

Detailed information required via the On-Line Faculty System for DAC to consider before recommending proposed work and issuing a notification of advice allowing you to proceed to seek legal permission from the chancellor by the granting of a faculty. You must be registered and approved to use the On-Line System before you can upload an application <https://facultyonline.churchofengland.org/>

When uploading a full faculty application, you must 'Start a new Application' complete **Step 1 screen** - enter church name, summary of works and contact number, click 'Next' button **Step 2 screen** - choose church building or churchyard were works are proposed Click 'Next' button, **Step 3 List A screen** - scroll down to bottom of screen and click on 'None of the Above' then click 'Next' button, **Step 4 List B screen** - scroll down to bottom of screen and click on 'None of the Above' then click 'Finish Form' button, you will then enter full faculty application screen.

Standard Information Form - Form IA – Please check and complete the on-line Standard Information form in full by answering all questions **Yes/No or N/A** and appointed architects name and address at end of form is to be completed in full, **do not leave this section empty**. Click 'Finish Form' button. When form is completed and all documents relating to your proposal relating to your application, please click on 'Submit' button to progress the application to the DAC for review. If you click on submit you will not be able to upload any further documents at the DAC Review Status part of the system, so please ensure you have uploaded .

THE LIST BELOW COVERS A MULTITUDE OF REQUIRED INFORMATION FOR PROPOSED WORKS, YOU SHOULD UPLOAD ONTO THE SYSTEM DETAILS WHICH IS RELEVANT TO YOUR PROPOSALS.

1. Quotation or Estimates for proposed works from contractors. *Contractors must have £10,000,000 Public Liability risks cover and also £10,000,000 Employer's Liability risks cover as directed by the Chancellor of Chelmsford Diocese - <http://www.chelmsford.anglican.org/chelmsford-registry-links#>*
2. Detailed specification from architect or contractor - *(NB - extracts from quinquennial inspection reports will not be accepted as specifications, nor is a Feasibility Study. Where the specification has been prepared by someone else, e.g., heating engineer, it must be accompanied by a letter from the inspecting architect commenting on or approving the specification)*
3. If a detailed specification containing other works not associated with the proposed works noted overleaf, please highlight the section in the specification relating to the exact proposed works. This will enable members during a meeting to consider the specific specification the parish are seeking recommendation by the DAC.
4. Working drawings, supporting plans, sketches, good quality photographs (see below #7) and samples.
5. Catalogue or brochure pictures, showing items being purchased, including colour choice (e.g. light fittings, sound system equipment, cabinets, silverware, style of churchyard storage units, noticeboards to include sizes, choice of colour, lettering, font style and size, carpets samples or furnishing fabrics etc.) Detailed sketches or drawings by craftsman if bespoke items being handcrafted.
6. Internal or external site plan of church (*depending on where proposed work is required*), indicating location/s of area of proposed work/s.
7. Good quality colour photographs internal and externally of church, showing proposed location/s of work/s. Where something is to be introduced to the church, photographs need to show clearly where the new item is to be located and its wider context within the church.
8. Electrical, drainage works; details of wire/drain routes and proposed alternative routes. Drawings or marked-up photographs are best for showing new cable/drain routes.
9. Reports/specification from other specialists involved in the project where appropriate (e.g. conservators, stained glass artist/restorer, organ builders etc.)
10. Any relevant correspondence received from Church Buildings Council (CBC), Historic England, Local Planning Authority, and /or national amenity societies, or any other body or person/s.
11. PCC Resolution with voting figures, if available (*only the relevant section from minutes are required*)
12. Consultation with church insurers if proposals involve scaffolding, use or partial use of volunteer labour and submit their approval or letter.
13. In the case of listed churches or church buildings, a Statement of Significance and a Statement of Needs **MUST** be included with the application— (*Where proposals involve making changes to a **listed** church or other listed building, applicants must provide the DAC with: (a) a document which describes (i) the significance of the church or other building in terms of its special architectural and historic interest (including any contribution made by its setting) and (ii) any significant features of artistic or archaeological interest that the church or other building has so as to enable the potential impact of the proposals on its significance, and on any such features, to be understood (a "statement of significance"); and (b) a document setting out the justification for the proposals (commonly known as a "statement of needs").* Where appropriate, the relevant statutory consultees will need to have been consulted. The consultees are the local planning authority, Historic England, The Church Buildings Council, The C20th Society, The Victorian Society, The Georgian Group, The Society for the Protection Of Ancient Buildings and the Ancient Monuments Society. Their response(s) must be included with the application. Guidance on consultation procedure is set out in the appendix below.

14. It is advisable **NOT** to purchase or commit to any ordering process until a Faculty has been granted.
15. **Retain copies** of all documents uploaded to the on-line system, allowing person or persons to view proposals in person and not through the on-line system during the Public Notice display period.
16. Parishes are advised to read through **Construction (Design & Management) Regulations 2015 (CDM 2015)** website link: <https://www.hse.gov.uk/pubns/indg411.htm>

APPENDIX

CONSULTATION REGARDING WORKS AFFECTING THE FABRIC OR CONTENTS OF A CHURCH

INTENDING APPLICANTS MUST CONSULT

NATIONAL AMENITY SOCIETIES, CHURCH BUILDINGS COUNCIL, HISTORIC ENGLAND, AND LOCAL AUTHORITY AND THEIR RESPONSES MUST BE SUBMITTED WITH AN APPLICATION TO THE DAC

The Faculty Jurisdiction Rules 1st April 2020 set out the procedures to be followed with regard to consulting with a number of bodies where works to churches or their contents, especially those that are included in The National Heritage List for England (The List), are proposed. Ideally these bodies should be consulted at an early stage and prior to the making of an application to the DAC. All will insist upon seeing Statements of Significance and Need before they give any advice. A site visit will often be required. The following paragraphs set out the terms of engagement for the relevant bodies.

When a body is consulted they must be informed by letter or electronic communication (emails) that it is being consulted in accordance with those rules and that a response to the consultation will be taken into account if it is received within 42 days of the date of the letter or electronic communication. Copies are to be retained of the letters or electronic communications and enclosed in an application, providing evidence the parish have consulted and no response has been provided within 42 days. No DAC Application can be submitted until a response has been received from the consultees or that 42 days have lapsed.

For full details on the new Faculty Jurisdiction Rules please click on link below.

<https://www.churchofengland.org/more/church-resources/churchcare/church-buildings-council/how-we-manage-our-buildings>

HISTORIC ENGLAND

Consultation with Historic England should take place as follows.

In the case of a grade I or II* listed building Historic England should be consulted on any works that involve demolition of a listed building or its alteration or extension to such an extent as would be likely to affect its character as a building of special architectural or historic interest. In the case of a grade II listed building Historic England should be consulted on works which comprise the demolition or removal of all, or a substantial part, of the structure of the interior (including any principal internal elements such as staircases, galleries, load-bearing walls, floor or roof structures and major internal fixtures such as pews, screens and organs). Historic England should also be consulted on works that are likely to affect the archaeological importance of any building or archaeological remains within the building or its curtilage.

THE NATIONAL AMENITY SOCIETIES

There are six: The Council for British Archaeology, The Society for the Protection of Ancient Buildings (SPAB), The Georgian Group, The Victorian Society, The Twentieth Century Society and the Ancient Monuments Society.

Any national amenity society which is likely to have an interest in the works should be consulted where they involve demolition of a listed building of any grade or its alteration or extension to such an extent as would be likely to affect its character as a building of special architectural or historic interest (this includes significant re-ordering of the interior and especially where fixtures, fittings and furnishings are to be permanently removed); or they involve demolition affecting the exterior of an unlisted building in a conservation area.

Whether a national amenity society is likely to have an interest in works will depend on the age of the building (or the relevant part of it) and the likely effect on it of the proposed works. For example, the removal of Victorian pews from a medieval building is likely to be of greater interest to the Victorian Society than to the SPAB. If in any doubt, contact the relevant society's case worker (all of the amenity societies have contact telephone numbers on their websites) or e-mail the details of the scheme to casework@jcnas.org.uk

THE LOCAL PLANNING AUTHORITY

The local planning authority (lpa) should be consulted where works—

(a) involve demolition of a listed building of any grade or its alteration or extension to such an extent as would be likely to affect its character as a building of special architectural or historic interest;

- (b) are likely to affect the archaeological importance of a building or archaeological remains within the building or its curtilage; or
- (c) involve demolition affecting the exterior of an unlisted building in a conservation area.

In addition, the Ipa should be consulted for any works to a church, whether included in The List or not, which affect its external appearance and for which planning permission will be required. This is likely to include such things as the erection of notice boards, the erection of fencing or some other boundary treatment or the creation of hard standing for car parking. In case of doubt, consult the planning department of your local council.

THE CHURCH BUILDINGS COUNCIL

The Rules require The Chancellor to seek the advice of the Church Buildings Council (CBC) on the proposals that fall within the following categories:

- Works that will make big changes to grade I or II* listed churches
- Some works that will make big changes to grade II churches
- The conservation of historic furnishings and objects
- The disposal of historic furnishings and objects
- New works of art in churches including stained glass windows, tapestries and other hangings.

<https://www.churchofengland.org/more/church-resources/churchcare/making-changes-your-building-and-churchyard/talk-your-dac-about-permissions>

(a) the introduction, conservation, alteration or disposal of an article of special historic, architectural, archaeological or artistic interest;

(b) the alteration, extension or re-ordering of a church in a way that is likely significantly to affect the setting of an article of special historic, architectural, archaeological or artistic interest; or

(c) the movement or removal of an article of special historic, architectural, archaeological or artistic interest such that the article might be adversely affected unless special precautions are taken.

Unless the Chancellor is satisfied that there has already been adequate consultation with the Church Buildings Council and the Council's advice is available to the court.

It is possible of course that the CBC may object to a scheme or call for significant changes to it. For this reason it is **recommended** that the CBC is consulted prior to the making of a Faculty application and at the same time as any other consultations which are being made.

Consultation with CBC email the details of the scheme to: consultchurchbuildingscouncil@churchofengland.org

N.B. The CBC's areas of interest where they wish to be consulted are wider than those of the amenity societies. Full details of the CBC's terms of engagement can be found here ~

https://www.churchofengland.org/sites/default/files/2019-03/CCB_When_to_consult_August_18.pdf

Please go to Diocesan website link to open document 'Documents to submit to the On-Line Faculty System':

<https://www.chelmsford.anglican.org/the-dac/dac-application-amp-petition-forms>