



# Sale of a Glebe (Rectory) or other parish building Northern Ireland – Questionnaire

P1

## Premises details

Diocese:

Parish:

Address:

Approximate size of premises (acres or square metres):

## Sale details

1. Are the premises subject to any Tenancy Agreement (either written or oral)? Yes:  No:   
If yes, please attach copies of the agreements to this questionnaire.
2. Will vacant possession of the premises be given to the purchaser on completion? Yes:  No:
3. Has any agreement been entered into for the sale of any timber on the land? Yes:  No:
4. Are the premises affected by any third party easements such as pipes, drains or sewers, cables or a septic tank which do not belong to the property? Yes:  No:   
If yes, please provide details:
5. Is the property subject to, or does it have the benefit of, any right of way, right of water, light, drainage, or any other rights whatsoever in favour of any third party? Yes:  No:   
If yes, please provide details:
6. Is any portion of the property (road, path, drain, wire, cable, pipe or other facility) used in common with any other owner? Yes:  No:
7. Which of the boundary walls and fences are *party* walls or fences (boundaries for which the responsibility for upkeep and maintenance is shared)?  
  
By whom are they repairable and in what proportion?
- Are there any written agreements relating to the boundary walls or fences? Yes:  No:   
(If yes, please attach a copy).
8. Are there any sporting or fishing rights attaching to the property? Yes:  No:
9. Has any notice been served by any Local Authority as to the state of repair or sanitary condition of the property, or with reference to the proposed acquisition of any part thereof? Yes:  No:

10. Are there any pipes, drains, sewers or any telephone wires or electricity cables passing through or laid over the property? Yes:  No:

If yes, are there any agreements relating to these? (If yes, please attach a copy). Yes:  No:

11. Is it intended to include the telephone in the sale? Yes:  No:

If yes, please provide with this questionnaire a letter:

(i) addressed to the service provider;

(ii) specifying the telephone number; and

(iii) consenting to the transfer of the telephone to the purchaser.

12. Is there a water supply to the property? Yes:  No:

If yes, by what means is water supplied?

If the water supply is connected to a Group Water Scheme; has the Scheme been taken over by the Local Authority? Yes:  No:

13. Is there drainage from the building? Yes:  No:

If yes, is it mains drainage, septic tank or otherwise?

If there is a septic tank, is it located within the boundary of the premises for sale? Yes:  No:

14. Are the following services supplied:

(a) Gas? Yes:  No:

(b) Electricity? Yes:  No:

15. Have any notices been received in regard to mineral rights? Yes:  No:

16. Is there any unauthorised structure (as defined by Planning Acts) on the property? Yes:  No:

17. Have any Notices been served under the Fire Services Acts? Yes:  No:

18. Has a planning application been made in respect of the property? Yes:  No:

If yes, with what result?

(If yes, please attach relevant planning application documentation.)

19. Is there a television aerial attached to the property? Yes:  No:

If yes, what is the name and address of the owner of the aerial?

Is the television aerial included in the sale? Yes:  No:

If it is fixed, please explain how?

20. Does the parish have a responsibility to contribute towards the cost of repairs to roads adjoining the property? Yes:  No:

Is such road in the charge of the Local Authority? Yes:  No:

21. Are there any other facts or special circumstances which would require to be provided for in the conditions of sale? Yes:  No:

If yes, please explain:

22. Please attach to this questionnaire the most recent demand notices for rates, water charges, and charges for drainage, refuse collection etc. (if applicable).

23. What is the rateable Valuation or net annual valuation of property?

24. Please provide details of ground rent if it is payable. Please let us know when it was last paid and provide an up to date receipt. If none has been demanded please let us know when the last ground rent was paid and give the name and address of the person to whom the ground rent is paid. If you have bought out your ground rent, please specify. If you have the vesting certificate or other evidence of purchase, please provide such evidence with this questionnaire.

25. Have you ever been notified by the Planning Authority that the property is a Listed Building?  
If yes, please attach a copy of the notice. Yes:  No:

26. Has any application to ascertain development value been made? Yes:  No:   
If yes, with what result?

27. Has any claim for compensation been made under the provisions of the Land Development Values (Compensation) Act (NI) 1965 in respect of any such planning permission or refusal or loss of development rights? Yes:  No:   
If yes, please give full details of any compensation agreed, paid or refused:

28. Has any notice or intention to requisition the premises been received? Yes:  No:

*If anything changes after you fill in this questionnaire but before the sale is completed please tell us immediately. This is as important as giving the right answers in the first place.*

**Supporting documents checklist**

- Tenancy agreements (if any)
- Written agreements relating to boundary walls and fences (if any)
- Agreements relating to pipes, drains, sewers, wires or cables (if any)
- Letter regarding telephone (if part of sale)
- Planning application documentation (if any)
- Recent demand notices for rates, charges for water, drainage, refuses collection etc. (if applicable)
- Ground rent receipt and vesting certificate (if applicable)
- Listed Building notification (if any)

**PLEASE NOTE:** Legal costs, auctioneers fees, advertising expenses and other expenses relating to a sale or lease of the property will be deducted from the proceeds.

**Details of person completing questionnaire on behalf of the parish**

Name:

Telephone:

Email:

I confirm that the information provided in this application is true and accurate to the best of my knowledge and belief:

Date:

RETURN COMPLETED FORM AND SUPPORTING DOCUMENTS TO: [property@rcbdub.org](mailto:property@rcbdub.org) or Property Department, Representative Church Body, Church of Ireland House, Church Avenue, Rathmines, Dublin 6, D06 CF67.