



NATIONAL FINANCIAL MANAGEMENT COMMITTEE

APPLICATION PROCEDURES

TRANSACTIONS GOVERNED BY NFMC

Units of the Association must have the express approval of Central Council prior to any property related transactions including the purchase of real property.

The authority to approve such transactions is delegated by Central Council to the National Financial Management Council, a sub-committee of An Coiste Bainistí.

ACQUISITION OF REAL PROPERTY – Approval Process Guide

Any unit proposing to purchase real property is required to submit a formal application to the **County Committee** for approval. The sanctioned application is then required to be submitted to the **Provincial Council** for their recommendation before submission to the **NFMC**.

The club may be required to attend a meeting of the NFMC to present the application. Alternatively a representative of the NFMC will be delegated to meet with the club to discuss in detail the proposals prior to submission to Croke Park. In the interest of expediency this meeting may take place in conjunction with the aforementioned meeting of the provincial council.

The required application form is attached. The application **must** be accompanied by the following, where applicable:

- Copy of deed of trust vesting the current club grounds
- Copy of proposed deed of trust vesting the property in the association identifying the proposed trustees, or a letter of undertaking from the club solicitors
- Business plan detailing proposed utilisation of the property
- Future cash flow projections for the unit
- Financial statements of the unit
- Detailed maps of the property at issue
- Copy of the proposed contract of sale
- Contract should be subject to planning, where applicable
- Evidence that the purchase has been approved at a general meeting of the unit (i.e. minutes of the club executive meeting)
- *Details of proposed funding – borrowings or otherwise*
- Completed guideline and check list for purchase form (attached)

Notwithstanding prior approval by the county committee or provincial council, NFMC has the right to deny consent or to impose conditions upon the parties. Approval by NFMC of a proposal to purchase property does not imply approval of the means by which the transaction is to be funded. Any associated grant applications, loan applications or borrowing requests must be also be explicitly approved (see below).

The unit will be notified in advance of the NFMC meeting which will consider the proposal, and notified of the requirement to attend if relevant. The decision of the NFMC will be notified to the unit in writing within 10 working days of the meeting, and copied to the county and provincial bodies involved.



APPROVAL FORM ACQUISITION OF PROPERTY

CASE REFERENCE

Page 1 of 3

CLUB/COUNTY DETAILS

1 CLUB/COUNTY NAME:	_____
2 ADDRESS:	_____ _____ _____
3 SECRETARY'S NAME:	_____
SECRETARY'S ADDRESS:	_____ _____ _____
CONTACT NUMBER:	_____

PROPERTY DETAILS

4 AREA (ACRES):	_____
5 ADDRESS:	_____ _____ _____
6 PROPOSED USE:	_____ _____ _____
7 CURRENT ZONING:	_____
8 PLANNING STATUS	_____ _____
9 PRICE	_____
10 VALUER:	_____
11 SELLING AGENT:	_____
12 PROPOSED MEANS OF PURCHASE:	_____ _____
13 VENDOR	_____
14 CURRENT USE:	_____ _____



**APPROVAL FORM
ACQUISITION OF PROPERTY**

CASE REFERENCE

Page 2 of 3

LEGAL DETAILS

15 PROPOSED TRUSTEES:	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
16 LEGAL ADVISOR:	<hr/> <hr/>

FINANCIAL DETAILS

17 PURCHASE PRICE:	<hr/>
18 CURRENT CASH BALANCES:	<hr/>
19 CURRENT BORROWINGS:	<hr/> <u>Lending Institution:</u> <hr/> <u>Loan Terms:</u> <hr/>
20 NEW BORROWING REQUIREMENT:	<hr/> <u>Lending Institution:</u> <hr/> <u>Loan Terms:</u> <hr/>
21 SECURITY REQUIRED:	<hr/>
22 OTHER SOURCES OF FUNDS:	<hr/>

APPROVAL DETAILS (Signature & Date)

23 CLUB SECRETARY	<hr/>	<hr/>
24 COUNTY BOARD	<hr/>	<hr/>
25 PROVINCIAL COUNCIL	<hr/>	<hr/>
26 NFMC	<hr/>	<hr/>



**APPROVAL FORM
ACQUISITION OF PROPERTY**

CASE REFERENCE

Page 3 of 3

CHECKLIST: ITEMS THAT MUST ACCOMPANY THIS APPLICATION

1 COPY OF DEED OF TRUST VESTING CURRENT PROPERTY	<input type="checkbox"/>
2 COPY OF PROPOSED DEED OF TRUST VESTING THE NEW PROPERTY OR A LETTER OF UNDERTAKING FROM THE CLUB SOLICITOR	<input type="checkbox"/>
2 DETAILED MAP OF PROPERTY	<input type="checkbox"/>
3 COMPLETED GUIDELINE & CHECK LIST FOR PURCHASE FORM (ATTACHED)	<input type="checkbox"/>
4 VALUERS' REPORTS (2)	<input type="checkbox"/>
5 FINANCIAL STATEMENTS OF THE UNIT	<input type="checkbox"/>
6 FUTURE CASH FLOW PROJECTIONS FOR THE UNIT	<input type="checkbox"/>
7 COPY OF PROPOSED CONTRACT OF SALE	<input type="checkbox"/>
8 MINUTES OF THE UNIT'S MEETING APPROVING THE PURCHASE	<input type="checkbox"/>

**NOTE: IF YOUR PURCHASE IS FUNDED IN WHOLE OR IN PART BY BORROWING
OR IF IT NECESSITATES BRIDGING FINANCE, YOU ARE REQUIRED TO SUBMIT A
SEPARATE BORROWING AUTHORISATION APPLICATION**

Guidelines and Check List to be completed prior to purchasing Land for GAA Facility Development.

If you intend to purchase Property/ land to be used for GAA Facilities, please fill- in these Guidelines and Checklist prior to any agreement to ensure against any issues which may occur when developing the land/ site

1 Ownership of the Land/ Site:

1. Is the land Freehold **Y** **N** Location _____ Folio No: _____
2. Is the land leasehold **Y** **N** If leasehold, how many years is the lease agreement for: 5 or less ; 5 to 10 ; 10 to 20 ; Greater than 20
- The land should not have any burdensome property rights of way, sterilisation orders or way- leaves **N**

2 Insure there is no Regulations or Designated Zoning pertaining to:

3. National Heritage Areas (NHA's) **N** 4. Special Protection Areas (SPA) **N**
5. Special Areas of Conservation (SAC) **N**
6. Regulations including: (National Parks and wildlife service) Habits directive/ Conservation of wild birds
- EU directive 92/43/EEC **N** EU directive 79/ 409 EEC **N**
7. Have no Environmental factors effecting Flora, Fauna or Wetlands (Wildlife Act 1996) **N**
8. The Land does not require and a full Environmental Impact Assessment (EU Directive 97/ 11/ EC) **N**
9. Has no existing rights of way to the public (Land and Convayencing Law Reform Act 2009) **N**
10. Have no Monuments listed under the National Monuments (Amended) Act 2004 **N**
11. Have no potential conflicts with Neighbours **N**

3 Site Size and Location: (Appropriate size, Defined boundaries and in the correct location)

12. Is the land of appropriate size to cater for all present and future facility needs **Y**
13. Ensure all site boundaries are marked out by a qualified person in conjunction with local land owners **Y**
14. Is the land within the general target location for the population it will serve. **Y**

4 Site Orientation: (What direction any pitches would play or clubhouses is facing)

15. Is the land in general orientated to allow the direction of play on pitches at 345°N **Y**

5 Site Topography: (How even is the land and how much will it cost to complete development)

16. The land is not to hilly and requires little or no modification to provide pitches **Y**
17. A survey should be carried out to establish levels where site modification is a concern **Y**
18. Tree survey (Arboricultural Impact Study) should be completed in line with Local Authority requirments **Y**
19. In cases where Rock is prevalent, a full geo- technical investigation should be completed **Y**

10 Please list any additional local issues or costs:

1. _____
2. _____
3. _____
4. _____

6 Road Network: (to access land/site)

20. The land must have access from a Public road **Y**
21. Have pedestrian access from a built up areas inc: footpaths and cycle-ways **Y**
22. It should not have it's entrance off a private road or laneway **Y**
23. Entrance should have minimum visibility in line with Local Authority Requirements **Y**
1. National Primary Road: 250 metres: 2. National Secondary/Strategic Regional: 180 metres:
3. Regional: 120 metres: 4. County: 75- 90 metres:

7 Site Drainage: (for pitches, car parks and general areas)

24. Land with a history of flooding should have a flood risk assessment completed **Y**
25. Land in proximity to rivers, streams or floodplains should be reviewed **Y**
26. A designated outfall should be available for drainage water **Y**

8 Utilities:

27. Complete a waste water suitability assessment; 1. The Public **Y** 2. The site itself **Y**
- Assessment to be in compliance with the Environmental Protection Agency, EPA, Code of Practice
28. Is the land serviced for Utilities (inc Electricity, Water, Gas, Sewage etc) **Y**
29. Where the land is in a remote area, prices should be sought for utilities **Y**
30. Where water schemes are used for supply availability and cost **Y**
31. Land should not be considered where 110kv Electricity Pylons are present **Y**

9 Additional (Hidden) Costs:

Prior to purchasing all additional (hidden) costs should be factored into the final purchase price. These include;

32. Stamp Duty 35. Application fee
33. Legal Fees 36. V.A.T.
34. Land Registry fees 37. Local Authority charges
38. Ensure the site has good security and has limited potential for Vandalism **Y**