

The Diocese of Bunbury

ALTERATIONS AND ADDITIONS TO PARISH BUILDINGS AND / OR FURNISHINGS IN CHURCHES

The Parochial Statute 2017-2019, Schedule 1, Clause 23 a) – h). (Pages 24-25)

1. Faculties and Asset Management

- a) All property of the parish belongs to and is owned by the Bunbury Diocese through the Bunbury Diocesan Trustees.
- b) No legal documents, contracts, agreements, Shire applications, Grant applications or financial borrowings, mortgages or loans can be entered into by the parish. These can only be entered into by the Diocese.
- c) No sale or leasing of church property can be made without the approval of the Trustees.
- d) No structural alterations affecting the stability or general plan of the church or any other parochial building and no addition thereto nor any erection, renewal, alteration, addition to, or removal of, memorials, ornaments, furniture or fittings of the church shall be made without the consent of the Parish Council, the wardens, the priest, the Diocesan Trustees and the Bishop.
- e) When applying for the consent of the Bishop and Trustees, the priest and the wardens shall lodge with the Diocesan Secretary for filing at Church office a copy of the 'Faculty', the application form which provides for and requires the presentation of the plan and specifications of every building to be erected and of every alteration or addition to be made to existing structures, and / or a detailed description together with sketches or photographs, or any memorial, ornaments, furniture, or fittings or major flora to be added to or removed.
- f) Accompanying every application there must be a statement of costs and how these will be met.
- g) Thirty clear days before application for permission is made, an exact copy of the proposed application shall be affixed in clear view of parishioners at or near the normal main entrance to the parish church.
- h) Objections or amendments to the proposed application shall be lodged with the wardens at any time during the thirty days and all such shall be considered by the parish council before the application is lodged. Details of all objections shall accompany the application.

Process for Submitting a Faculty

This form must be completed in duplicate, signed by the Parish Priest and Wardens, is to be sent to the Diocese of Bunbury, PO Box 15, Bunbury WA 6231 or via Email on: secretary@bunbury.org.au It must be received at least seven (7) working days before the Trustees' meeting. A calendar of meetings is kept on the website www.bunburyanglican.org This will allow the request to be considered by the Trustees with the Bishop at the meeting. **The consent of the Bunbury Diocesan Trustees will be given in the two weeks following the meeting.**

Please Complete:

We, the undersigned, hereby consent to this application:		
Dated this	day of	20
Parish Priest: Print Name	Signature:	
Warden: Print Name:	Signature:	
Warden: Print Name:	Signature:	
The Bunbury Diocesan Trustees hereby consent to this application:		
Dated this	day of	202
Chairperson: Print Name:	Signature	
Secretary: Print Name:	Signature	
I, _____ Bishop of Bunbury, hereby consent to this application.		
As witness Our hand this	day of	20

Please Complete:

Parish of:

Consent required for:

Here set out a written description of the proposed alteration, erection, addition, renewal or removal, together with the actual or estimated cost and proposed financing of the proposal.

A sketch or plan of the proposed alteration, erection addition, renewal or removal is to be drawn on this form, or attached to this document.

Please provide as much information as possible to assist the Trustees in making their decision.

BUILDINGS, NEW, ALTERATIONS, ETC., TO EXISTING

Additional to the provisions of Clause 23 in The Parochial Statute 2017-2019 Schedule 1, it is to be noted that:

1. The plan for financing a new building must be submitted to the Trustees who will require proof the land on which it is proposed to build is identical with that listed in the Title Deed.
2. Faculty forms should be in duplicate and lodged in time for consideration by the Trustees BEFORE any work proceeds, with all the plans, financing arrangements outlined and provided
3. The Trustees require local bodies to comply with City or Shire Health By-Laws regulating the construction of any buildings. In the case of churches, halls, etc., the plans must also be approved by the Health Department of Western Australia as well as by The Bunbury Diocesan Trustees.
4. When advance of monies held by the Trustees is required, the Architect's Certificate or other required notice must be presented at the Diocesan Office three clear business days before payment can be made.
5. All monies for such building purposes shall have been lodged with The Bunbury Diocesan Trustees who shall sign all contracts.
6. The Trustees are the legal entities. The correct name, ABN and all legal signatures are required to be in place by the Diocesan office. This is NOT in the name of the parish or signed locally.