advisory Committee Certificate to Synod Property Committee DECLINING SUPPORT for the proposed Works
APPLICANTS & BUILDINGS CONCERNED	<i>Contact Name</i>	<i>Name of local church (or other body):</i> <i>Particular building</i>
PROPOSED WORKS	This Certificate relates only to the following Works as proposed in the Applicants' request to the LBAC dated *****:	
THE ADVISORY COMMITTEE'S CONCLUSION	As Secretary for and on behalf of the Listed Buildings Advisory Committee I hereby certify as follows:- A. The Committee has complied with the procedures set out in the United Reformed Church Statement of Procedure B. At a Meeting held on ***** the Committee considered the proposed works and decided they were UNABLE TO SUPPORT approval for the proposed Works for the reasons indicated below.	
PRINCIPAL REASONS FOR THE LBAC'S CONCLUSION		
ISSUED:	Secretary Listed Buildings Advisory Committee date	

ATTACHMENTS:

1. One set of plans and associated documents bearing the LBAC's endorsement
2. A summary of the referrals, consultations & inspections undertaken by the LBAC in consideration of this proposal, including copies of correspondence etc arising therefrom.
3. FORM 6 – for completion and return by the applicants to the SPC Secretary within not more than 6 months of the date hereon.

THE UNITED REFORMED CHURCH: [*****] SYNOD ECCLESIASTICAL EXEMPTION		FORM 3A
		PERMISSION GRANTED to carry out proposed Works
APPLICANTS & BUILDINGS CONCERNED	<i>Contact Name:</i> <i>Address:</i> <i>Tel:</i>	<i>Name of local church (or other body):</i> <i>Particular building</i>
PROPOSED WORKS	This Certificate relates only to the following Works as proposed in the Applicants' request to the Synod Property Committee dated:	
THE PROPERTY COMMITTEE'S CONCLUSION	As Secretary for and on behalf of the Synod Property Committee I hereby certify that at its Meeting held on _____ the Committee decided to GRANT PERMISSION for the carrying out of the Works proposed in your application SUBJECT TO any exclusions &/or conditions noted below AND that the Works be commenced not later than 5 years from the date of this certificate.	
EXCLUSIONS/ CONDITIONS ATTACHED TO THE SYNOD PROPERTY COMMITTEE'S CONCLUSION	None.	
ISSUED:	This Notice is given under the provisions of the United Reformed Church Statement of Procedure Secretary Synod Property Committee	
		Date:

RIGHT OF APPEAL:

Applicants have the right to appeal against this decision in accordance with the Fourth Schedule to the URC Statement of Procedure 2007 Edition, a copy of which can be obtained from your Synod Office or LBAC officer. Your attention is particularly drawn to the opportunity to reach a negotiated settlement (see Fourth Schedule, Paragraph 2) and to the time limit and the procedure for lodging an appeal (Fourth Schedule, Paragraph 5.2).

Distribution of certificate by synod property committee:

1. The Applicants – Minister and Church Secretary (or Chairman & Secretary for non-church applications). Also the designated Contact person if he/she is a different individual.
2. Listed Buildings Advisory Committee Secretary
3. Local Planning Authority
4. English Heritage; Ancient Monuments Society; Victorian Society; Georgian Group; *Council for British Archaeology; *Society for the Protection of Ancient Buildings; *Twentieth Century Society. (Copies sent to bodies marked by * only if comments on this application have been received from them)

THE UNITED REFORMED CHURCH: [*****] SYNOD ECCLESIASTICAL EXEMPTION		FORM 3B
		REFUSAL OF PERMISSION to carry out proposed Works
APPLICANTS & BUILDINGS CONCERNED	<i>Contact Name:</i> <i>Address:</i> <i>Post Code:</i> <i>Tel:</i>	<i>Name of local church (or other body):</i> <i>Particular building(s):</i>
PROPOSED WORKS	This Certificate relates only to the following Works as proposed in the Applicants' request to the Synod Property Committee dated	
THE PROPERTY COMMITTEE'S CONCLUSION	As Secretary for and on behalf of the Synod Property Committee I hereby certify that at its Meeting held on _____ the Committee decided to REFUSE PERMISSION for the carrying out of the Works proposed in your application. The reasons for this conclusion are shown below.	
PRINCIPAL REASONS FOR THE PROPERTY COMMITTEE'S CONCLUSION		
ISSUED:	This Notice is given under the provisions of the United Reformed Church Statement of Procedure ***** Secretary Synod Property Committee	
		Date:

RIGHT OF APPEAL:

Applicants have the right to appeal against this decision, in accordance with the Fourth Schedule to the URC Statement of Procedure 2007 Edition, a copy of which can be obtained from your Synod Office or LBAC officer. Your attention is particularly drawn to the opportunity to reach a negotiated settlement (see Fourth Schedule, Paragraph 2) and to the time limit and the procedure for lodging an appeal (Fourth Schedule, Paragraph 5.2).

Distribution of certificate:

1. The Applicants – Minister and Church Secretary (or Chairman & Secretary for non-church applications). Also the designated Contact person if he/she is a different individual.
2. LBAC Secretary
3. Local Planning Authority
4. English Heritage; Ancient Monuments Society; Victorian Society; Georgian Group; *Council for British Archaeology; *Society for the Protection of Ancient Buildings; *Twentieth Century Society. (Copies sent to bodies marked by * only if comments on this application have been received from them)

Example only

THE UNITED REFORMED CHURCH: [*****] SYNOD ECCLESIASTICAL EXEMPTION		FORM 4
THE APPLICANTS		CONFIRMATION that the Works have been completed
	<i>Contact Name:</i> <i>Tel:</i>	<i>Name of local church (or other body):</i> <i>Particular building(s):</i>
NOTIFICATION THAT THE AUTHORISED WORKS HAVE BEEN COMPLETED IN ACCORDANCE WITH ALL SPECIFIED CONDITIONS	Further to receipt of FORM 3A dated **** giving Synod Property Committee's permission for this Church to carry out the following Works: We now confirm that these Works have been carried out in accordance with: <ol style="list-style-type: none"> 1. the approved designs, photographs, plans and specifications 2. all conditions as were attached to the notice of Synod Property Committee's decision on FORM 3A 	
SIGNATURES <i>Signatories 1 & 2 should be the Minister in pastoral charge, Church Secretary, or other authorised officers of the church.</i> <i>Signature 3 should be that of the architect or other professional adviser guiding the church on these works. (If more than one was involved please attach similar endorsements from each of the others). If there was no professional oversight state "NONE"</i>	Signature 1: _____ Office: _____ Date: _____ Signature 2: _____ Office: _____ Date: _____ PROFESSIONAL ADVISER'S ENDORSEMENT: I affirm that the above declaration is true in respect of those elements of the works performed under my direction, namely:- Signature 3: _____ Profession: _____ Date: _____ Full name & business address: _____	

This form must be completed and returned to the Secretary of the Synod Trust, Stuart Maclean, and copied to the Secretary of the LBAC, , immediately following completion of the Works concerned.

THE UNITED REFORMED CHURCH: [****] SYNOD ECCLESIASTICAL EXEMPTION		FORM 5	
		NOTICE TO CEASE unauthorised Works	
BUILDING(S) CONCERNED <i>Being either listed and/or situated in a conservation area</i>			
THE WORKS DEEMED TO BE UNAUTHORISED			
NOTICE <i>Given under the URC Procedure for Control of Works to Buildings</i>	FROM: The Synod Property Committee	TO:	Church (or other body)
		which we understand to be responsible for these buildings	
	<p>It being believed that the works specified above have been/are in the course of being/ are about to be carried out on the buildings described above, you are called upon to cease forthwith any works already in progress, to refrain from any works or any further works as the case may be and, at your own cost, to restore the buildings forthwith to their state and condition before the commencement of such works and to the full satisfaction of the Provincial Property Committee.</p> <p>Provided that you have ceased to carry out Unauthorised Works which have already been commenced, you may adopt the procedure set out in the URC Statement of Procedure, but you must act immediately.</p>		
ISSUED	Secretary Synod Property Committee		Date:

Distribution of notice:

1. Minister and Church Secretary of the local church concerned (or Chairman & Secretary of the responsible body if not a local church).
2. LBAC Secretary

THE UNITED REFORMED CHURCH: Wessex SYNOD ECCLESIASTICAL EXEMPTION		FORM 6
		REQUEST to Synod Property Committee to continue Consideration of Application.
APPLICANTS & BUILDINGS CONCERNED	<i>Contact Name:</i> <i>Address:</i> <i>Tel:</i>	<i>Name of local church (or other body):</i> <i>Particular building(s):</i>
REQUEST TO THE SYNOD PROPERTY COMMITTEE * = delete options that do not apply	<p>We acknowledge receipt of FORM 2 dated **** from the LBAC Secretary setting out that Committee's comments on our Application to carry out the following works:</p> <p>Having given due consideration to LBAC's comments it is our Church's wish:*</p> <ul style="list-style-type: none"> ➤ for Synod Property Committee to CONTINUE TO ASSESS OUR ORIGINAL PROPOSALS as submitted on FORM 1 dated An explanation of our reasons for non-acceptance of LBAC's comments is attached. ➤ for Synod Property Committee to ASSESS OUR ORIGINAL PROPOSALS MODIFIED TO ACCOMMODATE ALL OF LBAC'S COMMENTS Documents detailing the requisite modifications, with any significant financial or practical implications for the overall scheme, are attached. ➤ for Synod Property Committee to ASSESS OUR ORIGINAL PROPOSALS MODIFIED TO ACCOMMODATE SOME BUT NOT ALL OF LBAC'S COMMENTS A list of those elements of LBAC's comments which we reject, together with our reasons for so doing, is attached. <p>For those elements of LBAC's comments that are accepted, documents detailing the requisite modifications, together with any significant financial or practical implications for the overall scheme are attached.</p> <ul style="list-style-type: none"> ➤ to WITHDRAW OUR APPLICATION FOR CONSIDERATION OF THESE PROPOSED WORKS. 	
SIGNATURES Minister in pastoral charge and Church Secretary, or other authorised officers.	Signature 1: _____ Signature 2: _____ Office: _____ Office: _____ Date: _____	

This form must be completed and returned to the Secretary of the Synod Property Committee, **[Name and address]** not later than 6 months from the issue date of FORM 2.