



The Church of England
in Essex and East London

Diocese of Chelmsford

The Faculty Jurisdiction

This short guide has been produced to assist all Clergy, Churchwardens, PCC members and other volunteers in navigating the faculty process.

St Mary's, Walthamstow

Many physical changes to your church building, contents or churchyard require permission of some kind. For work not considered minor, permission is granted by the Chancellor of the Consistory Court of the Diocese and is called a Faculty. This gives you authorisation to carry out the work and is part of the Church of England's own system of building control. There are some types of work that do not require a full faculty and either can be permitted by the Archdeacon or require no permission, these are called List A or B items and details for this can be found later in this document. This system ensures that church buildings are properly cared for and that whatever is done to them is properly considered beforehand and carried out in the most appropriate way. It also takes the place of Listed Building Consent and planning permission normally required for listed buildings.

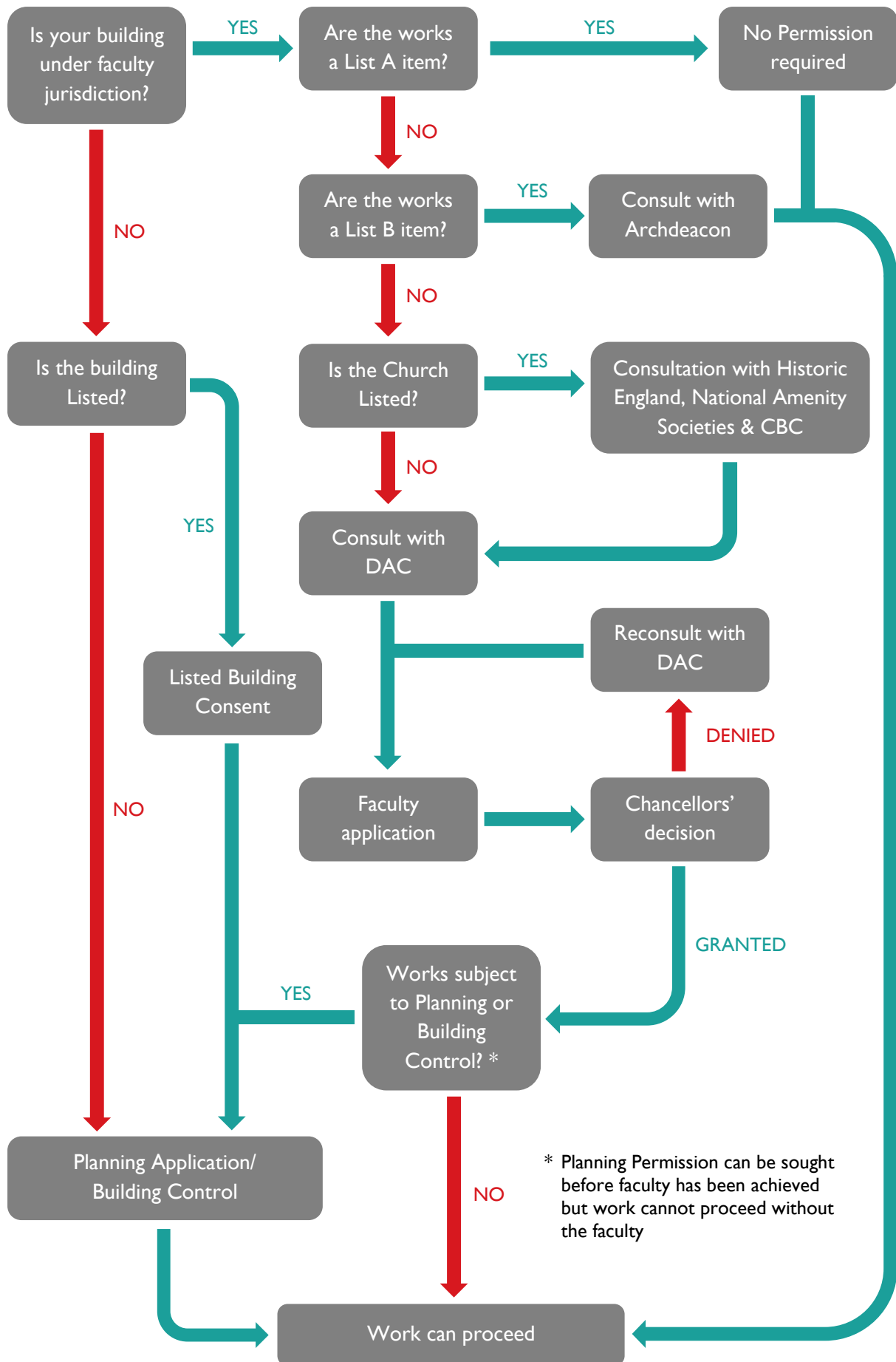
While this may seem like a daunting task the Diocesan Advisory Committee (DAC) are there to help give guidance and try to find the right balance of protecting the heritage of a building while helping the church achieve its missional goals. The aim of this document is to break down the Faculty process to make it easier to understand and navigate.

Where Do I Start?

If you are unsure where best to start the best thing to do is contact the DAC & Church Buildings Team who can provide support and advice on a number of different items, contact details can be found [here](#).

If you already have a clear idea of the work that the church wishes to undertake then the following page shows the Faculty Process from start to finish. Through the process there are several questions that you may not know the answer to, for some of these answers please see below:

- *Is your building under faculty jurisdiction?* If unknown the [Diocesan registry](#) should be able to find out
- *Are the works a List A or B item?* Details of List A & B items can be found [here](#)
- *Is the building listed?* Details can be found on the Historic England [website](#)
- *Works subject to Planning or Building Control?* The DAC will be able to advise but if it is unclear, it will be worth contacting your local authority/council



Once you are ready to submit your application you will need to provide several documents and below is a list of these. The DAC Secretary, Suzannah Meade (contactable on 01245 294423 and dac@chelmsford.anglican.org) will be able to guide you on what is required from the list below.

Documents required for Faculty

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](#).
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, and even mean you cannot go ahead at all. 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.

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.)
3. Website, catalogue or brochure pictures showing **proposed fixtures or fittings**, 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.).

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 online 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.

Once you have these documents prepared you are ready to submit your faculty application via the [Online Faculty System](#), full guidance of how to use the system can be found [here](#).

If you need clarification on anything presented in this document then please do contact Suzannah, the DAC secretary via the contact details on page 3, or if you are struggling to access any of the linked documents or websites then please contact Nathan Medhurst, the Church Buildings Support Officer via email – nmedhurst@chelmsford.anglican.org.