



CATHOLIC ARCHDIOCESE OF MELBOURNE

PLANNING, BUILDING & FINANCE COMMITTEE FOR PARISH CAPITAL WORKS

APPLICATION FOR PROJECT APPROVAL

All building and / or maintenance projects costing greater than \$50,000 require approval by the Archbishop. Recommendations for approval of projects are made to the Archbishop by the Planning, Building and Finance Committee (PBFC).

This Application Form must be completed and submitted to the PBF Committee in order to facilitate the Committee's recommendation to the Archbishop.

Please complete and return form together with all relevant attachments to:

Mr David Vilchez
Manager
Diocesan Building Management Advisory Service
PO Box 146
EAST MELBOURNE 8002

Tel: 9926 5686
Fax: 9926 5766
Email: dbmas@cam.org.au

The PBFC project appraisal is a two stage process conducted over a minimum of two PBFC meetings. All applications received by no later than the 25th day of the month are referred to the following month's PBFC meeting as "Project for Advice". Subject to favourable outcomes, the project is considered as "Project for Approval" at the appropriate future PBFC meeting.

The processing of this application may be delayed if all requested information is not completed. Please refer to attached 'Attachment 1'.

REQUEST FOR PROJECT APPROVAL FORM

Please print clearly. Tick boxes where applicable

I. APPLICANT: (NAME and ADDRESS of Parish or School/College)

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2. AUTHORITY:

- (a) Parish Priest
- (b) President Canonical Admin
- (c) School / College Principal

3. PROJECT SUMMARY:

- (a) Scope of Works: **(Please attach plans showing proposed works, if available)**

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- (b) Total Project Cost Estimate (excluding GST)

• Construction works	\$
• Services	\$
• Furniture and Equipment	\$
• Authority Approval Fees	\$
• Insurance (CCI)	\$
• D.B.M.A.S. Fee	\$
• Architect / Consultant	\$
• Other	\$
TOTAL	\$

4. FUNDING

- Australian Government Grant \$.....
- Supplementary Capital Funding \$.....
- School Loan \$.....
- Parish Loan \$.....
- Parish Cash Reserves \$.....
- School Cash Reserves \$.....
- Other (please specify) \$.....

5. NEED FOR PROJECT: (For School projects please submit educational brief with application.)

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6. PROPOSED COMMENCEMENT DATE FOR WORKS:

-- -- / -- -- / 2012

7. CONSULTATIONS:

(a) Has the Regional Bishop been advised of the project?

- Yes No

(b) **School / College projects only**

(i) Has the Catholic Education Office (CEO) been advised of Project?

- Finance Yes No Contact: Mrs Jane Callaghan 9267 0362
- Planning & Facilities Yes No Contact: Mr Fergus Chisholm 9267 0400

8. FINANCIAL FEASIBILITY:

(a) All Projects

Has the previous year's Parish Annual Report been submitted to the Diocesan Finance Office

Yes No *(Please submit with application)*

(b) Parish Projects only

Has the **Ten (10)** year Cash Flow Report been submitted to Diocesan Finance Office

Yes No *(Please submit with application)*

Please contact Mr Adrian Klep, Manager Finance and General Operations on 9926 5683 for any queries.

(c) School / College projects only

(i) Has application be made for CEO interest factor (subsidy)?

Yes No

(ii) Has the CEO been provided with all relevant financial information?

Yes No Contact Mrs Jane Callaghan 9267 0228

(d) Has an application been made for a loan through the CDF?

(Loans over \$50,000 cannot be approved by CDF unless the Archbishop's approval has been granted.)

Yes No

9. OTHER REQUIREMENTS:

The PBFC recommends that all proposed works be developed in conjunction with the following:

(a) Site Masterplan

Is there a current site master plan?

Yes No

(b) Property Maintenance Plan

Is there a maintenance plan in place for the property?

Yes No

Please submit copies of these documents (if available) with application

10. STUDENT ENROLMENTS: (School/College projects only)

(a) Please specify student number projections

 Current

 3 year

 5 year

(b) Has the Catholic Archdiocese policy on enrolment number other than Catholic and Orthodox been implemented?

Yes

No

If no, please provide comment.

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11. ARCHITECT / CONSULTANT

(a) Has an Architect / Consultant been appointed?

Yes

No

If yes

Name of Architect / Consultant Practice

(b) Has the R.C.T.C. Building Design Services Agreement been endorsed?

Yes

No

12. SIGNATURE AND AUTHORITY OF PERSON MAKING APPLICATION

 Signature

 Name - (Please print)

 Authority

(Parish Priest, Canonical Administrator, Principal)

 Date

DOCUMENTATION CHECK LIST

- Completed Application Form**

- Parish Annual Report**

- Ten Year Cash Flow** (incorporating this proposed project)

- Drawings**
 - Site / Master Plan**
 - Floor Plans and Elevations**

- Property Maintenance Plan**

- Copy of Signed Building Services Design Agreement**

- Cost Plan Estimate (if available)**