

Property Consents FAQs

GENERAL

The property consents site can be accessed via the [Online Suite of Applications](#). It allows you to create and progress the following types of property projects (please note that you need to have managing trustee permissions to do so):

- Repairs and alterations including extensions and demolitions
- Lettings / sales / purchases / easements
- Sharing Agreements

HELP & GUIDANCE / FREQUENTLY ASKED QUESTIONS

The Help & Guidance pages for the consents site have been revised and updated in March 2019 and can be accessed here: <https://propertyconsent.methodist.org.uk/guide>

The Guide consists of the following main sections:

- **Basic Principles**, which explains how to use the site;
- **Roles & Responsibilities**, which shows the differences between user levels and permissions;
- **User Profiles & Permissions**, which enables new users to get started;
- **Project Types**, which goes through each tab that needs to be completed depending on the project type (such as sale or purchase);
- **Creating Projects**, which is especially useful for those who are new to the site;
- **Progressing Projects**, which helps users to see how to reach the next stage of a project;
- **Funding & Payments**, which lists the fund types and various funding sources, including replacement projects;
- **Reporting & Alerts**, which clarifies when alerts are sent and how to create and print reports;
- **Properties**, which deals with the property section of the consents site;
- **Listed Buildings & Conservation Areas**, which refers to legal requirements and procedures.
- The **Frequently Asked Questions** have also been updated and structured to match the main guidance and include queries such as how to add a project, why a sale or lease project requires a cost to be entered, why some funding sources do not appear on the Payments tab, or how to upload documents. A list of all FAQs can be accessed directly via: <https://propertyconsent.methodist.org.uk/guide-faq>

CONTACTS

- For any website-related queries, contact the **Web Applications Team**:
- consents@methodistchurch.org.uk
- For legal and financial information, contact the **Trustees for Methodist Church Purposes**: www.tmcpc.org.uk
- For District-related queries, contact your **District Property Secretary** or your local **Consents Enabler**. More information on and for Consents Enablers can be found [via this link](#).