



# LEICESTER DIOCESAN REGISTRY

Boundary House, 91 Charterhouse Street, London EC1M 6HR

020 7796 1007 [registry@stoneking.co.uk](mailto:registry@stoneking.co.uk)

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## Guidance note: public notices and certificates of publication

We have noticed that on occasion there is uncertainty about how public notices and certificates of publication in connection with faculty petitions are filled in. This note is designed to offer guidance on that.

A faculty petition is publicised in order to ensure that everyone who may have an interest has a chance to object in whole or in part to the proposed works.

The public notice is in prescribed Form 4A and the certificate is to be found on the reverse.

Form 4A can be downloaded from the online faculty system, once you have submitted your application.

The public notice must be displayed for a continuous period of 28 days (not including the days that it is put up and taken down):

1. inside the church on a noticeboard or some other prominent position; and
2. on a noticeboard outside the church or in some other prominent position (whether it be the church door, or elsewhere) so that it can be read by the public.

No earlier than the day after the 28 day period has ended, you can take the public notices down and so that your application can progress, you must ensure that the certificate of publication is completed and sent to the Registry along with one of the notices displayed, or a copy of the notice.

The certificate must be given by one of the petitioners i.e. one of the people named in the box on the first page of the faculty petition (who are usually the incumbent and the churchwardens).

The certificate states the period throughout which the public notice was displayed and where it was displayed, both inside and outside the church.

The blank certificate looks like this:

|   |
|---|
| <b>Certificate of publication</b>   |
| I, _____ (name) one of the petitioners, certify that a copy of this public notice was displayed during the period from _____ to _____ (inclusive)   |
| 1. on a notice board inside the church of _____; and  |
| 2. outside the church of _____ on a notice board [or on the principal door] [or _____]  |
| where it could be read by the public.   |
| Signed _____ (signature of petitioner)  |
| Date _____  |
| <i>Note: This certificate must be completed in full by making appropriate entries in the blank spaces and deleting that which does not apply. The public notice (or a copy) with a completed certificate of publication must be returned to the diocesan registrar once the period for the display of the notice has expired.</i> |

You will need to ensure that all the blanks are filled in and the optional parts deleted, as appropriate.

If you have printed the public notice from the online faculty system, then some of the gaps – the dates displayed and the name of the parish and church - will have been pre-populated.

Numbered paragraph 1 assumes that the public notice displayed inside the church has been displayed on a noticeboard. If in fact it has been displayed in some other prominent position inside the church, then cross out 'noticeboard' and write in a description of the display position.

Numbered paragraph 2 give you a series of options to describe where the public notice was displayed outside the church. It is this paragraph that often goes neglected or is incorrectly completed.

If the public notice was displayed outside the church on a noticeboard, you need to cross out this part of the paragraph:

**'[or on the principal door] [or \_\_\_\_\_ ]'**.

If the public notice was displayed outside on the church door, you need to cross out these parts of the paragraph:

**'on a notice board [or'**

and

**'] [or \_\_\_\_\_ ]'**.

If the public notice was displayed outside the church in some other way, you need to cross out such of these parts of the paragraph as do not apply:

**'on a notice board [or on the principal door] [or'**

and on the empty line describe the display position, such as for example on the lychgate or a lamppost near the church gate.

Here is an example of a completed certificate:

| EXAMPLE<br>Certificate of publication   |  |
|---|--|
| I, <del>Frances Reynolds</del> (name), one of the petitioners, certify that a copy of this public notice was <del>displayed</del> during the period from 09/05/2019 to 08/06/2019 (inclusive)   |  |
| 1. on a notice board inside the church of Bow: St Mary & Holy Trinity and   |  |
| 2. outside the church of Bow: St Mary & Holy Trinity on a notice board <del>[or on the principal door] [or - on the church gate ]</del> where it could be read by the public.   |  |
| Signed _____ <del>Frances Reynolds</del> _____ (signature of petitioner)  |  |
| Date _____ <u>09.06.19</u> _____  |  |
| <i>Note: This certificate must be completed in full by making appropriate entries in the blank spaces and deleting that which does not apply. The public notice (or a copy) with a completed certificate of publication must be returned to the diocesan registrar once the period for the display of the notice has expired.</i> |  |

Please send the public notice (or a copy of it) with the completed certificate to the Registry at:  
Leicester Diocesan Registry, Boundary House, 91 Charterhouse Street, London EC1M 6HR

**July 2019**