



## DOCUMENTS REQUIRED FOR FACULTY

The DAC Secretary, Suzannah Meade (contactable on 01245 294423 and [dac@chelmsford.anglican.org](mailto:dac@chelmsford.anglican.org)) will be able to guide you on what is required from the list below.

### FOR APPLICATIONS TO LISTED CHURCHES

#### 1. **Statement of Significance**

This is a document that describes the history of the church fabric and how the building has evolved over time. This includes when the various parts of the building were constructed and when notable additions were made to the interior (e.g. pews, pulpit, organ, stained glass, etc.). Relevant guidance can be found [here](#) and the Diocese of Gloucester has produced a [very useful guidance note](#).

2. **Consultation with amenity societies:** A good time to contact amenity societies – such as the Victorian Society or Historic England - is when you've drawn up early plans. It's good to know what each Society thinks is important about your building, because you can adapt your plans accordingly. Leaving this conversation until the end could delay your project and cost you more money.

To aid understanding, a diagram of the decision process is [here](#).

A list of the relevant amenity societies for your church can be obtained from the DAC Secretary or downloadable from this [link](#).

### NECESSARY FOR ALL APPLICATIONS

3. A **covering letter** stating simply and clearly what the application is for and include a list of the documents enclosed with your application.
4. **PCC Minutes with voting figures:** An extract from the PCC Minutes passing a resolution to approve the proposed work. The Secretary should keep an accurate record of the PCC meetings, particularly any resolutions passed and record the **numbers of members who vote** in favour, against or abstaining when a resolution is passed. The minutes should also be **signed**.
5. **Statement of Need** (giving reasons why the changes are regarded as necessary to assist the church in its worship and mission.) Relevant guidance can be found [here](#).
6. **Specification or detailed Quotation** for the works or estimates.

The specification gives a clear and detailed statement of the work that is necessary, the methods and materials to be used and exact instructions about the standard of workmanship that is expected.



It also explains the legal framework for the job and outlines the PCC's statutory responsibilities in terms of Health & Safety, archaeological implications and contract issues. This means that the PCC and contractors tendering for the work know exactly what is to be done and what their responsibilities are. It acts as a benchmark.

**Note:** extracts from quinquennial inspection reports will **not** be accepted as specifications, nor is a Feasibility Study.

7. **Working drawings**, supporting plans, sketches, and samples. This should include major and minor dimensions.
8. **Internal or external site plan** of church/churchyard (depending on where proposed work is required), indicating location/s of area of proposed work/s.
9. Good quality colour **photographs** internal and externally of church/churchyard, showing proposed location/s of work/s.
10. Website, catalogue or brochure pictures showing **proposed fixtures** or fittings (e.g. TV brackets).

This including colour choice (e.g. light fittings, sound system equipment, cabinets, window frames, silverware, style of churchyard storage units, noticeboards to include dimensions, colour, lettering, font style and size, carpets samples or furnishing fabrics etc.)

## INCLUDE WHERE RELEVANT

1. **Electrical, drainage and broadband works:** details of wire/cable/drain routes and proposed alternative routes. Existing routes should be utilised where possible. Drawings or marked-up photographs are best for showing new wire/cable/drain routes.
2. **Conservation reports:** Reports/specification from other specialists involved in the project where appropriate (e.g. conservators, stained glass artist/restorer, organ builders, clockmakers etc.)

## ADDITIONAL POINTS TO CONSIDER

- Has consultation with church insurers taken place if proposals involve scaffolding, use or partial use of volunteer labour?
  - If so, a letter of approval should be submitted with your application.
- Copies of all documents uploaded to the on-line system should be retained in paper form allowing the public to view proposals in person during the Public Notice display period.



- Parishes are advised to read through Construction (Design & Management) Regulations 2015 (CDM 2015) website link:  
<https://www.hse.gov.uk/pubns/indg411.htm>
- If the works are part of an insurance claim, any relevant correspondence with the insurer should be supplied.