

Stage	Simple	Slightly more detail	Additional detail
1	Agree what you want to do	Before seeking advice the PCC should have a clear basic idea of what it wants to do and why. It should be clear how it helps the mission of the church.	If your proposal is more than repair and maintenance now is a good time to make an early draft of a statement of significance (for listed church only) and need. If your church building is exceptionally large or complex (a major church) your Conservation Management Plan will help you assess the situation.
2	Develop your idea (for major projects)	Understand the core purpose - consultation, honing vision. If the proposal is significant consider a parish away day to refine your vision, or consult the community before you have made up your mind what you want to do.	
3	Identify professionals to work with	You will need to work with appropriate professionals for all but the most basic works. For building and reordering this will be an architect of surveyor, and for many other works there are appropriately trained professionals. Professional support with developing ideas and proposals may also be relevant.	Inspecting Architect/ professional accreditation for conservation works, organ builders etc. Although the DAC will not recommend professionals to you they may know of examples in other churches that you could visit.
4	What is the appropriate permission?		
a	Secular permission	Planning permission will be needed from the local authority for works that change the external appearance of the church. It may also be needed for work to church halls and residential buildings Works to trees with Tree Preservation Orders or that are in a conservation area may need local authority permission	There will be guidance about this on your local authority website. There will be guidance about this on your local authority website.
b	Ecclesiastical permissions	Are there works to a tree or trees? Is the work about a new churchyard memorial? Is the work a matter of maintenance or repair? Will the work make a change to the character of building or its furnishings or involve substantial replacement of historic material	There is special guidance for trees, and many works can be done with no permission or after consulting the Archdeacon. A faculty is needed to fell a healthy tree. Each diocese has its own regulations about churchyard memorials. Many repair and maintenance jobs do not need a faculty, but may need agreement from the Archdeacon. A faculty is needed, continue with the steps below
5	Take advice from your DAC, who may also invite others to give advice too	Taking advice will probably include at least one site meeting. This is your opportunity to ensure that your proposals are understood and for you to ask and answer questions intended to strengthen your case.	
6	Consultation with others	If your proposals will involve the demolition of or change in the character of a listed building consultation with Historic England, one or more of the National Amenity Societies or the Church Buildings Council may be required.	The DAC will advise on how to manage any necessary consultation. For a major project it will usually be helpful to meet the consultees together at the church.
7	Listen to local views	Where substantial changes such as a reordering or extension are being considered it is important for the PCC to consult regular worshippers and the local community at a stage when proposals are at an early stage when local views can be taken into account	There is guidance on community consultation HERE (link to outcomes from the Spitalfields day)
8	Consider and take account of advice	Your proposals may attract advice from a wide range of people, and the advice may not all agree. You should reconsider the project in the light of the advice and reconsult if you have been asked to do so. The final choice of what you ask permission to do is with the PCC.	
9	Ask your DAC for its final advice	The DAC response will be a formal notification of advice. It will come with a public notice. It is not permission to start work. Occasionally it will include a requirement to consult, if this has not been done.	You can continue with the process whatever the DAC notice says - the DAC does not make the final decision. However, if the DAC does not support the proposals it could be simpler in the long run to be sure that you understand why and reconsider if possible.
10	Display the public notice (which the DAC will supply)	This notice give the public 28 days to consider your proposals and to make comments. Details of the proposals have to be available for consultation during this period.	
11	Apply to the Chancellor for a faculty	The papers you send to the Chancellor will nearly always be sufficient to consider your case. Now and again a proposal attracts strong opposition or is considered particularly complex by the Chancellor. In these situations the Chancellor may decide the case on written representations. In rare cases there may be a public hearing of the case for the faculty, with opportunity for the objectors to make their case. You will be given specific advice as necessary.	This part of the process is handled by the Diocesan Registry. The registry team will advise you of any further steps that the church needs to take. In a petition that has not attracted any adverse comments it is unlikely that there will be any further demands made on the church.
12		Once a faculty is granted the proposals can proceed, subject to any conditions on the faculty.	The faculty will specify on it how long it is valid for.