

**CHECKLIST OF DOCUMENTS REQUIRED
BY THE ACPT
IN ORDER TO ENTER INTO A LICENSE OR LEASE.**

	Commercial Lease	Residential Lease	Licence \$20,000 (ex GST) or more per annum or longer than five years
Parish Council Consent The ACPT provides a consent pro-forma which is to be completed with the details of the lease or licence and signed by the majority of parish council.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Practitioner's Certificate A pro-forma is available from the ACPT (copy below).	<input type="checkbox"/>	Not required	<input type="checkbox"/>
Archdeacon's Consent The archdeacon can email his consent directly to the ACPT on the parish's request, or may provide a letter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of market value of rent or license fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managing Agent Agreement Standard agreement used by real estate agents. It will be prepared by the agent the parish selects, please see the guidelines in section 9.	Not required	<input type="checkbox"/>	Not required
Certificate of Currency for insurance \$5m public liability \$2m professional indemnity if child care centre or professional counselling	<input type="checkbox"/>	Not required	<input type="checkbox"/>
Two original copies of the completed agreement (lease or licence) signed by tenants/licensees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tenant / licensee contact sheet The ACPT provides this form to be completed by the tenant or licensee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>