

# The Roman Catholic Diocese of East Anglia

## Parish Project Approval Form (PPAF)

This form should be completed by parishes proposing expenditure on works to their **buildings** in excess of **£5000**  
*Appendix 6 of the Parish Handbook – Financial Accounting & Approval Procedures – provides additional guidance.*  
The completed form should be submitted to:-

The Finance Office, the White House, 21 Ugate, Poringland, Norwich NR14 7SH

Date.....

Parish.....

Contact Details.....

Brief Description of Works to be Undertaken.....

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Does the proposed work involve any Church Reordering	Yes	No
If Yes, has the Arts & Architecture Committee of the Liturgical Commission been consulted? <i>(Parish Handbook Appendix 6 Page 1 refers)</i>	Yes	No
Does the proposed work involve any structural alterations?	Yes	No
Is the Church / Building Listed or in a conservation Area?	Yes	No
If Yes, has the Historic Churches Committee been consulted? <i>(Parish Handbook Appendix 6 Page 4 refers)</i>	Yes	No

Has the Dean been consulted? (Diocese will notify the Dean)	Yes	No
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What is the approx cost of the work, including Fees & VAT?                      £.....

*Only an estimate of the cost is required at this stage. Until a project has been approved, every effort should be made to avoid incurring expenditure on professionals' fees*

Can the Parish fund the cost of the works?	Yes	No
If No, does the Parish intend to apply for a loan from the Diocese ?	Yes	No

If Yes, please indicate the amount required £.....and complete the following:-

Current Balance with the Diocese	£.....
Current Balance in other local bank account	£.....
Current Balance in any other accounts	£.....
Current market value of investments held e.g. DITS	£.....

What other sources of funds will be available towards the cost of the work?

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<b>Please indicate if the following are attached</b>		
Evidence of full parish consultation (for major projects)	Yes	No
Plans / Drawings	Yes	No
Breakdown of Costs	Yes	No
Budget forecast (to evidence ability to repay a loan from the Diocese)	Yes	No
Other	Yes	No

Signature of Parish Priest .....

*If you require any assistance with the completion of this form, please telephone  
The Diocesan Finance Office on 01508 492540*

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We have pleasure in confirming that the Project has been approved by the Diocesan Trustees up to an expenditure figure of £ . Conditions attached to this approval are detailed overleaf.

Date

Signature

Diocesan Finance Office  
*dfo 3<sup>rd</sup> January 2007*