**Form for Requesting alterations to a Church Building**

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| Name of Pastor | Name of Church |
|  |  |
| Property Address | Area |
|  |  |
| Refurb/ Building Works Requested | |
|  | |
| Reason for Works | |
|  | |
| Does the Church have a Community Plan to Support Expansion? | |
|  | |
| Does the church intend to make a contribution to the cost of the project? | |
|  | |
| Project Cost Estimate | Quotes obtained |
|  |  |
| Specialist Input required (Struct Eng, Surveyor, etc?) | Do the works require any statutory applications? |
|  |  |
| Other Information for the Property Department to Consider? | |
|  | |

**For the completion by the Property Department before submission to Offcom**

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| --- | --- |
| Is a project manager required? | Does the project need to go out to tender? |
|  |  |
| Is there a request for financial support from the SEC? |  |
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