Application Received:

**THE UNITED REFORMED CHURCH (SOUTHERN SYNOD) TRUST LTD**

**MANSE FORM (APPLICATION under MANSE POLICY)**

*For permission to carry out work on a manse for which funding from the Synod Manse Fund is required, please complete the form below and send it as an email attachment to* prop.admin@urcsouthern.org.uk *or send a printed version, together with appropriate estimates, to the Synod Office.
If you need help completing the form, please contact the Synod Property Administrator. Church Meeting resolution is required when dealing with vacant manses (Paragraph 9 of Manse Policy)*

1. **PASTORATE DETAILS**

|  |  |
| --- | --- |
| **Church/Pastorate Name** |  |

|  |  |  |
| --- | --- | --- |
| **Manse Contact** | **Name** |  |
|  | **Address** |  |
|  | **Postcode** |  |
|  | **Telephone** |  |
|  | **Email** |  |

1. **MANSE DETAILS**

|  |  |
| --- | --- |
| **Manse Address** |  |
| **Postcode** |  |

|  |  |
| --- | --- |
| **Manse Insurance Company** |  |
| **Broker used (if applicable)** |  |
| **Buildings insured sum** |  |
| **Last renewal premium** |  |
| **Last renewal date** |  |

**Is the manse in a Conservation Area? YES / NO**

1. **NATURE OF PROPOSED WORK (Please describe)**

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1. **REASON FOR UNDERTAKING THE WORK**

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|  |

1. **DETAILS OF ESTIMATES/QUOTES (Please provide a minimum of two)**

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|  |  |
| --- | --- |
| **Preferred contractor** |  |

1. **ESTIMATED TOTAL COST OF WORK (including VAT): £**

**FORM COMPLETED BY (Name):**

**DATE COMPLETED:**

**POSITION HELD:**

***SYNOD ACTION***