## Application to the DIOCESAN PROPERTY COMMITTEE for Approval to Capital Expenditure

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| Name of Parish: |  | Property  [e.g. church/presbytery/hall] |  |
| Parish Priest: |  | Parish Reference: |  |
| Property Address: |  | Postcode: |  |
| Parish Priest Email: |  | Telephone Number: |  |

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| Nature of the proposed work |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Property Team Lead: |  | | | |
| Finance |  |  | Current Account | Deposit Account |
| Estimated cost of the project: | £ | Parish bank account balances: | £ | £ |

|  |  |
| --- | --- |
| Parish Finance Committee |  |
| Have you consulted the Parish Finance Committee? |  |
| What is the view of the Parish Finance Committee of this project? |  |

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| Parish Priest Signature: |  | Date: |  |

Completion of this form is to ensure that you have the initial approval of the Diocesan Trustees’ Property Committee to proceed with proposed capital expenditure. Notification of approval to proceed will be sent following the first committee meeting after the submission is received.

PLEASE RETURN TO: Diocese of Salford, at the above address.

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| FOR OFFICE USE ONLY | | | |
| Received: |  | Approved by Diocesan Property Committee: |  |
| Acknowledged: |  | Approval notification sent: |  |
| Project Title: |  | Project Number: |  |
| COMMENTS | | | |
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