

The Charities Regulatory Authority

Guidelines for making an application for consent to a Surrender of a Lease of Charity property

Brief particulars of the application should also be set out in the enclosed printed form entitled “Memo for the Authority.”

When returning the completing forms, please provide:

1. A copy of the Lease to be Surrendered.
2. A copy of the Deed vesting the Lessors interest in the Charity applicants.
3. A copy of the Deed or other Instrument setting out the charitable trusts affecting the property (in the absence of a declared Charitable Trust please specify the charitable purposes for which the property is used on the form entitled “Memo for the Authority” at item 9).
4. An independent Auctioneer’s valuation certifying that the consideration represents the full surrender value of the Lease.
5. The Trustees’ proposals for the application of the consideration.

Photocopies of documents submitted with applications will not be returned when the application has been processed unless a specific request to return them is received.

It should be understood that the Authority will not deal with incomplete applications.

Applications for consent to Surrender of Lease must be completed in duplicate and signed by not less than two-thirds of the trustees (see note on trustees).

MEMO FOR THE AUTHORITY

Name of Charity:

Registered Charity No.:

Property:

1. **APPLICATION:** To sanction acceptance of Surrender of Lease of Trust Property.
2. **APPLICANTS:**
3. **PARTICULARS OF LEASE TO BE SURRENDERED:**
4. **CONSIDERATION:**
5. **SOLICITORS:**
6. **PREMISES:**
7. **TENURE:**
8. **AUCTIONEERS REPORT:**

(Certifying that the consideration represents
the full Surrender value of the Lease)

9. **TRUST ATTACHING TO CHARITY INTEREST**

10. **TRUSTEES REASONS FOR ACCEPTING THE SURRENDER.**

Solicitor.

Date.

The Charities Regulatory Authority

NOTE ON TRUSTEES

A Deed appointing New Trustees should be signed by:-

- (a) a person said to have been given a power of appointment in the Original Trust Deed, or
- (b) a surviving or continuing Trustee who signed the Deed at a time when there was a vacancy for a new Trustee or,

if there were no Trustees available to make the application and the personal representative of the last surviving Trustee is alive, he may make the application for liberty to sell the property in his capacity as a personal representative of the last surviving Trustee, or he should appoint new trustees. If this is not possible, an application should be made to the Authority.