



Sale or Lease of a Church Questionnaire

P3

Parish details

Diocese:

Parish:

Lease details

1. Is the sale by way of:

- Conveyance
Fee Farm Grant
Long term lease

2. In the case of a lease, please state:

(a) the terms (in years) of the lease:

(b) the amount of rent payable (EUR/GBP):

(c) any other conditions to be included:

(d) after what period is the rent to be reviewed?

3. Is there a graveyard attached to or surrounding the church?

Yes: No:

If yes, is a right of way required for access to the graveyard?

Yes: No:

4. Please attach to this questionnaire a sketch map showing:

- the area to be sold or leased;
- the location of the church building; and
- the position of the boundary between the area being sold and the graveyard.

Please note: A margin of at least two metres around the building should be included in the sale or allowed as a right of way for maintenance purposes.

5. Please attach to this questionnaire a photographic record showing internal and external views of the church building.

6. A boundary should be erected between the area being sold and the graveyard. Please state the type of boundary and provide a detailed specification:

Please tick the party which has responsibility for the erection of the boundary:

Seller/lessor

Purchaser/lessee

7. A form signed by the select vestry and the bishop of the diocese should be supplied certifying that there are no graves situated within the area being sold or leased. The relevant form is a 'Certification that land which is

subject to a sale agreement contains no graves' (form P8) and is available from the RCB Property Department on online at ireland.anglican.org/parish-resources.

8. Are there any graves which will require exhumation from the area being sold? Yes: No:

If yes, please note that an exhumation licence must be obtained from the Local Authority for this purpose.

9. If the church is a listed building in Northern Ireland, permission to remove any fixed part of the building under an ecclesiastical exemption is to be obtained from the Local Authority. Fixtures may not be removed from protected structures in the Republic of Ireland.

Are there any memorial tablets or memorial windows situated in the church? Yes: No:

If yes, and if such tablets or windows are to be removed, please state the arrangements made for their safekeeping:

10. If there are fixed or non-fixed items to be removed from the church before completion of the transfer, with the permission of the relevant Local Authority and approval of the bishop (for example, pews, pulpit, reading desk, font, bell etc.), please list these below with details of the location(s) to which the items will be relocated (continue on a separate sheet if necessary):

11. List items to be included in the sale/lease (continue on a separate sheet if necessary):

12. Is there any building, other than the church, to be included in the sale/lease? Yes: No:

If yes, please indicate the building(s) on the sketch map.

Is vacant possession of the building(s) available? Yes: No:

13. Are there any rights-of-way over, or similar rights or easements affecting the property? Yes: No:

If yes, give full particulars:

14. Is the use of any road, path, drain, wire, cable pipe or other facility (which is not in the charge of the Local Authority) in common with the owner or occupier of any other property? Yes: No:

15. 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).

16. Are there any sporting or fishing rights attached to the property? Yes: No:

17. 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 of the property? Yes: No:

18. Please tick which of any of the following pass through or are laid over the property?

- Pipes
- Drains
- Sewers
- Telephone wires
- Electricity cables

If there are agreements relating to any of the above, please attach a copy.

19. 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 (Northern Ireland) or Irish Water (Republic of Ireland)? Yes: No:

If no, please provide details:

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

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

If drainage is by septic tank, is the septic tank located within the area to be sold/leased? Yes: No:

If applicable, please show the location of the septic tank on the sketch map.

21. Please tick which of the following services are supplied:

- Gas
- Electricity

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

23. Has the church been closed for worship? Yes: No:

Has the church been deconsecrated? Yes: No:

If yes, on what date was it deconsecrated?

24. Has any approach been made to the Local Authority to accept a transfer of the graveyard? Yes: No:

Please note: After the sale of a church, public liability insurance cover should be maintained for the graveyard.

25. Is there any unauthorised structure (as defined by planning legislation) on the property? Yes: No:

26. Have any notices been served under fire safety legislation? Yes: No:

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

If yes, with what result?

(Please attach the relevant approval or refusal documentation, if applicable.)

28. Has notification been given by the relevant planning authority that the property is a Listed Building (in Northern Ireland) or a Protected Structure (in the Republic of Ireland)? Yes: No:

(If yes, please attach a copy of the notification.)

29. Does the parish have a responsibility to contribute towards the cost of repairs to road(s) adjoining the property? Yes: No:

Are such road(s) in the charge of the Local Authority? Yes: No:

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

31. 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 below:

32. The Representative Church Body will insert the following covenants into the Deed or Lease:

(a) Not to call the property "Church", "Old Church" or by any other nomenclature having an ecclesiastical connotation.

(b) Not to use the premises for any religious purpose or for dancing, gambling, bingo or for the sale of intoxicating liquor or for any other immoral or base purpose.

Do you require covenant (a) above to be released prior to the sale or lease? Yes: No:

Do you require covenant (b) above to be released prior to the sale or lease? Yes: No:

Please note the approval of the Diocesan Council and the Representative Church Body is required before covenants can be released.

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

Supporting documents checklist:

Sketch map of the area to be sold (including buildings and boundaries)

Photographic record of church building (internal and external)

Boundary specification

Certification land contains no graves (if required)

List of items to be removed (if separate sheet is required)

List of items included in sale/lease (if separate sheet is required)

Written agreements relating to boundary walls and fences (if any)

Agreements relating to pipes, drains, sewers, wires or cables (if any)

Planning application documentation (if any)

Listed building or protected structure notification (if any)

Recent demand notice for applicable rates, water, drainage, refuse charges

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:

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