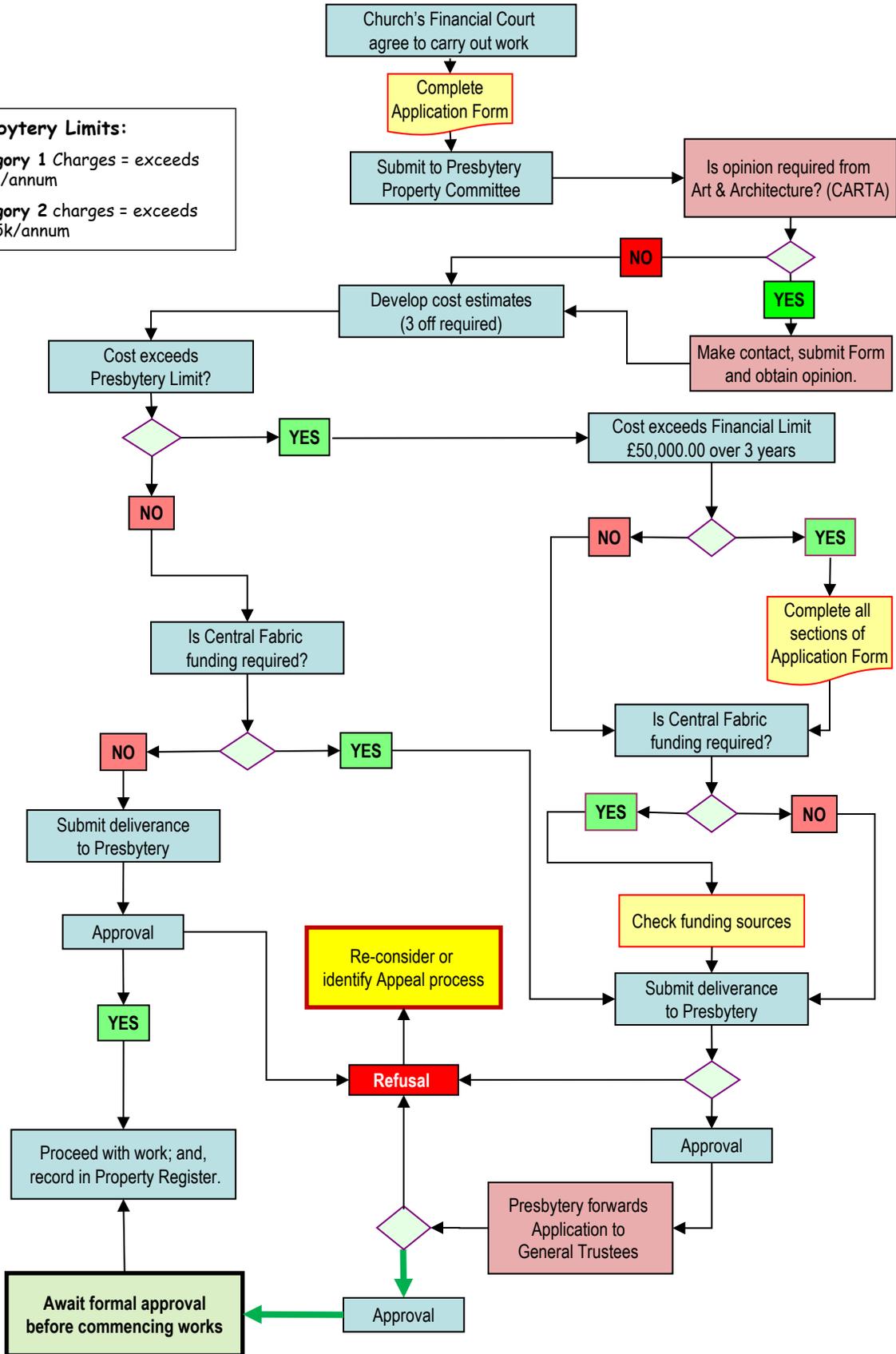


# Presbytery of Aberdeen

## Property Committee

### Guidance of the process for Control over work at Buildings

**Presbytery Limits:**  
**Category 1** Charges = exceeds £25k/annum  
**Category 2** charges = exceeds £12,5k/annum



# PROCEDURE TO BE FOLLOWED WHEN REPAIRING OR ALTERING CHURCHES, MANSES OR HALLS

## **SECTION 1**

### **STAGE 1 – Financial Limits Requiring Consent**

Determine whether cost of proposed works exceeds the **Financial Limit** set by **The General Trustees** and **Presbytery**. If the limit is exceeded, then consent will be required before any work can be undertaken.

Currently (2011) the **Financial Limit** set by the **General Trustees** is **£50,000**.

**Presbytery Financial Limits** vary from Presbytery to Presbytery. If your **Presbytery Limit** is not known by you, contact your Presbytery Clerk or Presbytery Fabric Convener.

### **STAGE 2 – Funding of Works**

Determine whether the cost of the proposed works can be funded by funds held by the congregation or whether it is necessary to apply for grant assistance. Any application to the **General Trustees** for grant assistance can only be made after approval from Presbytery has been obtained. This is irrespective of whether the **Presbytery Financial Limit** is exceeded or not. If the **Trustees' Financial Limit** is exceeded, then the Trustees' approval needs to be sought in all cases. (See below under **Application Forms**)

A list of grant aiding bodies, in addition to the General Trustees, can be obtained from the General Trustee's Office at 121 George Street, Edinburgh, telephone number 0131 225 5722.

**Starting any work prior to obtaining a decision from the grant awarding body will jeopardise the award.**

### **STAGE 3 – Application Forms**

**Form A** – Permission to carry out any alteration works regardless of cost

**Form B** – Permission to carry out work over the Financial Limit

**Form C** – Application for grant or loan to the General Trustees

**Form E** – Application for a grant from Historic Scotland/Heritage lottery Fund

These can be obtained either by calling the General Trustee's office in Edinburgh on 0131 225 5722 or alternatively by downloading from the Church of Scotland website via the General Trustees section.

### **STAGE 4 – Other Consent Required For Alterations of a Planning Nature**

**Internal Works** to a **Church** are presently covered by **Ecclesiastical Exemption**. This exempts the applicant from requiring the consent of Historic Scotland or the Local Authority. However, the opinion of the **Committee on Church Art and Architecture (CARTA)** and the approval of the General Trustees needs to be obtained. **CARTA** is a consultative body and the final decision with regard to any alterations will be made by the General Trustees in all cases, irrespective of whether the building is or is not vested with the General Trustees. Applications should be lodged through the General Trustees, who in turn will contact **CARTA**.

All **External Alterations**, with some minor exceptions, will be covered by statutory legislation involving the **Local Authorities** and **Historic Scotland** and in some special cases, other bodies (for example **Schedule Monument Consent**), and must be the subject of formal applications to the relevant bodies. **CARTA** have no locus on external works but the General Trustees' consent will need to be obtained prior to the start of any works. Note that although in terms of listed buildings the Ecclesiastical Exemption applies in relation to Historic Scotland when making application for external works, the normal application procedure via the Local Authority Planning Department must still be followed in terms of external works.

### **STAGE 5 – Local Authority Building Warrant Requirement**

With some exceptions, a Building Warrant will be required from the Local Authority for both **internal** and **external** alterations to a building. This needs to be made by lodging a formal application with your Local Authority Building Control Department.

An important and costly element to works at listed buildings is Value Added Tax. It may be that your building may qualify for an application for exemption to pay VAT in terms of work undertaken and you are urged to contact the General Trustees' Secretary's Department should you require advice on this subject.

### **Acceptance of Quotations from Contractors and Suppliers**

There have been instances where disputes over payment have arisen on church property and the local Church Officer has personally been targeted by the aggrieved party. In order to avoid this, always accept **on behalf of** your Kirk Session, Congregational Board or whoever. The qualification will avoid the accepting party from being personally liable for the non-payment of any accounts, for whatever reason.