

The Methodist Property Office

# Technical Form

This form is required to enable the Methodist Property Office to give agreement to proceed to detailed design; the form should be completed for building work to churches, ancillary premises and manses, in conjunction with schedule 1.

The form should be completed by your architect or other professional advisor, and then sent (with enclosures as listed in section E) to:

Methodist Property Office, Central Buildings, Oldham Street, Manchester, M1 1JQ  
Tel: 0161 236 5194 Fax: 0161 236 8908.

As noted in item E below, one copy of this form and enclosures is to be enclosed with the Schedule 1 (or alternatively sent to the Superintendent at a later date).

Name of Church or property						
Address						
Postcode						
Circuit Name					No /	
Ordnance survey grid reference						
Listed Building:	i) YES/NO	Grade	I	II*	II	ii) In a conservation area? YES/NO
		Scotland	A	B	C	
Name of Local Planning Authority						
Brief description of scheme						

**A GENERAL INFORMATION**

Delete as applicable

A1	Is the building vested in another denomination? If so, which? _____	YES/NO/NA
A2	If the works are to a listed building, will such works affect its character?	YES/NO/NA
A3	If the building is in a conservation area, will the works affect its external appearance?	YES/NO/NA
A4	If applicable, has the local planning authority agreed in principle that the scheme is acceptable? NB Planning Approval should NOT be sought at this stage	YES/NO/NA
A5	State the form of building contract proposed to be used: (or exchange of letters etc if appropriate)	
A6	Confirm that any arbitration clause will be deleted <i>(It is Methodist Property Office policy to require the deletion of any Arbitration Clause)</i>	YES
A7	Have any matters arising from the Party Wall etc. Act 1996 been brought to a satisfactory conclusion?	YES/NO/NA
A8	Has consultation with the Fire Precautions Advisor to the Connexion (Mr Colin Domville MI FIRE E, 64 Monks Drive, Formby, Liverpool L37 6DW) taken place?	YES/NO/NA
A9	Has the local Building Control Officer been consulted?	YES/NO
A10	Which mains services are available to the site? a) Water b) Gas c) Electricity d) Mains drainage/sewerage	YES/NO YES/NO YES/NO YES/NO
A11	Give approximate area of site and building: Existing _____/sq.m. Proposed _____/sq.m	
A12	For significant schemes of refurbishment, extensions or new build, please state: <i>(not required for minor schemes)</i>	
	Seating capacity:	worship area (nos)      hall (nos)
	Gained/lost by alteration	worship area (nos)      hall (nos)
	Total of final proposal	worship area (nos)      hall (nos)

## B. COST ESTIMATE

B1 For new work indicate estimated cost per sq.m: £\_\_\_\_\_/sq.m

Item		Cost	VAT
B2	New buildings, extensions, alterations :		
	Demolition	_____	_____
	Sub-structure, superstructure, finishes	_____	_____
	Fixtures, fittings, services	_____	_____
	External works, landscaping etc	_____	_____
	Preliminaries ( %)	_____	_____
	Contingencies ( %)	_____	_____
	Fluctuations ( %)	_____	_____
<b>B3</b>	<b>sub-total of estimated construction costs</b> sub total	£ <u>_____</u>	<u>_____</u>
B4	<i>Professional Fees:</i>		
	Architect/Contract Administrator ( %)	_____	_____
	Quantity Surveyor ( %)	_____	_____
	Structural Engineer ( %)	_____	_____
	Planning Supervisor ( %)	_____	_____
	Other (e.g. Services Engineer) ( %)	_____	_____
<b>B5</b>	<b>Sub-total of professional fees</b> sub total	£ <u>_____</u>	<u>_____</u>
B6	<i>Local Authority Charges:</i>		
	Building Control	_____	_____
	Town Planning	_____	_____
B7	<i>Any further costs (e.g. loose furniture, furnishings, art works etc)</i>	_____	_____
<b>B8</b>	<b>Sub total of scheme costs</b> sub total	£ <u>_____</u>	<u>_____</u>
B9	<i>(please give indication of any VAT items at lower rate or zero-rated):-</i>	VAT £ _____	↙
	_____		
	_____		
<b>B10</b>	<b>Grand total</b>	£ <u>_____</u>	

**C. Architect or other professional advisor preparing scheme:**

NAME	_____
QUALIFICATIONS	_____
PRACTICE NAME	_____
PRACTICE ADDRESS	_____ _____ _____
Tel: _____ Fax: _____ e-mail _____	
SIGNATURE _____ DATE _____	

**D. Contact person as representative for church or circuit for this scheme:**

NAME	_____
ADDRESS	_____ _____
Daytime phone no: _____ e-mail: _____	
SIGNATURE _____ DATE _____	

**E. Please list drawings, schedules, etc enclosed:**

E.1 Listed Buildings:	technical form: <b>one copy</b> drawings and specifications etc: <b>five copies</b> additionally <b>one copy</b> of the technical form and drawings etc are to be enclosed with the Schedule 1
E.2 All other schemes:	technical form: <b>one copy</b> drawings etc: <b>one copy</b> additionally <b>one copy</b> of the technical form and drawings etc are to be enclosed with the Schedule 1