

**SCHEDULE I**  
**Rules 3.2 and 3.3**

**LIST A**

**MATTERS WHICH MAY BE UNDERTAKEN WITHOUT THE NEED FOR CONSULTATION**

**TABLE 1**

This table prescribes matters which may be undertaken without a faculty subject to any specified conditions. The matters prescribed in the table are subject to general exclusions set out in rule 3.5 which, among other things, excludes certain categories of works to listed buildings.

| <b>Matter</b>   | <b>Specified Conditions</b>  |
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| <b>A1. Church Building etc.</b>   |  |
| (1) Works of repair and routine maintenance to the church building not affecting the fabric or any historic material  | The parochial church council's insurers are notified if external scaffolding is to be erected  |
| (2) Repairs and replacement of fittings in existing kitchens, lavatories and office accommodation   |  |
| (3) Like for like repairs to window glass   | The works do not include repairs to broken or cracked quarries in stained glass or historic clear glazed windows   |
| (4) The repair or like for like replacement of wire mesh window guards  | Only non-corroding fixings are used and, where practicable, are fixed in mortar joints   |
| (5) Works of repair and routine maintenance to existing -<br>(a) heating systems<br>(b) gas, water or other services<br>(c) electrical installations and other electrical equipment | The works do not involve making additions to an electrical installation<br><br>Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998)<br><br>Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6)) |
| (6) The application of forensic marking on roof lead or other material covering a roof or to rain water goods or flashings  |  |
| (7) Work to an existing lightning conductor   | The parochial church council's insurers are notified of the proposed work and the work is carried out by a specialist contractor approved by them  |

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| (8) The repair, maintenance, removal, disposal or replacement of a flagpole   | Only non-corroding fixings are used where a flagpole is repaired or replaced   |
| (9) The introduction, removal or disposal of furniture, furnishings, office equipment and minor fixtures (other than safes) in vestries and similar rooms | The existing use of the vestry is not changed<br><br>No article of historic or artistic interest is removed or disposed of                                 |
| (10) The introduction, removal or disposal of fire extinguishers  | Any instructions from the supplier or the parochial church council's insurer in relation to their type or location are complied with                       |
| (11) The making of additions to an existing name board  | The board is not a war memorial or roll of honour<br><br>The addition is in the same style (including colour and materials) as existing names on the board |
| (12) The installation of bat boxes as part of a bat management programme  |  |
| (13) The introduction of anti-roosting spikes   | Only non-corroding fixings are used and, where practicable, are fixed in mortar joints   |
| <b>A2. Musical Instruments</b>  |  |
| (1) The introduction or disposal of musical instruments (other than organs and grand pianos) and associated equipment                                     | No article of historic or artistic interest is disposed of   |
| (2) The routine tuning and maintenance of organs and pianos   | In the case of organs, any works do not involve tonal alterations, changes to the action or major dismantling of the instrument                            |
| <b>A3. Bells etc.</b>   |  |
| (1) The inspection and routine maintenance of bells, bell fittings and bell frames  | No tonal alterations are made to any bell<br><br>No bell is lifted from its bearings   |
| (2) The repair and maintenance of clappers, crown staples (including re-bushing) and bell wheels  | Works do not include the re-soling or re-rimming of a bell wheel<br><br>No bell is lifted from its bearings  |
| (3) The repair or replacement of bell stays, pulleys, bell ropes (including in Ellacombe apparatus), rope bosses, sliders or slider gear                  | No bell is lifted from its bearings  |
| (4) The repainting of metal bell frames and metal bell fittings   | No bell is lifted from its bearings  |
| <b>A4. Clocks</b>   |  |
| The inspection and routine maintenance of clocks and clock faces  | Works of maintenance do not include re-painting or re-gilding of clock faces   |

| <b>A5. Church contents</b>   |   |
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| (1) The repair of woodwork, metalwork and movables   | <p>Matching materials are used</p> <p>The repair does not involve any works to –</p> <p>woodwork or metalwork of historic or artistic interest</p> <p>Royal coats of arms<br/>hatchments or other heraldic achievements<br/>paintings</p> <p>textiles of historic or artistic interest</p> <p>church plate (including candlesticks and crosses)</p> |
| (2) The application to articles of forensic marking  | No article of historic or artistic interest is marked   |
| (3) The introduction, removal or disposal of kneelers, hassocks, pew runners and cushions  | <p>The introduction, removal or disposal of the articles does not result in a change to the overall appearance of the church</p> <p>No article of historic or artistic interest is removed or disposed of</p>   |
| <p>(4) The introduction, removal or disposal of –</p> <p>(a) movable bookcases</p> <p>(b) books</p> <p>(c) free-standing noticeboards</p> <p>(d) movable display stands</p> <p>(e) cruets</p> <p>(f) vases and flower stands</p> <p>(g) hymn boards</p> <p>(h) altar linen (but not altar frontals or falls)</p> <p>(i) flags and banners used for temporary displays (but not the laying up of flags, or the removal or disposal of flags that have been laid up)</p> <p>(j) the Union flag or St George's flag (with or without the diocesan arms in the first quarter) for flying from the church</p> | No article of historic or artistic interest is removed or disposed of   |
| <b>A6. Church halls and similar buildings</b>  |   |
| (1) Routine repairs to the building and the replacement of fittings in the building  |   |
| (2) The introduction, removal or disposal of furniture   | No article of historic or artistic interest is removed or disposed of   |

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| <b>A7. Churchyard</b>  |   |
| (1) The introduction and maintenance of equipment for maintenance of the church and churchyard   |   |
| (2) The repair of path and other hard-surfaced areas, including resurfacing in the same materials and colour   |   |
| (3) The routine maintenance of, repairs to, and like for like replacement of fences and gates (but not lychgates, walls or historic railings)  | The works do not involve any new disturbance below ground level   |
| (4) The carrying out of repairs to a notice board and the repainting of a notice board   |   |
| (5) The grant by the incumbent of a licence for grazing in the churchyard  | The licence is in a form approved by the chancellor   |
| <b>A8. Trees</b>   |   |
| (1) The felling, lopping or topping of a tree the diameter of any stem of which does not exceed 75 millimetres (measured over the bark at a height of 1.5 metres above ground level) | The works do not relate to any tree in respect of which a tree preservation order ( <i>TPO</i> ) is in force or which is in a conservation area<br><br>Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards<br><br><i>(CBC link below)</i> |
| (2) The lopping or topping of any tree –<br><br>(a) that is dying or dead; or<br><br>(b) has become dangerous  | Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards<br><br><i>(CBC link below)</i>  |
| (3) The removal of dead branches from a living tree  | Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards<br><br><i>(CBC link below)</i>  |

### Church Buildings Council Guidance Links

**Bells:**

[http://www.churchcare.co.uk/images/CBC\\_Guidance\\_for\\_bells\\_on\\_lists\\_A\\_and\\_B.pdf](http://www.churchcare.co.uk/images/CBC_Guidance_for_bells_on_lists_A_and_B.pdf)

**Organs:**

[http://www.churchcare.co.uk/images/CBC\\_Guidance\\_for\\_organs\\_on\\_list\\_A.pdf](http://www.churchcare.co.uk/images/CBC_Guidance_for_organs_on_list_A.pdf)

**Trees:**

[http://www.churchcare.co.uk/images/Guidance\\_to\\_parochial\\_church\\_councils\\_on\\_the\\_planting\\_Lists\\_A\\_and\\_B.pdf](http://www.churchcare.co.uk/images/Guidance_to_parochial_church_councils_on_the_planting_Lists_A_and_B.pdf)

## LIST B

### MATTERS WHICH MAY BE UNDERTAKEN WITHOUT A FACULTY SUBJECT TO CONSULTATION ETC.

**TABLE 2**

This table prescribes matters which may, subject to any specified conditions, be undertaken without a faculty if the archdeacon has been consulted and has given notice in writing that the matter may be undertaken without a faculty. The archdeacon may impose additional conditions in the written notice.

The matters prescribed in the table are subject to general exclusions set out in rule 3.5 which, among other things, excludes certain categories of works to listed buildings.

| <b>Matter</b>  | <b>Specified conditions</b>  |
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| <b>BI. Church building etc.</b>  |  |
| (1) Works of routine maintenance and repair affecting the fabric of a church or historic material                            | <p>The works are identified as routine items of maintenance in the most recent report prepared in respect of the church pursuant to section 1(2) of the Inspection of Churches Measure 1955 (commonly known as the “quinquennial inspection report”) or in subsequent written advice from a person registered under the Architects Act 1997 or a member of the Royal Institution of Chartered Surveyors qualified as a chartered building surveyor</p> <p>Details of any materials to be used are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p> <p>The works do not involve any new disturbance below ground level</p> <p>The parochial church council’s insurers are notified if external scaffolding is to be erected</p> |
| (2) The installation of a wall offertory box   | The installation does not affect historic fabric   |
| (3) The introduction of a safe in a vestry or similar room   |  |
| (4) Works of external or internal redecoration (other than to areas of historic wall painting, even if already painted over) | <p>Details of materials and colours are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p> <p>The overall appearance of the building is not changed</p> <p>The parochial church council’s insurers are notified if external scaffolding is to be erected</p>   |
| (5) The treatment of timber against beetle or fungal activity  | The works do not involve the replacement of timber   |

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| <p>(6) Works of adaptation (not amounting to substantial addition or replacement) to –</p> <p>(a) heating systems</p> <p>(b) gas, water and other services</p> <p>(c) electrical installations and other electrical equipment</p> | <p>Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998)</p> <p>Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p> <p>The parochial church council's insurers are notified of the proposed works</p> |
| <p>(7) The replacement of a boiler in the same location and utilising an existing fuel supply and existing pipe-runs</p>  | <p>Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998)</p> <p>The works do not involve the creation of a new external flue</p> <p>The parochial church council's insurers are notified of the proposals</p>   |
| <p>(8) The introduction or replacement of control equipment that is ancillary to a boiler or existing heating system</p>  | <p>Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998)</p> <p>Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p> <p>The parochial church council's insurers are notified of the proposals</p>      |
| <p>(9) The like for like replacement of roofing material</p>  | <p>The material being replaced was not introduced unlawfully</p> <p>The parochial church council's insurers are notified of the proposals</p>  |
| <p>(10) The installation of a roof alarm</p>  | <p>The amount of associated cabling is kept to the minimum that is reasonably practicable</p>  |
| <p>(11) The installation of lighting and safety equipment</p>   | <p>The lighting or other equipment –</p> <ul style="list-style-type: none"> <li>• is installed only in a part of the church (such as a tower or crypt) that is not normally visible to the public, or</li> </ul>   |

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|  | <ul style="list-style-type: none"> <li>when installed will not be visible from ground level</li> </ul> <p>Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p> <p>The installation will not affect any graves or vaults</p> <p>The parochial church council's insurers are notified of the proposals</p> |
| (12) The installation of a lightning conductor   | The parochial church council's insurers are notified of the proposals and the work is carried out by a specialist contractor approved by them   |
| (13) The installation of a sound reinforcement system or loop system or the alteration of an existing system   |   |
| <b>B2. Bells etc.</b>  |   |
| (1) The lifting of a bell to allow the cleaning of bearings and housings   | <p>Regard is had to any guidance issued by the Church Buildings Council<br/>(<i>CBC link below</i>)</p> <p>The bell is currently in a fit condition to be rung</p>  |
| (2) The like for like replacement of <ul style="list-style-type: none"> <li>(a) bearings and their housings</li> <li>(b) gudgeons</li> <li>(c) crown staple assembly</li> <li>(d) steel or cast iron headstocks</li> <li>(e) wheels</li> </ul> | <p>Regard is had to any guidance issued by the Church Buildings Council (<i>CBC link below</i>)</p> <p>The bell is currently in a fit condition to be rung</p> <p>The works do not involve the drilling or turning of the bell</p>  |
| (3) The replacement of <ul style="list-style-type: none"> <li>(a) bell bolts</li> <li>(b) a wrought iron clapper shaft with a wooden-shafted clapper</li> </ul>  | <p>Regard is had to any guidance issued by the Church Buildings Council<br/>(<i>CBC link below</i>)</p> <p>The bell is currently in a fit condition to be rung</p>  |
| (4) The treatment of timber bell frames with preservative or insecticide materials   |   |
| (5) The re-pinning or re-facing of hammers in Ellacombe apparatus  | <p>Regard is had to any guidance issued by the Church Buildings Council (<i>CBC link below</i>)</p> <p>The bells are currently in a fit condition to be rung</p>  |

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| (6) The introduction of peal boards in a location not normally visible to the public   |   |
| <b>B3. Clocks</b>  |   |
| (1) Alterations to striking trains to prevent striking at night  | No part of the clock mechanism is affected  |
| (2) The upgrading of electrical control devices and Programmers  |   |
| <b>B4. Church contents</b>   |   |
| (1) The repair and maintenance of church plate (including candlesticks and crosses) not of special historic or artistic interest |   |
| (2) The introduction, maintenance or replacement of portable audio-visual equipment used in connection with church services      | No equipment is fixed to the fabric of the church   |
| (3) The replacement of carpets or other floor covering and underlay  | Only breathable underlay is used when underlay is replaced  |
| (4) The replacement of curtains (other than curtains and other hangings associated with an altar)                                |   |
| (5) The treatment of fixtures and furniture against beetle or fungal activity  |   |
| (6) The introduction of a book of remembrance and stand  |   |
| (7) The introduction of a fixed internal noticeboard   |   |
| (8) The disposal of free-standing chairs   | No chair of historic or artistic interest is disposed of  |
| (9) The replacement of a grand piano with another grand piano and the disposal of the original grand piano                       | No piano of historic or artistic interest is disposed of  |
| <b>B5. Churchyard</b>  |   |
| (1) The introduction of benches in a churchyard  | No bench has an inscription on it which would not be permitted on a monument in the churchyard under the applicable churchyard regulations made or approved by the chancellor |



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| <p>(2) The replacement of gas or oil tanks</p>   | <p>The replacement tank is of similar dimensions and in substantially the same location</p> <p>No works of excavation are involved</p> <p>The local planning authority is notified of the proposal</p>   |
| <p>(3) The routine maintenance, repair or rebuilding of walls</p>  | <p>The works do not relate to any wall which is included in the Schedule maintained for the purposes of the Ancient Monuments and Archaeological Areas Act 1979</p> <p>The works are identified as routine items of maintenance in the most recent report prepared in respect of the church pursuant to section 1(2) of the Inspection of Churches Measure 1955 (commonly known as the “quinquennial inspection report”) or in subsequent written advice from a person registered under the Architects Act 1997 or a member of the Royal Institution of Chartered Surveyors qualified as a chartered building surveyor</p> <p>Details of any materials to be used are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p> <p>The works do not involve any new disturbance below ground level</p> <p>The parochial church council’s insurers are notified if external scaffolding is to be erected</p> |
| <p>(4) The routine maintenance or repair of lychgates</p>  | <p>The lychgate is not separately listed as a building of special architectural or historic interest under the Planning (Listed Buildings and Conservation Areas) Act 1990</p>   |
| <p>(5) The introduction of a sign at or near the entrance/s to a churchyard containing commonwealth war graves</p> | <p>The installation of the sign has been the subject of an affirmative PCC resolution.</p> <p>The sign is of the standard design and format recommended by the DAC (being 210mm by 150mm on a green background and made of aluminium).</p> <p>The text reads:</p> <p>“At this location there are COMMONWEALTH WAR GRAVES” or “At this location there is a COMMONWEALTH WAR GRAVE”</p> <p><a href="http://www.cwgc.org">www.cwgc.org</a></p> <p>Subject to the location of the sign having the consent of the Archdeacon</p>  |

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| <b>B6. Trees</b>  |  |
| (1) The planting of trees   | <p>Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards</p> <p><i>(CBC link below)</i></p>  |
| <p>(2) The felling of a tree –</p> <p>(a) that is dying or dead; or</p> <p>(b) has become dangerous</p> | <p>In the case of any tree in respect of which a tree preservation order is in force or which is in a conservation area, section 206 of the Town and Country Planning Act 1990 (which provides for the planting of replacement trees) is complied with</p> <p>Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards</p> <p><i>(CBC link below)</i></p> |
| (3) All other works to trees (whether or not prescribed in List A) except felling                       | <p>If applicable, the law relating to the preservation of trees in respect of which a tree preservation order is in force or which are in a conservation area is complied with</p> <p>Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards</p> <p><i>(CBC link below)</i></p>   |

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**Organs:**

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**Trees:**

[http://www.churchcare.co.uk/images/Guidance\\_to\\_parochial\\_church\\_councils\\_on\\_the\\_planting\\_Lists\\_A\\_and\\_B.pdf](http://www.churchcare.co.uk/images/Guidance_to_parochial_church_councils_on_the_planting_Lists_A_and_B.pdf)