



## DIocese OF CHELMSFORD

### PUBLIC NOTICE CHECKLIST

The display of Public Notices is a legal requirement under Part 6 of the Faculty Jurisdiction Rules 2015

#### **A. BEFORE displaying the notices, please ensure you have completed:**

1. The name of the Parish
2. The name of the Church
3. The details of the proposed works (if not already completed by the DAC) – this should be the same as the wording on the DAC Notification of Advice and the Schedule to the Petition
4. Details of where the plans and documents (DAC stamped documents) may be examined
5. The names of all the Petitioners
6. The date on which the notice was first displayed
7. The date by which objections need to reach the Registrar – this date should be 28 days after the date on which the notice was first displayed.
8. If not already completed for you the address of the Diocesan Registrar, which is Minerva House, 5 Montague Close, London, SE1 9BB.

**The Notices should be displayed BOTH inside AND outside the Church**

#### **B. AFTER the notices have been displayed for at least 28 days:**

1. The Certificate of Publication should be completed with the following information:
  - a. The name of the Petitioner completing the Certificate of Publication.
  - b. The 'from' date – this should be the same as the date on which the notice was first displayed (as entered on the front of the notice)
  - c. The 'to' date – the date on which the notices were taken down: this should be at least 28 days after the 'from' date
  - d. Section 1 – The name of the church where the notice was displayed inside
  - e. Section 2 - The name of the church outside which the notice was displayed
  - f. Section 2 - Where outside the notice was on display (delete that which is not applicable/ complete as necessary)
  - g. The Certificate must be signed by one of the petitioners
  - h. The date - which must be a date on or after the 'to' date entered above (i.e. the Certificate of Publication should not be completed until after the end of the statutory 28 day Public Notice Period)
2. The Certificate of Publication should be sent to the Registrar promptly after the Public Notice Period has ended.

*Where a Public Notice has been incorrectly completed or displayed, it is usually necessary to display the correct notices for a further 28 day period. This inevitably causes delay and prevents the issue of a Faculty. Please help the Registry to deal with your Petition as quickly and efficiently as possible by ensuring that all the documentation is enclosed and in proper order; and that you have followed the correct procedures.*

Although not a legal requirement, it is good practice to draw the congregation's attention to the display of the notices by referring to it in printed notice sheets and in announcements given in services.

If you have any queries about the Public Notice or the Faculty process, please contact the Registry Clerk, **Melanie Tucker**, on **020 7593 0353** or at [chelmsfordregistry@wslaw.co.uk](mailto:chelmsfordregistry@wslaw.co.uk)