



Licence Agreement - Frequently Asked Questions

When can I use the Licence Agreement?

From now and for a hall/meeting room hire or similar arrangement using church premises for one-off use or regular use for no longer than 12 months. If you would like an arrangement for a longer period of time you should not use this Licence Agreement but instead please fill in an 'Application to Lease' form and submit this to your Presbytery. Forms are located here

<https://www.victas.uca.org.au/UCA%20Resources/Property/Pages/Forms-and-Resources.aspx>

Please contact Property Services about this process as for hall non-exclusive hirers we would encourage you to use this form and review every 12 months.

We have just signed on all of our hall hirers using our old form?

That's ok, please just start using the new Licence Agreement form in future.

We have been using our own form for a while, why do we have to use this one?

Under the regulations all Leases, including licences require Synod Property Board approval. However, Synod Property Board has granted approval that this *Licence Agreement* can be used and executed by Church Council. Also, importantly the new form includes reference to the new Child Safe Standards.

The Licence is a PDF, how do I fill it in?

Please print out the form and fill it in by hand. If you require multiple copies we may be able to assist, please contact Property Services on (03) 9251 5949. The written clauses in the form are not to be hand amended, but please fill in pages 2-5 where it asks for information.

We need help filling in the form?

Please contact Property Services and we can provide assistance (03) 9251 5949.

We are having problems with our licensee?

Whether it be your licensee being behind on their rent, damage to the property or a disagreement – be sure to contact Property Services or Synod Legal who may be able to provide support and advice – (03) 9251 5949.

We don't understand the zoning or permitted use of the site?

Contact Property Services who are able to look this up for you. There is also information available at:

<http://services.land.vic.gov.au/maps/interactive.jsp>

How do we find out if we have been given the business name or company name?

Contact Synod Legal or Property Services who are able to help find out this information for you through a search or provide advice on the right questions to ask.

What do I do with the Certificate of Currency (Insurance)?

Once you've received this from the Licensee, keep it on file with a copy of the Licence being sure to follow up with the Licensee if the Certificate expires. Also send a copy to Property Services property@victas.uca.org.au

How is this Licence Agreement being distributed?

At the end of October 2017 the new agreement will be distributed via Presbytery Ministers Administrations, the E Newsletter in November and will be available on our website.

I have some suggestions/feedback for the Licence Agreement form?

We of course want to hear feedback from the church groups using the form. Please contact Property Services on (03) 9251 5949, email property@victas.uca.org.au or by post 130 Little Collins St, Melbourne VIC 3000.

What documents does the Synod want to receive?

Signed copy of the Licence Agreement, Certificate of Currency and the Checklist.

If you have any queries in relation to the use of the Licence Agreement please contact Property Services (03) 9251 5949