

Checklist for Licence Agreements or Lease Agreements
to be submitted to the
Anglican Church Property Trust Diocese of Sydney

Checklist Item	✓
1. At least two counterpart originals of the licence agreement or lease agreement have been prepared (<i>please note: due to copyright law, photocopied contracts cannot be accepted</i>).	
2. All counterpart originals of the licence agreement or lease agreement have been signed by the proposed licensee / tenant.	
3. An Australian Lawyer’s Certificate (formerly known as a Legal Practitioner’s Certificate) signed by an independent solicitor engaged by the parish (<i>please ask the solicitor engaged by the Parish to contact the ACPT for a pro forma Australian Lawyer’s Certificate</i>). Please note: a Legal Practitioner’s Certificate is <u>not</u> required for ACPT standard form licence agreements and Residential Tenancy Agreements.	
4. A letter of approval signed by the Regional Bishop or Archdeacon.	
5. Tenant or Licensee Contact Sheet (<i>not required for residential tenancy agreements</i>)	
6. Insurance certificates of currency on issuing insurer’s letterhead for: <ul style="list-style-type: none"> • \$10,000,000 public liability; and • \$2,000,000 professional indemnity (required for childcare centres, preschools etc. or professional counselling) 	
7. Security: Bank Guarantee supplied by Licensee / Lessee (in a form acceptable to the ACPT – see the “User Guide” for details). <i>Please note: the security for a residential tenancy agreement will be a bond lodged with the NSW Government Rental Bond Board.</i>	
8. Evidence of market value of licence fee or rent (<i>i.e. copy of report from the independent registered valuer engaged by the Wardens</i>)	
9. Parish Council Consent signed by a majority of the parish council parish, consenting to the ACPT entering into the licence agreement or lease agreement.	

[Click here for ACPT contact details \(including street and mailing addresses\).](#)

Please note that licence agreements and lease agreements can be hand delivered by Parish representatives to St. Andrew’s House. However, due to ACPT work scheduling arrangements, licence agreements and lease agreements cannot be signed “on the spot”. An appointment should be made in advance if there is a need to discuss the proposed licence agreement or lease agreement with the [Manager, ACPT](#) assigned to your parish’s region.