Building and Property Committee

Checklist for In-Principle Approval of Building Works

This checklist only needs to be completed if the proposed project will require the issue of a Building Permit or Planning Permit.

The Applicant

Name of Congregation	
Contact Name	
Contact email address	
Contact phone number	

Address of Proposed Works

Street Number	
Street	
Town/City	
Postcode	

Building type Please circle the type(s) involved in the proposed works.

Church   Hall   Sunday School   Manse   Other: ………………………………

Type of Works Please circle the relevant types of works being undertaken.

Alteration   Extension   New   Demolition

CHECKLIST – HAVE YOU SUPPLIED THE FOLLOWING IN YOUR APPLICATION?	Yes	No	N/A	Comments
Details of any private consultants that have been appointed for the project	☐	☐	☐	
The number of members and adherents attending the church	☐	☐	☐	
The estimated value of works o be carried out and a copy of any quotations/estimates provided for the project	☐	☐	☐	
Details of how the project is to be funded	☐	☐	☐	
Details of any consultation with the local Council.	☐	☐	☐	
Existing Conditions Site and Floor Plan Drawings	☐	☐	☐	
Proposed floor plan (can be just a sketch design)	☐	☐	☐	

CHECKLIST – HAVE YOU SUPPLIED THE FOLLOWING IN YOUR APPLICATION?	Yes	No	N/A	Comments
Confirmation that easements, site restrictions and extent of existing services have been established.	☐	☐	☐	
Details of any heritage listings and planning overlays that apply to the site.	☐	☐	☐	

Final Check

Please check that you have provided all the information requested. Failure to provide all the information may result in a delay in approving your application and may result in the congregation being charged for the additional work required of the Church Architect to process your application.

Signed   **Date**

Lodgement

Forward the completed checklist and any attachments to the Convener of the Building and Property Committee by emailing to rkop@iinet.net.au.

Notes

1. BPC approval is a two step process as follows:

    Step 1 Make application to the BPC for approval in-principal from the Committee by completing this checklist

    Step 2 Make application for final approval from the Committee by completing the relevant checklist.