



Faculty and Building Projects Form Checklist

Before beginning, if the proposed project is occurring in response to an immediate health and safety concern that presents an immediate danger to people and/or property, then please immediately contact Keepsafe: (09) 302 7201 / keepsafe@aucklandanglican.org.nz

For all projects, please ensure that you have contacted your archdeacon as early on in the process as possible.

To complete the Faculty and Building Projects Form, you will need to have the following information available (use this checklist for your notes):

A short name for the project

Project contact details

- ☐ Parish name and reference number, e.g., P123 _____
- ☐ Contact details for the key project person, including their name, role, contact phone number, and email address _____

Endorsements and Support

- ☐ Talk with your archdeacon about the project
- ☐ A completed Endorsement Form from your parish, including:
 - ☐ Vicar/priest in charge support
 - ☐ Vicar's/priest's warden support
 - ☐ People's warden support
 - ☐ Vestry support
 - ☐ Plus, a copy of the vestry minute/resolution approving the project

Detailed Project Information

- ☐ Location/address _____

- ☐ A detailed description of the project

- ☐ The type of property structure that is the subject of the project, e.g., church, hall, church house (such as a vicarage), grounds, gardens, monument, outdoor structure, etc. _____

- ☐ A statement of the purpose of the work and how it fits with the parish's mission and ministry plan



- ☐ Any relevant background, including details of any actions taken to date

- ☐ The stage the project is at: concept, planning, design, etc. _____

- ☐ Whether the project includes any of the following:

- ☐ The erection, completion, alteration, or removal of any church or hall or vicarage or other building located on the same site or complex as the church
- ☐ Any alteration by way of addition, diminution, or otherwise in or to any item installed as a permanent fixture of any church, including any fabric, furniture, lighting installation, audio visual equipment, monument, or ornament
- ☐ The erection or placing in any church of any article that is required to be or ought to be dedicated or consecrated

- ☐ The status of the property/building/structure with Heritage New Zealand _____

- ☐ The earthquake status and the NBS rating of the property/building/structure _____

- ☐ Presence or absence of asbestos on site, and your proposed management plan if present

- ☐ Whether the type of work involves any of the following:

- ☐ The purchase or sale or leasing of land and/or buildings
- ☐ The purchase or upgrading or sale or disposal of chattels, such as organ, pews, carpet, signs, etc.
- ☐ A new build or a building renovation
- ☐ Maintenance
- ☐ Other activities that require the legal permission of the landowner
- ☐ Easements, covenants, and/or subdivisions

- ☐ If the project involves a sale, e.g., of property, a statement of what the proceeds will be used for



- ☐ If the project involves maintenance, does the maintenance change the structure or appearance in any way? Does it require a contractor agreement?
- ☐ If the project involves the sale of land or buildings, has the consent of parishioners been obtained at a Special or Annual General Meeting?
- ☐ If the project includes buying, selling, or repurposing property then who has provided independent GST advice?

- ☐ Building and/or resource consent requirements

- ☐ If available, plans and/or design drawings in electronic format for uploading
- ☐ Other supporting documents, such as a geotech report, a heritage assessment and impact statement, an environmental impact statement, and/or a conservation report
- ☐ Project start and end dates _____
- ☐ Details of the sustainability options that you have considered and why they will or won't be adopted

- ☐ Details of the accessibility options that you have considered and why they will or won't be adopted

Details of Health and Safety Information

- ☐ The name of your health and safety representative _____
- ☐ Your health and safety plan in electronic format for uploading
- ☐ The significant health and safety risks that are associated with the work, and how you propose to manage those risks

- ☐ Your hazard register in electronic format for uploading



☐ Your traffic management plans, if required

Financials

☐ Total budget (excluding GST) _____

☐ Details of any funding, including:

Secured funding – a breakdown of funding from

☐ Parish funds _____

☐ Trust funds _____

☐ Pledges/donations _____

☐ Diocesan Development Fund _____

☐ External funding/grants _____

☐ Loans/borrowings (whether from individuals or organisations) _____

Unsecured funding – a breakdown of funding from

☐ Parish funds _____

☐ Trust funds _____

☐ Pledges/donations _____

☐ Diocesan Development Fund _____

☐ External funding/grants _____

☐ Loans/borrowings (whether from individuals or organisations) _____

Any other information that you would like to provide.