# Diocese of Lancaster

**Request for Diocesan Trustee consideration for parish to undertake urgent/essential/ desirable/repairs/ improvements to property for spiritual, pastoral or social benefit of the Parish.**

**Please refer to the guidance notes at the foot of the page when completing this application**

**Please complete this form electronically and return to; Property@lancasterdiocese.org.uk**

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| **Parish:** |
| **Property:** |

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| **Brief details of the project saying why the work is needed and indicating any work which may be urgent:** |

**Name of any Architect or Surveyor to be appointed:**

**Estimated cost including VAT and fees if known**

## Source of funds [Note 4]:

## Amount of available funds: £

## Will an overdraft be required? Yes/No

**Main parish contact for works and email address;**

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| Further information in support of this project: |

**Signed**  (Parish Priest) **Date**

**Note 1** This form should be used for all projects costing in excess of £5,000. It should be sent to the Secretary of the Property Committee at the Pastoral Centre at Property@lancasterrcdiocese.org.uk

**Note 2** An architect or surveyor may be consulted but should not be engaged until advised by the Property Office. No planning permission should be sought without Diocesan permission.

**Note 3** If there may be a liturgical aspect, advice should be sought from The Bishop.

**Note 4** The source of the funding should be clearly identified;

* Existing funds; PIF or current parish accounts
* Grant, donation, legacy, interest or dividends received

**A breakdown of funding should be indicated**

**Note 5** When trustees and their sub-committees are considering submissions, account will be taken of the extent to which the applicant parish has engaged with the Safety Toolbox management system. As minimum parishes should have completed the following:

1. Completed the set-up questionnaire and put all parish buildings on the system.
2. Undertaken the premises inspection and check list.
3. Completed any fire risk assessments.
4. Completed the safe access and egress assessment.
5. Undertaken any asbestos surveys.
6. Gas and electrical inspections should be up to date.