



# Summary of Faculty Procedure

## Major changes: alterations, extensions

- Initial consultation with your architect
- Consult within PCC and parish
- Ask for DAC site visit
- Consult planning & amenity societies
- Consult with Historic England
- Prepare outline proposals
- Statements of Significance and Needs

## Minor changes: repairs, maintenance

- Consult Church Buildings team informally
- Consult architect
- Prepare detailed proposals

## Consult DAC on proposals

- Submit outline proposals to DAC
- Prepare detailed proposals in consultation with architect, PCC, DAC, planning and amenity societies

## Put detailed proposals to DAC

- Discuss with DAC; revise as advised
- Continue discussion with PCC and parish, if appropriate
- Obtain planning consent (if needed) in parallel
- Obtain recommendation and petition papers from DAC

## Petition the Chancellor

- Submit petition to Registrar with DAC recommendation
- Display public notices for 28 days (minimum)
- Chancellor determines application
- Faculty granted (or not) with or without conditions

## Start work

- Only when faculty received from Registrar
- Works should be completed within time limit or extension sought