

Checklist for Development Applications and other government statutory forms to be submitted to the Anglican Church Property Trust Diocese of Sydney

Checklist Item	✓
1. Proposal has been submitted to the Regional Architectural Panel and a letter of approval has been provided that is signed by the chairman of the Panel <i>(usually the Regional Bishop or his assistant)</i>	
2. The form to be submitted has been filled in and signed by the Applicant in the Applicant's Signature section of the form. <i>(The Applicant should be a Warden / Architect / Project Manager / or other Parish appointed consultant; on behalf of the Parish. The Owner's Consent section of the form should <u>not</u> be signed).</i>	
3. Legal Owner name details have been recorded as - "Anglican Church Property Trust Diocese of Sydney"	
4. Legal Owner address (if the form requires it) should be recorded as: <i>[Street address]</i> Level Two St. Andrew's House SYDNEY SQUARE NSW 2000 <i>[Postal address]</i> PO Box Q190 QVB POST OFFICE NSW 1230	
5. Schedule of existing and proposed Essential Fire Safety Measures has been attached <i>(only applicable to Construction Certificate Applications for non-residential development proposals)</i>	
6. A letter signed by at least two Wardens requesting that the ACPT sign the <i>[name of form]</i> has been supplied to the ACPT with the form.	
7. For contracts up to \$500,000 (GST-inclusive) the parish project manager is to provide a cost estimate. For contracts in-excess of \$500,000 (GST inclusive), a preliminary cost estimate prepared by a quantity surveyor is to be provided prior to submission of the development application.	
8. A listing of the intended parish funding sources to cover the costs of the project.	

[Click here for ACPT contact details \(including street and mailing addresses\).](#)

Please refer to the [Building Works Kit](#) for more information about Development Applications and statutory forms.

Please note that forms to be signed by the ACPT can be hand delivered by Parish representatives to St. Andrew's House, however, due to ACPT work scheduling arrangements, forms cannot be signed "on the spot". An appointment should be made in advance if there is a need to discuss the matter with the [Manager, ACPT](#) assigned to your parish's region.