



# Archdiocese of Cape Town

## Property Department

To All Parish Priest and Parish Administrators  
CC: Parish Finance Council Chairs

12 October 2023

Dear Fathers

**PROPERTY CIRCULAR 2023-04**  
**1. ANNUAL CHECKLIST AND 10-YEAR PLAN**  
**2. PERMISSION PROCEDURE FORM**  
**3. MUNICIPAL CHARGES**

I hope that all is well in your parishes and that you have weathered all the recent storms. There are a few updates and other information that I need to share with you.

**1. Annual Checklist and 10-year plan**

Thank you to all the parishes who are up to date and making use of these documents in their efforts to be good stewards. I would be incredibly grateful if those parishes who have not completed the checklist and updated the plan in the past 12 months could please do so as soon as possible. I am attaching the latest guidelines and templates for you to use. There are a few minor adjustments, notably a column for projects completed in the past financial year.

**2. Permission Procedure Form**

To further simplify the property permission process, I am attaching a new form that should be used when applying for property permissions. The form includes space for all of the information needed for permission and notes about what needs to be attached. Please also remember that an up-to-date checklist and maintenance plan is also an essential pre-requisite for permissions and grants.

**3. Municipal Charges**

All the changes from the latest valuation roll should have been implemented and any errors corrected. Please continue to check municipal bills carefully and alert me to any problems. Remember that no church or presbytery should be paying rates!

Feel free to contact me if you have any queries on this or if there are any other matters with which I can assist you.

Peace and Blessings

Fr Charles Prince  
Episcopal Vicar: Property

