Section A

The purpose of Section A is to seek approval \textbf{IN PRINCIPLE} to investigate the potential of Building, Demolishing, Rebuilding, Enlarging, Altering or Repairing Trust Property.

Why?

Primarily it is to ensure that the nature of work is in line with connexional missional strategy. Equally, this approach will help ensure that a Society does not commit to potentially unnecessary time and expense in consultancy fees and meetings.

Approval is needed from: Superintendent Minister, Circuit Steward, Secretary of the Trustees* (of the property concerned), District Superintendent, Property Board.
(*applies only in the case of Local Trustees)

Section B

You should not proceed to this stage until you have Section A approved.

Section B offers the opportunity to provide more detail of your proposal. This would include conceptual drawings, outline specifications, estimated costs and an outline of how you intend to finance the scheme. This information should enable identifying any concerns or design issues which may have safeguarding or Health & Safety issues at this early stage. The Circuit Quarterly Meeting should declare here too that they have given careful consideration as to how and when they can meet the entire expenditure without detrimental consequences on other commitments.

Outline finance arrangements should include items such as money held, a brief outline as to how outstanding funds (if any) will be raised such as pledges/bequests/fundraising etc. It would also be a requirement to indicate at this stage if you intend to submit a Grant or Loan application to supplement the scheme costs. (if so, declare estimated amount)

At this stage you should be able to identify items such as the need for planning permission, building control approval or any restrictions that might be applied from an historic/protected building point of view.

If you find that your building is ‘protected’, use this opportunity to exhaust any potential external funding grants that you might qualify for due to your protected status. E.g. (Listed Places of Worship Grant Scheme).
Rationale for the 3-Part PB 03 Form

Your Deeds may contain certain restrictions or covenants which may impact on your proposals. It would be prudent at this stage to check that these do not apply but if they do, determine if the scheme is still viable, or, make the necessary changes at this early design stage.

Approval is needed from: Superintendent Minister, Circuit Steward, Secretary of the Trustees* (of the property concerned), District Superintendent, Property Board. (*applies only in the case of Local Trustees)

Section C

This stage is to demonstrate that all Statutory Approvals have been received, for example the Sketch Design drawings – ‘Stage 2’ (suitable for Planning Permission) have been upgraded to Full Production Drawings and Specifications and have been approved (where applicable) by Building Control.

It should also be identified that if Planning permission or Building control was not needed – you should advise as to why not.

This stage effectively finalises your project and will be the last stage of seeking approval for the scheme.

You will now be in a position to revisit the ‘estimated costs’, review your intended funding sources/commitments and offer a more definitive cost estimate.

It may feel you are duplicating here, however, it is an opportunity to re-evaluate the scale of your project, and either demonstrate your willingness and Circuit Agreement to continue or have a rethink before applying for Full Scheme Approval.

Approval is needed from: Superintendent Minister, Circuit Steward, Secretary of the Trustees* (of the property concerned), District Superintendent, Property Board. (*applies only in the case of Local Trustees)

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