**Guidelines for making an application for the consent to an Exchange of Charity property**

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

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

At 4 and 5 of the Memo a short description of both properties is all that is necessary, but it must give the measurements of the area of the property as this will have a bearing on the adequacy of the price.

When returning the completed forms, I would be obliged for any of the undermentioned:

1. A copy of the Deed vesting the property in the Charity applicants for the Authority’s consent.
2. 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).**
3. An independent Auctioneers Valuation of the full open market value of both properties and certifying that there is equality of exchange. N.B. The **Valuation must be dated within six months of date of application**.
4. The Trustees’ proposals for the application of any monetary consideration involved in the transaction.
5. A map of the properties in exchange together with details of the area.
6. The Registered Charity Number should be provided on **both** the Memo for the Authority and the Exchange Forms.

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