**QUESTIONNAIRE FOR DISPOSAL OF CHURCH BUILDINGS**

This questionnaire is designed to assist in gathering information when preparing for the closure and disposal of a Church or church hall. Not all of the questions will be relevant, but please provide as much information as possible.

Where and if possible, please complete the questionnaire and return with the signed Authority to Sell form.

|  |  |
| --- | --- |
| **Name of Congregation** |  |
| **Name(s) of building to be closed** |  |
| **Postal address of building to be closed** |  |
| **Is the building listed?** | If yes, category if known |  |
| **Contact details for main contact in congregation** | Name |  |
| Phone number |  |
| E-mail |  |
| **Contact details for keyholder****(if different to above)** | Name |  |
| Phone number |  |
| E-mail |  |

|  |  |
| --- | --- |
| **Ecclesiastical fittings and fixtures** | * Is it intended to remove ecclesiastical fittings such as a pulpit, pews, font etc?

If yes, contact should be made with Sanctuary Development Officer who will offer guidance. |
| **War Memorials** | * Are there any war memorials?
* Is it intended to move these and has a suitable alternative location been found?

Approval must be obtained beforehand |
| **Grounds** | * Is the church surrounded by a graveyard?
* Is it the responsibility of the local authority?
* Is there land around the building to be included in the sale?
* Is there glebe land or other church land in the vicinity which should be taken into consideration when deciding how much land to include in the sale? This could be either by including additional land in the sale, or holding some land back from the sale for alternative congregational use.
* Do access rights need to be retained to other church lands or buildings?

Advice on this can be obtained from the staff of the General Trustees, Law Department and from the valuing surveyor  |
| **Division of Buildings** | * Is the building to be disposed of physically attached to another building, whether owned by the church or not?
* Does consideration need to be given to matters such as splitting shared services such as water or electricity, and to ongoing responsibility for shared parts such as pathways, boundaries, drains or the like?

Specialist advice can be obtained from the Law Department in these situations. |
| **Facilities** | * Does the building have mains water, drainage, electricity or gas?
* If not are public services available close by, and is there a clear route for a new owner to lay in the necessary pipes and cables?
* If necessary is there land available nearby where a septic tank might be located?
 |
| **Community Interest** | * Is there interest by the local community in acquiring the building?
* Is it considered there are realistic prospects for such a proposal, and do the congregation support it in principle?
 |

**CONTACT DETAILS**

|  |  |
| --- | --- |
| General Trustees | gentrustees@churchofscotland.org.uk |
| Law Department | lawdept@churchofscotland.org.uk |