

## 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 or upload to List B section of the On-Line Faculty System. <https://facultyonline.churchofengland.org/> You must be registered to the system before you can upload any applications. Please refer to <https://www.chelmsford.anglican.org/the-dac/dac-application-amp-petition-forms>**

**Your Archdeacon will require the following information: -**

1. Name of works of routine maintenance and repair affecting the fabric of a church or historic material .
2. PCC resolution agreeing to the proposed works and confirmation funding is available to carry out the work.
3. Confirmation the PCC have funds to carry out the work.
4. Statement of Need, outlining why the parish need to carry out the proposed works.
5. Quotation or Estimates for proposed works from contractors.
6. Specification from architect or contractor, detailing materials/method statement - (**NB:** extracts from quinquennial inspection reports will not be accepted as specifications)
7. Working drawings, supporting plans, sketches, photographs and samples.
8. Fixing details, for wiring and or equipment to be attached to fabric of the building.
9. Electrical, drainage works; details of wire/drain routes and proposed alternative routes.
10. Catalogue or brochure pictures, showing items being purchased, including colour choice.
11. Internal or external site plan of church (depending on where proposed work is required), and indicating locations of area for proposed works.
12. Quality colour photographs internal and externally of church, showing proposed locations of works.
13. Reports/specification from other specialists involved in the project, where appropriate (e.g. conservators, stained glass artist/restorer, organ builders etc.)
14. Consultation with church insurers especially if proposals involve scaffolding, use or partial use of volunteer labour and submit their approval or letter.
15. And any other information the Archdeacon thinks necessary.
16. It must be noted that all List B applications are dealt with by the Archdeacon and DAC on a discretionary basis, regardless of specification or cost.

## **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: Organs: Trees:** <https://www.churchofengland.org/more/church-resources/churchcare/advice-and-guidance-church-buildings>

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

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