##### Where an acquisition under the CPM 2018 or the Parsonages Act 1865 is proposed where the Commissioners’ consent is required, the diocese should provide full details of the proposal including:

**annex**

|  |  |  |
| --- | --- | --- |
|  | **Information and confirmations required** | **Checklist** |
|  |  |
|  | Please indicate whether the proposed acquisition is to take place under (a) Part 3 of the CPM 2018 or (b) the Parsonages Act 1865. | **(a) NPM** 🞎  **(b) PA** 🞎 |
|  | The address of the property **including postcode** and a **good quality plan** of the land concerned suitable for use in the deed of transfer or grant of easement based on (or accompanied by a second plan based on) an Ordnance Survey map on scale **1:1250** or larger. It should show the **boundaries** in relation to the adjoining land and give the **hectarage** or **route of wayleave/easement**. Architectural and/or engineering drawings are generally inappropriate for conveyancing purposes, unless supplemented by a proper location plan. |  |
|  | Confirmation that the incumbent (or bishop in a vacancy), patron(s) and PCC(s) of the benefice are content with the proposal. Where a team ministry has been established for the benefice, confirmation should also be given that each member of the team is content. |  |
|  | Confirmation that the benefice has agreed to any covenants required by the vendor or donor, e.g. the construction of boundary fencing. |  |
|  | The full name and address of the vendor/donor, and the name, address, DX number (if relevant), telephone number and reference of his solicitor. |  |
|  | The full name and address of the incumbent (if the benefice is full) and the name, address, DX number (if relevant), telephone number and reference of any solicitor acting for the benefice. |  |
|  | Full details of the terms provisionally agreed for the transaction, e.g. the price, any covenants to be imposed and/or rights to be reserved in favour of retained land. |  |
|  | Confirmation (where necessary) that planning permission authorising change of use of the land and, if necessary, the erection of any new buildings has been obtained. |  |

**(Signed) ……………………………………….. Date: ……………………**

***Authorised Signatory***

**Notes**

**(1)** The CPM 2018 defines a “qualified surveyor” as a person who is a member of the Royal Institution of Chartered Surveyors reasonably believed by the person or body in whom or which the buildings or land are or is to vest to have ability in, and experience of, the valuation of property of the particular kind, and in the particular area, concerned.

## For church commissioners’ use only

**NamE: ref: date: c/s no:**

**The Commissioners have approved this proposal.**

**(Signed)……………………………………………………………………..**

**Date:……………………………**

### Church Commissioners

**The Church Property Measure 2018**

## Application for Consent to:

## The Disposition of Glebe under Section 20 (including Sale; Exchange; Lease; Mortgage; Grant of Easement and Wayleave; and the Sale or Lease of Glebe Minerals) where the Commissioners’ Consent is required;

**Part 1: Disposition of Glebe**

|  |  |  |
| --- | --- | --- |
|  | 1. Diocese: ……………………………………………………..…………………..…………….…….. 2. Full name of **Benefice** in which the glebe is situated: …………………………………………….….. …………………………………………………………………………………………………….…… 3. Full name of **Parish** in which the glebe is situated: …………………………………………………   …………………………………………………………………………………………………………   1. Commissioners’ Reference No: …………………………… | |
|  | | ***Please answer Yes/No and/or tick boxes***  ***as appropriate.*** |
|  | Nature of the proposal(s):   1. Sale 2. Exchange 3. Lease 4. Mortgage 5. Grant of Easement or Wayleave 6. Sale or Lease of Glebe Minerals 7. Other (please specify) |              |
|  | Details of the transaction(s):   1. Address/Location of property: ………………………………………………………………………………………………….   …………………………………………………………………………………………………  ………………………………………………………………………………………………….   1. Acres: …………………..……………….. Hectares: ……………….………………. 2. Sale/Exchange (including Minerals)   Name of proposed purchaser: ………………………………………………………………..  Agreed consideration: …………………………………………..……………………………  Arrangements for payment of costs: …………………………………………………………   1. Leases/Easements/Wayleaves/Mortgages (including Minerals)   Name of proposed lessee/grantee/mortgagee: ……………………………………………..  Date for commencement of term and proposed duration: ………………………………….  Premium: ……………………………………………………………………………………  Rent: ………………………………………………………………………………………..  Arrangements for payment of costs: ……………………………………………………….   1. Other Transaction   Name of proposed other party: …………………………………………………………….  Agreed consideration: ……………………………………………………………………….  Arrangements for payment of costs: ……………………………………………………….   1. Other principal terms agreed (e.g. covenants to be imposed and/or rights to be reserved in favour of any retained land):   ……………………………………………………………………………………….……...  ………………………………………………………………………………………………  ………………………………………………………………………………………………  ……………………………………………………………………………………….……...  ………………………………………………………………………………………………  ………………………………………………………………………………………………  ……………………………………………………………………………………….……... | |
|  | Is (or was) the property:   1. a team vicarage? 2. used for other clergy housing purposes? | Yes/No  Yes/No |
|  | Please give brief details of the reasons for and background to the proposal(s). *(Further details may be included in a covering letter)*: | |
|  | Please confirm that notice of the proposal(s) under Section 22 of the Measure was served on one or more of the following*:*    *Either:*   1. the incumbent of the benefice in which the glebe is situated (if the benefice is full);   *or*   1. the priest-in-charge (if presentation to the benefice has been suspended under Section 85 of the Mission and Pastoral Measure 2011 and a priest-in-charge has been appointed);   *or*   1. the churchwardens of the parish in which the glebe is situated (if presentation to the benefice has not been suspended);   AND:   1. the Parochial Church Council of the parish in which the glebe is situated **(irrespective of whether the benefice is vacant)**   AND: if a team ministry has been established for the benefice:   1. every team vicar; 2. a member of a team ministry (other than a team vicar) occupying a glebe house which is the subject of the proposal. |            |
|  | Please give the date on which the notice of the proposal(s) under Section 22 was served and attach a copy of the notice |  |
| 8. | Please indicate why the Commissioners’ consent to the proposal(s) is required:   1. the transaction is with a person who is a connected person or a trustee for, or nominee of, a connected person; 2. the diocese: 3. has ***not*** obtained a written report on the proposed disposition from a qualified surveyor(or, in the case of a grant of lease for seven years or less, obtained advice from a person who is reasonably believed by the DBF to have the requisite ability and practical experience to provide it with competent advice) acting exclusively for the DBF; or 4. has ***not*** advertised the proposed disposition(s) for such period and in such manner as advised in the surveyor’s report (unless (s)he has advised that it would not be in the best interests of the diocese to do so); or 5. has ***not*** obtained the surveyor’s recommendation (or, in the case of a grant of lease for seven years or less, the recommendation of the person referred to in (a) above) of the terms of the transaction (including any terms for safeguarding the amenities of the land) (e.g. where it is proposed to proceed with a sale below the surveyor’s valuation of the property for pastoral or other reasons); |        |
| 9. | Please attach a copy of the surveyor’s report and site/location plan(s).  If such a report has **not** been obtained, please explain why: | *Copy attached:*   |
| 10 | **Where parsonage land is to be disposed of at the same time and the Commissioners’ consent is required, please submit Form H.** | *Form H attached*   |

**(Signed) ……………………………………….. Date: ……………………..……**

**Authorised Signatory**

## For church commissioners’ use only

**Name: ref: date: c/s no:**

**The Commissioners have approved this/these proposal(s).**

**(Signed)…………………………………….…………….. Date:……………………………**

 **Enter details of transaction(s)**

 **letter**

Church Commissioners

Church House, Great Smith Street, London, SW1P 3AZ

Tel: 020 7898 1000

Email: [pastoral@churchofengland.org](mailto:pastoral@churchofengland.org)

### Church Commissioners

CHURCH PROPERTY MEASURE 2018

## Application for Consent to the Sale (including that of a Site); Demolition; Exchange; Building; Purchase; or Improvement of a Parsonage; and the Division, Enlargement or Improvement of a Parsonage in a Vacancy; and the Application/Transfer of Sale Proceeds

## Where the Commissioners’ Consent is Required

**Details of the Proposal(s)**

|  |  |  |
| --- | --- | --- |
|  | 1. Diocese: ………………………………………………………..…………………..…………………….. 2. Benefice: ………………………………… ………………………………………………………..…… 3. Commissioners’ Reference No: …………………………………………………………………..…….. 4. Name and address of Incumbent (if any):   ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………………………………………………………………………………….…………………….………………………… | |
|  | | ***Please answer Yes/No and/or tick boxes***  ***as appropriate.*** |
|  | Nature of the proposal(s):   1. Sale 2. Demolition 3. Exchange (i.e. sale to vendor of new parsonage with or without balancing payment) 4. Building 5. Purchase 6. Improvement 7. Division *(in a vacancy)* 8. Enlargement *(in a vacancy)* 9. Improvement *(in a vacancy)* 10. Application/Transfer of Benefice Funds (including proceeds) |                    |
|  |  |  |
|  | Please indicate why the Commissioners’ consent to the proposal(s) is required:   1. the transaction is with a person who is a connected person or a trustee for, or nominee of, a connected person; 2. the diocese (on behalf of the incumbent (or Bishop in a vacancy)): 3. has ***not*** obtained and considered a written report on the proposal(s) from a qualified surveyor(or architect or other suitably experienced person where it is proposed to build or improve a parsonage) instructed by and acting exclusively for the benefice; or 4. has ***not*** advertised the proposal(s) for such period and in such manner as advised in the surveyor’s report (unless (s)he has advised that it would not be in the best interests of the benefice to advertise the proposal); or 5. has ***not*** obtained the surveyor’s recommendation of the terms of the transaction (e.g. where it is proposed to proceed with a purchase or sale above or below the surveyor’s valuation of the property for pastoral or other reasons); or 6. the application/transfer of benefice funds is involved; 7. an objection has been made by a patron or PCC (or Churchwarden(s) where there is no PCC) in response to the statutory notice (Form 1 and/or Form 2); |     *Sale only*         |
|  | Please give brief details of the reasons for and background to the proposal(s). *(Further details may be included in a covering letter)*: | |
|  | Is the existing house unsuitable? *(i.e. differs significantly from the standards recommended in the current Parsonages Design Guide.)* | Yes/No |
|  | Where a house is to be either replaced, divided, enlarged or improved, will the resultant house be suitable for the foreseeable future having regard to the standards recommended in the current edition of the Parsonages Design Guide? | Yes/No |
|  | Is the current house pastorally redundant? | *Sale/Demolition only*  Yes/No |
|  | Is pastoral reorganisation affecting this benefice under consideration?  *(If the answer is ‘No’, go to 10.)* | Yes/No |
|  | If pastoral reorganisation is under consideration:   1. have the views of interested parties under the Mission and Pastoral Measure been sought? 2. have proposals for pastoral reorganisation affecting this benefice been circulated locally? 3. has provision been made for the parsonage and/or grounds in any such proposals?   If yes, please give details:   1. are the pastoral proposals in general and the parsonage proposals in particular likely to be contentious locally and, if so, why? | Yes/No  Yes/No  Yes/No  Yes/No |
|  | Please confirm that the following consents to the proposal(s) have been obtained. *[The relevant transaction(s) are detailed below]:*   1. **the incumbent (or Bishop in a vacancy);**   *[sale/demolition/exchange/build/purchase/improvement]*   1. **the Bishop (where he is not acting);**   *[sale/demolition/exchange/build/purchase/improvement]*   1. **the Diocesan Parsonages Board;**   *[all transactions]*   1. **where a team ministry has been established for the benefice, any member of the team living in the parsonage house.**   *[sale/demolition/exchange]*  *[division/enlargement/improvement in a vacancy*] |        |
|  | Please confirm that where a team ministry has been established for the benefice, all the members of the team have been consulted about the proposal and their views taken into account.  *(N.B. Such consultation is not required where the proposal(s) relate only to the application of benefice funds.)* |  |
|  | Please confirm that the Local Authority has indicated (informally if needs be) that demolition and any subsequent redevelopment of the site will be permitted. | *Demolition only:*   |
|  | *Either:*  Please give the date on which theCPM 2018 notice (Form 1 and/or Form 2) was served on the patron(s) and PCC(s) (or churchwardens where there is no PCC) and attach a copy of the notice.  *(N.B. The application should not be submitted until after the expiry date for making representations has passed or confirmation received that none of those on whom notice has been served has an objection. However, copies of any objections should be forwarded to the Commissioners within five working days of receipt.)*  *Or:*  If the matter is urgent and the patron(s) and PCC(s) (or churchwardens where there is no PCC) have consented to the adoption of Shortened Procedure, please attach signed copies of the recommended Form 5 (or equivalent forms). | Date:  ……………  Copy attached:    *Copies attached:*   |
|  | Has the patron(s) and/or the PCC(s) objected to the proposal(s)?  **If yes, please attach copies of any objections which have not already been forwarded to the commissioners** | Yes/No  Copies attached:   |
|  | Is the patronage of the benefice exercised by the Crown, the Lord Chancellor, the Duchy of Cornwall or the Duchy of Lancaster?  If yes, please attach a copy of their written consent to the proposal(s). | Yes/No  *Copy attached:*   |
|  | Please attach a copy of the surveyor’s report (and any plan(s)), except where the proposal relates only to the application of benefice funds.  If such a report has **not** been obtained, please explain why: | *Copy attached:*   |
|  | **Where glebe is to be dealt with as part of the same transaction and the Commissioners’ consent is required, please submit Form G.** | *Form G attached*   |

**(Signed) ……………………………………….. Date:**

**Authorised Signatory**

## For Church Commissioners’ Use Only

**Name: ref: date:**

**The Commissioners have approved this/these proposal(s).**

**(Signed)……………………………………………….…………….. Date:…………………………………..………**

**enter details of transaction(s) on CRM**

 **letter**

Church Commissioners

Church House, Great Smith Street, London, SW1P 3AZ

Tel: 020 7898 1000

Fax: 020 7898 1873

Email: [pastoral@churchofengland.org](mailto:pastoral@churchofengland.org)

### Church Commissioners

**The Church Property Measure 2018**

## Application for Consent to Release or vary a Restrictive Covenant

## where the Commissioners’ Consent is Required

|  |  |  |  |
| --- | --- | --- | --- |
|  | 1. Diocese: ………………………………………………………..…………………..…………………….. 2. Benefice: ………………………………… ………………………………………………………..…… 3. Commissioners’ Reference No: …………………………………………………………………..…….. 4. Name and address of Incumbent (if any):   …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………… | | |
|  | | | ***Please answer Yes/No and/or tick boxes***  ***as appropriate.*** |
|  | 1. Nature of the proposal: 2. Release/variation\* of covenant benefiting parsonage land; 3. Release/variation\* of covenant benefiting glebe land; 4. Release/variation\* of covenant benefiting church/churchyard; 5. Release/variation\* of covenant where no benefiting church property remains.   *\* delete as appropriate*   1. Name & address of the party seeking the release/variation of the covenant(s):   …………………………………………………………………………………………….   1. Name & address/DX No. of the solicitor acting for the party at (b) above:   …………………………………………………………………………………………….. | |        |
|  | Please give brief details of the background to the application. *(Further details may be included in a covering letter):* | | |
|  | Please indicate why the Commissioners’ consent to the release/variation of restrictive covenant(s) is required:   1. the Commissioners were separate covenantees in the original conveyance; and/or 2. the Commissioners are otherwise requested to enter into a deed where they were only a party to the original transaction (and not a separate covenantee); and/or 3. the matter cannot be certified as not needing their consent. | |      |
| 5. |  | | |
| 1. **Does ‘church’ property nearby benefit from the covenant?** | | |
| Yes  | No  **Covenant only has nuisance value.**  (No Measure applies: all parties to original deed should join in the release/variation.) | |
| 1. **Was the land in church ownership when the covenant was imposed?**   Yes    1. **Please indicate which land benefits:**   Parsonage land  *(part 1 of* the CPM 2018 *disposal)*  Glebe  part 2 of *(*the CPM 2018 *disposal)*  Churchyard  *(Consult Diocesan Chancellor over need for a faculty)* | No  **Covenant only has nuisance value.**  (No Measure applies: all parties to original deed should join in the release/variation.) | |
| 1. **Consideration for releasing/varying the covenant (if any):**   £ …………………………… |  | |
| 1. **If more than one type of land benefits, please give details of how the proceeds will be apportioned:**   £ Share of proceeds to be applied to:  Parsonage land ……………… PB Fund for the benefice\*  Glebe …………...……… DSF Capital Account  Churchyard …………….… as recommended in faculty  \*the net proceeds will be held by the Diocesan Board of Finance concerned as a credit to a PB Fund for the affected benefice unless the notices served also provided for the application of such proceeds. | Any consideration to be applied as the original sale proceeds – *see left.* | |
|  | If the land which benefits in full or in part from the covenant is:  **Parsonage land**   1. Please confirm that the following consents to the proposal(s) have been obtained: 2. the incumbent (or Bishop in a vacancy); 3. the Bishop (where he is not acting); 4. the Diocesan Parsonages Board; 5. where a team ministry has been established for the benefice, any member of the team living in the parsonage house. 6. *Either:*   Please give the date on which the CPM 2018 notice (Form 1 and/or Form 2) was served on the patron(s) and PCC(s) (or churchwardens where there is no PCC) and attach a copy of the notice.  *(N.B. The application should not be submitted until after the expiry date for making representations has passed or confirmation received that none of those on whom notice has been served has an objection. However, copies of any objections should be forwarded to the Commissioners within five working days of receipt.)*  *Or:*  If the matter is urgent and the patron(s) and PCC(s) (or churchwardens where there is no PCC) have consented to the adoption of Shortened Procedure, please attach signed copies of the recommended Form 5 (or equivalent forms).   1. Has the patron(s) and/or the PCC(s) objected to the proposal(s)?   **If yes, please attach copies of any objections which have not already been forwarded to the commissioners**   1. Is the patronage of the benefice exercised at least in part by the Crown, the Lord Chancellor, the Duchy of Cornwall or the Duchy of Lancaster?   If yes, please attach a copy of their written consent to the proposal(s).   1. Please confirm that where a team ministry has been established for the benefice, all the members of the team have been consulted about the proposal and their views taken into account.   ***N.B. If glebe land and/or churchyard benefits from the covenant(s), please complete 7. and 8. overleaf.*** | |         Date:  ……………  Copy attached:    *Copies attached:*    Yes/No  *Copies attached:*    Yes/No  *Copy attached:*     |
|  | If the land which benefits in full or in part from the covenant is:  **Glebe**   1. Please confirm that notice of the proposal(s) under Section 22 of the Endowments and Glebe Measure was served on the following*:* 2. the incumbent of the benefice in which the glebe is situated (if the benefice is full); *or* 3. the priest-in-charge (if presentation to the benefice has been suspended under Section 85 of the Mission and Pastoral Measure 2011 and a priest-in-charge has been appointed); *or* 4. the churchwardens of the parish in which the glebe is situated (if presentation to the benefice has not been suspended);   *And:*     1. the Parochial Church Council of the parish in which the glebe is situated **(irrespective of whether the benefice is vacant)**   *And:*  if a team ministry has been established for the benefice:   1. every team vicar; 2. a member of a team ministry (other than a team vicar) occupying a glebe house which benefits from the covenant. 3. Please give the date on which the notice of the proposal(s) under Section 22 was served and attach a copy of the notice. | |             Date:  ……………  Copy attached:   |
|  | If the land which benefits in full or in part from the covenant is:  **churchyard**  Please confirm that the Diocesan Chancellor has been consulted over the need for a faculty. | |  |
|  | Please confirm that all other parties to the deed containing the covenant have agreed to join in its release or variation. | |  |
|  | Please attach:   1. a copy of the relevant conveyance or other deed containing the covenant(s); and 2. a copy of the report on the transaction from the diocese’s professional adviser.   If such a report has **not** been obtained, please explain why: | | *Copy attached:*    *Copy attached:*   |
|  | Name and address (or DX No.) of solicitor acting on behalf of the benefice/diocese:  ……………………………………………………………………………………………  ……………………………………………………………………………………………  ………………………………………………………………………………………….. | |  |

**(Signed) ……………………………………….. Date: ……………………..……**

**Authorised Signatory**

## For church commissioners’ use only

**Name: ref: date: c/s no:**

**The Commissioners have approved this/these proposal(s).**

**(Signed)……………………………………………………………….. Date:………………….…………………**

 **letter**

 **instruct legal (*where necessary*)**

Church Commissioners

Church House, Great Smith Street, London, SW1P 3AZ

Tel: 020 7898 1000

Email: [pastoral@churchofengland.org](mailto:pastoral@churchofengland.org)

### Church Commissioners

**Mission and Pastoral Measure 2011**

## Application for Consent to the Disposition of a Parsonage House and/or Parsonage Land (including the Site of a Demolished Parsonage) Transferred to a Diocesan Board of Finance for Disposal in a Pastoral Scheme/Order

## Where the Commissioners’ Consent is Required

|  |  |  |
| --- | --- | --- |
|  | 1. Diocese: ………………………………………………………..…………………..…………………….. 2. [Former] Benefice Name: ………………… ………………………………………………………..……   ………………… …………………………………………………………………..………………………………………..…..……   1. Commissioners’ Reference No: …………….……………………………………………………..…….. 2. Date Pastoral Scheme/Order came into effect: ……………………………………………………………. | |
|  | | ***Please answer Yes/No and/or tick boxes***  ***as appropriate.*** |
|  | Nature of the proposed disposal(s):   1. Sale 2. lease 3. other (Please specify)   …………………………………………………………………………………..….  …………………………………………………………………………………..….  …………………………………………………………………………………..….  …………………………………………………………………………………..…. |      |
|  | Details of the proposed disposal(s):   1. Address/Location of property: ……………………………………………………………………………………………………………………………………………………………………………..…….   ………………………………………………………………………….……………………….………….…  …………………………………………………………………………….………….   1. Sale   Name of purchaser: ………………………………………………..…………………  Agreed consideration: …………………………………………………..………...….  Arrangement for payment of costs:………………………………………………..…   1. Lease   Name of proposed lessee: ……………………………………………………………..  Date for commencement of term and proposed duration: …………………………….  Premium: ………………………………………………………………………………  Rent: …………………………………………………………………………………..  Arrangements for payment of costs: ………………………………………………….   1. Other Transaction   Name of proposed other party: ……………………………………………………….  Agreed consideration: .……………………………………………………………….  Arrangements for payment of costs: ………………………………………………….   1. Other principal terms agreed (e.g. covenants to be imposed and/or rights to be reserved in favour of any retained land):   ………………………………………………………………………………………..  …………………………………….…………………………………………………  ………………………………………………………………………………………  ……………………………………………………………………………….……... |  |
|  | Please indicate why the Commissioners’ consent to the proposed disposition is required:   1. the transaction is with a person who is a connected person or a trustee for, or nominee of, a connected person; 2. the diocese: 3. has ***not*** obtained a written report on the proposed disposition from a qualified surveyor(or, in the case of a grant of lease for seven years or less, obtained advice from a person who is reasonably believed by the DBF to have the requisite ability and practical experience to provide it with competent advice) acting exclusively for the DBF; *or* 4. has ***not*** advertised the proposed disposition(s) for such period and in such manner as advised in the surveyor’s report (unless (s)he has advised that it would not be in the best interests of the diocese to do so); *or* 5. has ***not*** obtained the surveyor’s recommendation (or, in the case of a grant of lease for seven years or less, the recommendation of the person referred to in (a) above) of the terms of the transaction (including any terms for safeguarding the amenities of the land) (e.g. where it is proposed to proceed with a sale below the surveyor’s valuation of the property for pastoral or other reasons); 6. the DBF is taking over the property as part of its corporate property portfolio or otherwise. |          |
|  | Please attach a copy of the surveyor’s report (or, in the case of a lease of seven years or less, evidence of other advice received):  If such a report (or other advice) has **not** been obtained, please explain why:  *(further details may be included in a covering letter.)* | *Copy attached:*   |

**(Signed) ……………………………………….. Date: ……………………..……**

**Authorised Signatory**

## For Church Commissioners’ use only

**Name: ref: date:**

**The Commissioners have approved this/these proposal(s).**

**(Signed)…………………………………………….. Date:……………………………**

 **letter**

Church Commissioners

Church House, Great Smith Street, London, SW1P 3AZ

Tel: 020 7898 1000

Email: [pastoral@churchofengland.org](mailto:pastoral@churchofengland.org)

##### Where an acquisition under the CPM 2018 or the Parsonages Act 1865 is proposed where the Commissioners’ consent is required, the diocese should provide full details of the proposal including:

|  |  |  |
| --- | --- | --- |
|  | **Information and confirmations required** | **Checklist** |
|  |  |
|  | Please indicate whether the proposed acquisition is to take place under (a) Part 3 of the CPM 2018 or (b) the Parsonages Act 1865. | **(a) NPM** 🞎  **(b) PA** 🞎 |
|  | The address of the property **including postcode** and a **good quality plan** of the land concerned suitable for use in the deed of transfer or grant of easement based on (or accompanied by a second plan based on) an Ordnance Survey map on scale **1:1250** or larger. It should show the **boundaries** in relation to the adjoining land and give the **hectarage** or **route of wayleave/easement**. Architectural and/or engineering drawings are generally inappropriate for conveyancing purposes, unless supplemented by a proper location plan. |  |
|  | Confirmation that the incumbent (or bishop in a vacancy), patron(s) and PCC(s) of the benefice are content with the proposal. Where a team ministry has been established for the benefice, confirmation should also be given that each member of the team is content. |  |
|  | Confirmation that the benefice has agreed to any covenants required by the vendor or donor, e.g. the construction of boundary fencing. |  |
|  | The full name and address of the vendor/donor, and the name, address, DX number (if relevant), telephone number and reference of his solicitor. |  |
|  | The full name and address of the incumbent (if the benefice is full) and the name, address, DX number (if relevant), telephone number and reference of any solicitor acting for the benefice. |  |
|  | Full details of the terms provisionally agreed for the transaction, e.g. the price, any covenants to be imposed and/or rights to be reserved in favour of retained land. |  |
|  | Confirmation (where necessary) that planning permission authorising change of use of the land and, if necessary, the erection of any new buildings has been obtained. |  |

**(Signed) ……………………………………….. Date: ……………………**

***Authorised Signatory***

**Notes**

**(1)** The CPM 2018 defines a “qualified surveyor” as a person who is a member of the Royal Institution of Chartered Surveyors reasonably believed by the person or body in whom or which the buildings or land are or is to vest to have ability in, and experience of, the valuation of property of the particular kind, and in the particular area, concerned.

## For church commissioners’ use only

**NamE: ref: date: c/s no:**

**The Commissioners have approved this proposal.**

**(Signed)……………………………………………………………………..**

**Date:……………………………**

**Annex A: Parsonage**

##### Where a disposal of parsonage land under the CPM 2018 is proposed where the Commissioners’ consent is required the diocese should provide full details of the proposal including:

|  |  |  |
| --- | --- | --- |
|  | **Information and confirmations required** | **Checklist** |
|  | The terms agreed for the transaction, e.g. the consideration (if any); and any covenants to be imposed and/or rights to be reserved in favour of retained land. |  |
|  | Confirmation that the incumbent (or bishop in a vacancy), patron(s) and PCC(s) of the benefice are content with the proposal. Where a team ministry has been established for the benefice, confirmation should also be given that each member of the team is content. |  |
|  | Confirmation (where relevant) that the PCC or some other local body has agreed to meet any costs that may be incurred if there are insufficient or no sale proceeds for this purpose. |  |
|  | a transfer including a plan of the land concerned (prepared in accordance with the Land Registry requirements) which should show the boundaries in relation to the adjoining land, and should be based on (or accompanied by a second plan based on) an Ordnance Survey map on a scale 1:2500 or larger. |  |
|  | The full name and address of the transferee (where this is not the incumbent) and the name, address, DX number (if relevant), telephone number and reference of any solicitor acting for the transferee. |  |
|  | The full name and address of the incumbent (if the benefice is full) and the name, address, DX number (if relevant), telephone number and reference of any solicitor acting for the benefice. |  |
|  | In cases where the land in question was acquired by way of gift or for a nominal consideration and is to be disposed of for no consideration, please provide evidence that the original donor of the land (or his/her successors where practicable) has consented to the disposal. |  |

**(Signed) ……………………………………….. Date: ……………………**

***Authorised Signatory***

##### Where a grant of glebe under the CPM 2018 is proposed the diocese should provide full details of the proposal including:

**Annex B: Glebe**

|  |  |  |
| --- | --- | --- |
|  | **Information and confirmations required** | **Checklist** |
|  | The terms agreed for the transaction, e.g. the consideration (if any); and any covenants to be imposed and/or rights to be reserved in favour of retained land. |  |
|  | Where glebe is to be transferred for parsonage purposes, confirmation that the incumbent (or bishop in a vacancy), patron(s) and PCC(s) of the benefice are content with the proposal. Where a team ministry has been established for the benefice, confirmation should also be given that any team member living in the property to be transferred has consented to the transaction and that all other team members have been consulted. |  |
|  | Where glebe is to be transferred for any other “church” purpose, confirmation that the incumbent (or bishop in a vacancy) and PCC (where relevant) are content with the proposal. Where there is a team ministry, it should also be established that the team vicars and any other team member living in the subject property are content. |  |
|  | a transfer including a plan of the land concerned (prepared in accordance with the Land Registry requirements) which should show the boundaries in relation to the adjoining land, and should be based on (or accompanied by a second plan based on) an Ordnance Survey map on a scale 1:2500 or larger. |  |
|  | The name, address, DX number (if relevant), telephone number and reference of the solicitor acting for the DBF as owners of the glebe. |  |
|  | The full name and address of the incumbent (if the benefice is full) and the name, address, DX number (if relevant), telephone number and reference of any solicitor acting for the benefice. |  |

**(Signed) ……………………………………….. Date: ……………………**

***Authorised Signatory***

**Notes**

**(1)** The CPM 2018 defines a “qualified surveyor” as a person who is a member of the Royal Institution of Chartered Surveyors reasonably believed by the person or body in whom or which the buildings or land are or is to vest to have ability in, and experience of, the valuation of property of the particular kind, and in the particular area, concerned.

## For church commissioners’ use only

**Name: ref: date: c/s no:**

**The Commissioners have approved this proposal.**

**(Signed)…………………………………………….………………………..**

**Date:……………………………**