



Anglican Church Diocese of Sydney

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From the office of the Anglican Church Property Trust Diocese of Sydney

Dear Minister and Wardens

Updated Lease and Licence Agreements for Church Trust Property

A review has been completed of the previous leasing and licensing process for church trust property to streamline the number of agreements and make the agreements more "user-friendly". Following ACPT Board approval, the "**Leasing and Licensing of Church Trust Property**" webpage on the Sydney Diocesan Secretariat website (www.sds.asn.au) has been updated.

The key changes are -

- A total revision and improvement of the User's Guide (now available as a PDF);
- Replacing five different licence agreements with a single standard-form licence agreement*;
- Introducing a single standard-form lease agreement; and
- Providing a separate word schedule for direct input of lease or licence agreement information

* The only exception being the licence agreement negotiated with the Australian Electoral Commission (AEC) for use of parish property on polling days, where the document previously agreed between the ACPT and AEC will be retained for the time being, pending fresh negotiations with the AEC. Minor updates relating to the Parish Administration Ordinance 2008 are also pending.

The revised user's guide and standard form lease and licence agreements have been developed in response to feedback that has been received over a number of years from many different parishes, lessees, licensees and other parties. Since the recent "soft launch" of the new revised webpage, additional refinements have been made in response to further feedback received from users. As a consequence, we are confident that the new documentation will lead to easier and faster negotiations with prospective tenants or licensees of church trust property.

To access the revised webpage and new standard form lease or licence agreements, please go to: www.sds.asn.au; then → "For Wardens and Parish Councillors" → "Property" → "Leasing and Licensing of Church Property" (or use this link <http://www.sds.asn.au/Site/103133.asp?ph=cp>).

The new standard form lease and licence agreements are to be used effective immediately for all new agreements or renewals of existing agreements.

If you have questions about the new User's Guide or standard form lease or licence agreements, please contact your ACPT Regional Manager -

Diocesan Region	ACPT Regional Manager	Email	Telephone
Georges River	Robyn Manning	rbm@sydney.anglican.asn.au	02 9265 1646
Northern	Michael Newman	mwn@sydney.anglican.asn.au	02 9265 1680
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Regards

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