



## ANGLICAN DIOCESE OF NEWCASTLE

### Submission to the Diocesan Property Services Unit (DPSU)

**This form is to be completed for all processes described within the following Section of the Diocesan Handbook:**

*Section 13.1 Developing, Refurbishing, Maintaining, Selling or Purchasing Parish Property and Related Matters*

**All submissions must have the approval of the Parish Council or the Parish Resourcing Team**

**Name of the Parish:**

**Details of the land or building under consideration:**

**Name of the Primary Contact for this Submission:**

**Email contact:**

**Day-time phone contact:**

**Date of this submission:**

**Does the submission have the support of the Incumbent? Yes/No**

### Summary

**Section 1: Please provide a brief summary of the proposal you are asking the Property Committee to consider.**

## Statement of Significance

**Section 2: Please provide a brief history and description of the church building(s), contents, church grounds and setting which are part of this submission or have a significant connection with this submission. Please attach a sketch map, survey or masterplan of the site.**

**Section 3: Please outline the significance of the building (including its contents and church grounds) in terms of:**

- i) Its special architectural and historical interest.**
- ii) Any significant features of artistic or archaeological interest.**

Please state if you have taken expert advice to help you define the significance, and from whom. You should provide information about any Conservation Management Plans.

**Section 4: Please provide an assessment of the impact of the proposals on the significance defined in Section 3.**

### **Statement of Needs**

**Section 5: General information**

This should provide an overview of the parish and the current use of the building.

**Section 6: Why do you need it and why do you need it now?**

Justify your proposals by explaining why you can't meet your needs without making changes. Also include anything which may have prompted the proposals.

**Section 7: What does the parish need? What is driving the parish to consider this proposal?**

Briefly explain your needs (not your proposals). Append any brief for or from your architect.

**The Proposal and the Case for the Proposal**

**Section 8: The proposal**

Set out what you are proposing to do in order to meet the needs set out in section 6. *Please attach whatever documentation you have.*

**Section 9: Design and plans**

Set out what plans or sketches have been done (please attach copies).

**Section 10: Reasoning**

Please explain how the proposal will result in public benefits that will outweigh any concerns that might be raised. (Public benefits include matters such as liturgical freedom, pastoral wellbeing and putting the church to viable uses that are consistent with its role as a place of worship and mission.)

## Financial and People Resources

### **Section 11: Funding**

Set out the information you have about the cost of the project. Set out the information you have to indicate how you will meet these costs.

*Please attach whatever documentation you have.*

*Please note that the Diocesan Property Services Unit can give you assistance in developing budgets for property proposals.*

### **Section 12: People resources**

Set out who within the parish will lead and resource this project? Set out the skills and experienced they have?

### **Section 13: Using inherited resources**

Outline if any existing property will be closed/sold and whether any trust funds will be used.

## **Consultation and Communication**

### **Section 14: Consultation and communication**

Set out how the parish has been advised of this proposal and how people have been given the opportunity to make submissions or express their views.  
*Please attach a copy of all relevant documentation.*

## Risk Management

### **Section 15: Risk Management**

What major risks have been identified for this project? What steps have been taken to mitigate those risks? Are there any risks for which there is insufficient mitigation? If so, what are the consequences of those risks?