

LIST B

List B enables an Archdeacon to consider proposed works; they are legally obliged to seek the advice of the DAC or such of its members or officers as they think fit before deciding whether to give notice that the proposed works can be undertaken without a faculty by means of a 'Written Notice' being issued. Email all relevant documents to the Archdeacon's Office. If after consultations the Archdeacon cannot give their legal authority to recommend the work, a Full Faculty is required and a DAC application form seeking formal advice can be downloaded from the Diocesan website or you can request one from the DAC Office dac@chelmsford.anglican.org

Your Archdeacon will require the following information: -

1. Works of routine maintenance and repair affecting the fabric of a church or historic material – are these proposed works specifically identified in QI reports or a subsequent report 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?
2. PCC resolution agreeing to the proposed works and confirmation funding is available to carry out the work.
3. Statement of Need, outlining why the parish need to carry out the proposed works.
4. Quotation or Estimates for proposed works from contractors. (if works are quoted £10,000.00 or more, the Chancellor requires a full Faculty application being submitted)
5. Specification from architect or contractor, detailing materials/method statement - **(NB: extracts from quinquennial inspection reports will not be accepted as specifications)**
6. Working drawings, supporting plans, sketches, photographs and samples.
7. Fixing details, for wiring and or equipment to be attached to fabric of the building.
8. Electrical, drainage works; details of wire/drain routes and proposed alternative routes.
9. Catalogue or brochure pictures, showing items being purchased, including colour choice.
10. Internal or external site plan of church (depending on where proposed work is required), and indicating locations of area for proposed works.
11. Quality colour photographs internal and externally of church, showing proposed locations of works.
12. Reports/specification from other specialists involved in the project, where appropriate (e.g. conservators, stained glass artist/restorer, organ builders etc.)
13. Consultation with church insurers especially if proposals involve scaffolding, use or partial use of volunteer labour and submit their approval or letter.

Trees

1. Site plan of churchyard indicating trees requiring work.
2. PCC resolution agreeing to proposed works and confirmation funding is available to carry out the work.
3. Confirmation if churchyard is in conservation area and if any trees have Tree Preservation Orders (TPOs) if yes consultation with Local Authority is required.
4. Species of tree/s, if planting.
5. Quality colour photographs showing trees requiring work.
6. Reports/specification from Arboricultural specialists.
7. Statement of Need, outlining why the parish need to carry out the proposed works.

Church Buildings Council Guidance Links:-

Bells:

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

Trees:

http://www.churchcare.co.uk/images/Guidance_to_parochial_church_councils_on_the_planting_Lists_A_and_B.pdf

Diocese of Chelmsford – Chancellor’s guide on insurance cover for works to churches and churchyards

<https://www.chelmsford.anglican.org/chelmsford-registry-links>