

## Matters not requiring a Faculty

taken from Part 3 and Schedule 1 of the Faculty Jurisdiction Rules 2015 as amended by the Faculty Jurisdiction (Amendment) Rules 2019

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## Matters excluded from Lists A and B

List A and List B set out matters which may generally be undertaken without a faculty subject to conditions specified in Table 1 and Table 2 and, in the case of List B, subject to the archdeacon giving written notice that the matter may be undertaken. However, a matter may not be undertaken without a faculty despite being included in List A or List B if it comprises

- works which involve alteration to or the extension of a listed building to such an extent as would be likely to affect its character as a building of special architectural or historic interest
- works which are likely to affect the archaeological importance of a building or any archaeological remains within a building or its curtilage
- works for all or part of which scheduled monument consent is required under the Ancient Monuments and Archaeological Areas Act 1979
- works which involve the extension, demolition or partial demolition of a building or the erection of a new building
- a matter which gives rise to a question of law or doctrine, ritual or ceremonial or which would, if undertaken, affect the legal rights of any person
- the exhumation or other disturbance of human remains
- the reservation of a grave space
- the sale or other disposal of an article of architectural, archaeological, artistic or historic interest
- the sale of any book remaining in or belonging to a parochial library(1)
- the introduction of an aumbry or another receptacle used for the reservation of the sacrament of Holy Communion
- the introduction of a monument, or the carrying out of work to a monument erected in or on, or on the curtilage of, a church or other consecrated building or on consecrated ground.

In List A and List B—

“authorised” means authorised by faculty or under List A or List B;

“church” includes a building which is included in the list maintained by the Church Buildings Council under section 38(1) of the Measure;

“fabric” means the structure of a building comprising its walls, floor and roof;

“historic”, in relation to material, means material which is of historic or architectural significance;

Advice may be sought from the Diocesan Advisory Committee as to whether material is historic material or whether an article is of architectural, archaeological, artistic or historic interest.

Application may be made to the chancellor for directions as to matters not included in List A or List B that are of such a minor nature that they may be undertaken without a faculty.

## Procedure for obtaining authorisation

All applications for authorisation of Minor Works by the Archdeacon should be submitted through the Online Faculty System. These will need to be made on a category by category basis – you cannot make a single application covering more than one category in the List.

Please be careful to: -

- a) Give a **10-word** description that will allow you to differentiate applications as the **Summary**
- b) Give a detailed Schedule of Works for the **details** so that the Archdeacon knows what he is will be asked to approve

Each application will normally need to be supported (uploaded to the **Supporting documents** tab): -

- PCC Minute authorising the works
- Estimate from the Contractor(s)
- Architect's specification and/or other specialist reports e.g. arboricultural report or detailed report by stained glass or other conservator if appropriate
- Photographs / Architect's drawings illustrating the proposals – both as existing and details of any proposals

## Table 1 – List A – Matters which may be undertaken without a faculty and without the need for consultation

This table prescribes matters which may be undertaken without a faculty subject to any specified conditions

See the general notes as to matters which may not be undertaken without a faculty despite being included in List A

### A1. Church building etc.

Code	Matter	Specified Conditions
(1)(a)	Works of maintenance, not involving repair or substantial replacement of material, carried out as part of the regular course of care and upkeep of the building	The parochial church council's insurers are notified if external scaffolding is to be erected
(1)(b)	works of repair not materially affecting the fabric or any historic material	
<b>N.B.</b>	See definitions on page 2 of this document	
	Any significant re-pointing would be "repair or substantial replacement of material", and thus outside A1.(1)(a) and also be "repair...materially affecting the fabric", and thus outside A1.(b).	
(2)	Repairs and replacement of fittings in existing kitchens, lavatories and office accommodation	
(3)	Like for like repairs to window glass	The works do not include repairs to broken or cracked panes in stained glass or historic clear glazed windows
(4)	The repair or like for like replacement of wire mesh window guards	Only non-corroding fixings are used and, where practicable, are fixed in mortar joints
(5)	The treatment of timber against beetle or fungal activity where the church is not a listed building	The works do not involve the replacement of timber



- (6) Works of maintenance, repair and adaptation (not amounting to substantial addition or replacement but including re-wiring) to existing—
- (a) heating systems (including the replacement of control equipment)
  - (b) gas, water or other services
  - (c) electrical installations (including lighting installations) and other electrical equipment
- The works do not involve making additions to an electrical installation
- Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998)
- Any work to an oil-fired heating system or to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))
- In the case of adaptation, the parochial church council's insurers are notified of the proposals
- (7) The replacement of a boiler in the same location and utilising an existing fuel supply and existing pipe runs (See matter B1(5) in List B for replacement using different fuel supply of pipe runs)
- Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998)
- Any work to an oil-fired heating system is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))
- The works do not involve the creation of a new external flue
- The parochial church council's insurers are notified of the proposals
- (8) The like for like replacement of roof lead or other material covering the roof of a building which is not a listed building
- The original introduction of the material being replaced was authorised
- The parochial church council's insurers are notified of the proposals
- (9) The installation of a roof alarm (including an alarm with an image capture facility)
- The amount of associated cabling is kept to the minimum that is reasonably practicable
- The parochial church council's insurers are notified of the proposals
- Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))



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| (10) | The application of forensic marking on roof lead or other material covering a roof or to rain water goods or flashings                               |  |
| (11) | Work to an existing lightning conductor  | The parochial church council's insurers are notified of the proposed work and the work is carried out by a specialist contractor approved by them  |
| (12) | The replacement or introduction of a weathervane on a church which is not a listed building  |  |
| (13) | The repair, maintenance, removal, disposal or replacement of a flagpole  | Only non-corroding fixings are used where a flagpole is repaired or replaced   |
| (14) | The introduction, removal or disposal of furniture, furnishings, office equipment and minor fixtures (including safes) in vestries and similar rooms | The existing use of the vestry or similar room is not changed<br>No article of historic or artistic interest is removed or disposed of   |
| (15) | The introduction, removal or disposal of fire extinguishers  | Any instructions from the supplier or the parochial church council's insurer in relation to their type or location is complied with  |
| (16) | The making of additions to an existing name board  | The board is not a war memorial or roll of honour<br>The addition is in the same style (including colour and materials) as existing names on the board   |
| (17) | The installation of bat boxes as part of a bat management programme  |  |
| (18) | The introduction of anti-roosting spikes   | Only non-corroding fixings are used and, where practicable, are fixed in mortar joints   |
| (19) | The installation of bird netting to tower windows  |  |
| (20) | The adaptation of an existing sound reinforcement system   | Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))<br><br>In the case of a church which is a listed building, no alteration is made to existing fixings or cable runs (but see matter B1(13) in List B) |



- (21) The introduction of a defibrillator in a church which is not a listed building

## A2. Musical Instruments

- (1) The introduction or disposal of musical instruments (other than pipe organs and non-portable electronic organs) and associated equipment No article of historic or artistic interest is disposed of
- (2) The routine tuning and maintenance of organs and pianos In the case of organs, any works do not involve tonal alterations, changes to the action or major dismantling of the instrument
- (3) The repair or replacement of electrical motors and humidification equipment for organs Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))

## A3. Bells etc.

- (1) The inspection and routine maintenance of bells, bell fittings and bell frames No tonal alterations are made to any bell  
No bell is lifted from its bearings
- (2) The repair and maintenance of clappers, crown staples (including re-bushing) and bell wheels Works do not include the re-soling or re-rimming of a bell wheel  
No bell is lifted from its bearings
- (3) The repair or replacement of bell stays, pulleys, bell ropes (including in Ellacombe apparatus), rope bosses, sliders or sliding gear No bell is lifted from its bearings
- (4) The repainting of metal bell frames and metal bell fittings No bell is lifted from its bearings

## A4. Clocks

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|-----|--|---|
| (1) | The inspection and routine maintenance of clocks and clock dials   | Works do not include re-painting or re-gilding of clock dials or repainting clock movements   |
| (2) | Maintenance and like-for-like repairs, without removing the clock from the church, of:<br><u>(a)</u> ratchets, clicks and click springs on flies<br><u>(b)</u> locking levers<br><u>(c)</u> pulleys<br><u>(d)</u> broken hands<br><u>(e)</u> clock hammers and their springs |   |
| (3) | Replacement of:<br><u>(a)</u> weight lines<br><u>(b)</u> suspension springs<br><u>(c)</u> fixings of clock dials   |   |
| (4) | The reinstallation of disconnected hands and numerals  | Works do not include re-painting or re- gilding of clock dials or repainting clock movements  |
| (5) | Repairs to bell cranks and clock bell hammers  |   |
| (6) | The upgrading of electrical control devices and programmers  | Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6)) |

## A5. Church contents

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| (1) | The repair of woodwork, metalwork and movables | The repair does not involve any works to – <ul style="list-style-type: none"><li>• woodwork or metalwork of historic or artistic interest</li><li>• Royal coats of arms, hatchments or other heraldic achievements</li><li>• Paintings</li><li>• textiles of historic or artistic interest</li><li>• church plate (including candlesticks and crosses)</li></ul> |
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| (2) | The application to articles of forensic marking  | No article of historic or artistic interest is marked without first obtaining specialist advice  |
| (3) | The introduction, removal or disposal of kneelers, hassocks, pew runners and cushions  | The introduction, removal or disposal of the articles does not result in a change to the overall appearance of the church<br><br>No article of historic or artistic interest is removed or disposed of |
| (4) | The introduction, removal or disposal of -<br>(a) movable bookcases<br>(b) books<br>(c) free-standing noticeboards<br>(d) movable display stands<br>(e) cruets<br>(f) vases and flower stands<br>(g) hymn boards<br>(h) altar linens (but not frontals or falls)<br>(i) flags and banners used for temporary displays (but not the laying up of flags, or the removal or disposal of flags that have been laid up)<br>(j) the Union flag or St George's flag (with or without the diocesan arms in the first quarter) for flying from the church<br>(k) portable audio-visual equipment<br>(l) wi-fi routers<br>(m) equipment for card payment systems | No article of historic or artistic interest is removed or disposed of  |
| (5) | The removal or disposal of<br>(a) redundant sound reinforcement equipment<br>(b) carpet<br>(c) free-standing chairs (but not pews, benches or stalls)  | No article of historic or artistic interest is removed or disposed of  |
| (6) | The like for like replacement of carpet  | Only breathable material is used<br><br>No article of historic or artistic interest is removed or disposed of  |
| (7) | Treatment of fixtures and furniture against beetle or fungal activity  | No material of historic or artistic interest is treated  |

(See matter B4(6) in List B for treatment of material of historic or artistic interest)

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| (8)  | The replacement of curtains (other than curtains and other hangings associated with an altar)  | No material of historic or artistic interest is treated |
| (9)  | The introduction of free-standing chairs in a church which is not a listed building  |   |
| (10) | The introduction, in a church which is a listed building, of additional free-standing chairs of a design which has previously been introduced in the church under authority of a faculty |   |
| (11) | The introduction of a fixed internal noticeboard (including in a porch) in a church which is not a listed building   |   |

#### **A6. Church halls and similar buildings subject to the faculty jurisdiction**

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|-----|---|---|
| (1) | Routine repairs to the building and the replacement of fittings in the building   |   |
| (2) | The introduction, removal or disposal of furniture  | No article of historic or artistic interest is removed or disposed of |
| (3) | Replacement of material covering the roof where neither the church nor the church hall or similar building is a listed building |   |
| (4) | The introduction of a defibrillator in a building which is not a listed building  |   |

#### **A7. Churchyard**

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| (1) | The introduction and maintenance of equipment for maintenance of the church and churchyard |  |
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- (2) The repair of paths and other hard-surfaced areas, including resurfacing in the same materials and colour
- (3) The introduction of unwired lighting to mark the edge of a path
- (4) The routine maintenance of, repairs to, and like for like replacement of fences and gates (including lychgates and stiles), not involving the repair or replacement, carried out as part of the regular course of care and upkeep of the fence, wall or gate
- (5) Repairs to, and like for like replacement of, fences and gates, other than lychgates, walls or historic railings (See matters B6(2) and (3) in List B for repairs to walls and lychgates)
- (6) The repair, repainting or like for like replacement of a noticeboard
- (7) The grant by the incumbent of a licence for grazing in the churchyard
- (8) The disposal or replacement of gas and oil tanks (and associated pipework)
- (9) The introduction, replacement or disposal of a flagpole not attached to the church building
- Any new disturbance below ground level is kept to a minimum
- Any new disturbance below ground level is kept to a minimum
- The wording on the board is not changed except for the purpose of updating existing information that is included on the board
- In the case of replacement-
- the Town and Country Planning (Control of Advertisement) Regulations 2007 are complied with
  - the replacement noticeboard is not illuminated, and
  - any new disturbance below ground level is kept to a minimum
- The licence is in the form approved by the chancellor
- No works of excavation are required
- The local planning authority is notified of the proposal
- Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998
- The local planning authority is notified of the proposal
- Any new disturbance below ground level is kept to a minimum



- (10) The introduction of a defibrillator where the church is not a listed building

## A8. Trees

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|---|---|
| (1) The felling, lopping or topping of a tree the diameter of any stem of which does not exceed 75 millimetres (measured over the bark at a height of 1.5 metres above ground level | The works do not relate to any tree in respect of which a tree preservation order is in force or which is in a conservation area<br><br>Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards |
| (2) The lopping or topping of any tree –<br>(a) that is dying or dead<br>(b) that has become dangerous  | Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards   |
| (3) The removal of dead branches from a living tree   | Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards   |

## Table 2 – List B – Matters which may be undertaken without a faculty subject to consultation etc.

The table prescribes matters which may, subject to specified conditions, be undertaken without a faculty if the archdeacon has been consulted on the proposal to undertake the matter and has given notice in writing that the matter may be undertaken without a faculty. The archdeacon may impose additional conditions in the written notice

See the general notes to matters which may not be undertaken without a faculty despite being included in List B

### B1. Church building etc.

- (1) Works of repair affecting the fabric or historic material – see definitions on page 2 of this document
- The repair does not introduce material of a type that does not already form part of the fabric or historic material that is to be repaired
- The repair does not involve the substantial replacement of a major part of the fabric or of historic material
- Details of any materials to be used are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter
- The works do not involve any new disturbance below ground level
- The parochial church council's insurers are notified if external scaffolding is to be erected

**N.B.** See definitions on page 2 of this document

Any significant re-pointing would be “repair or substantial replacement of material”, and thus outside A1.(1)(a) and also be “repair...materially affecting the fabric”, and thus outside A1.(b).

- (2) The installation of a wall offertory box
- The installation does not affect historic fabric



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| (3) | Works of external or internal redecoration (other than to areas of historic wall painting, even if already painted over)  | <p>Details of materials and colours are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p> <p>The overall appearance of the building is not changed</p> <p>The parochial church council's insurers are notified if external scaffolding is to be erected</p>  |
| (4) | The treatment of timber against beetle or fungal activity where the church is a listed building   | The works do not involve the replacement of timber  |
| (5) | The replacement of a boiler in the same location utilising a different fuel supply or pipe runs<br>(See mater A1(7) in List A for replacement using existing fuel supply and pipe runs) | <p>Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998)</p> <p>The parochial church council's insurers are notified of the proposed works</p>   |
| (6) | The like for like replacement of roof lead or other material covering the roof of a listed building   | <p>The original introduction of the material being replaced was authorised</p> <p>The parochial church council's insurers are notified of the proposals</p>   |
| (7) | The installation of lighting and safety equipment   | <p>The lighting or other equipment –</p> <ul style="list-style-type: none"> <li>• is installed only in a part of the church (such as a tower or crypt) that is not normally visible to the public</li> <li>• when installed will not be visible from ground level</li> </ul> <p>Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certificate scheme (as defined in rule 3.1(6))</p> <p>The installation will not affect any graves or vaults</p> <p>The parochial church council's insurers are notified of the proposals</p> |
| (8) | The extension of an existing lighting system  | Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))   |



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| (9)  | The installation of a lighting conductor   | <p>The parochial church council's insurers are notified of the proposals</p> <p>The parochial church council is satisfied that the person who is to undertake the work has the necessary skill and experience</p>   |
| (10) | The installation of closed circuit television for security purposes  | <p>Details of cameras and other equipment, their proposed location and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p> <p>Regard is had to any guidance issued by the Church Buildings Council relating to the privacy and protection of personal data</p> <p>Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p> |
| (11) | The installation of security and fire alarms   | <p>Details of equipment, its proposed location and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p> <p>Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p>   |
| (12) | The installation of locks (including timed and other electronic locking devices)   |   |
| (13) | The installation of a sound reinforcement system or loop system (including a control desk) or the alteration of an existing system |   |
| (14) | The introduction of a defibrillator in a church which is a listed building   |   |
| (15) | The introduction of fixed audio-visual equipment in a church which is not a listed building  | <p>Details of equipment, its proposed location and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p>  |
| (16) | The removal of asbestos  | <p>Works, other than works of minor reinstatement and repair, will not be required following the removal of the asbestos</p>  |

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| (17) | The refurbishment of facilities for serving refreshments  | The original introduction of the facilities being refurbished was authorised |
| (18) | The removal of partitions or divisions that did not form part of the original construction of a church which is not a listed building |  |
| (19) | The introduction of bird boxes  |  |

## B2. Bells etc.

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| (1) | The lifting of a bell to allow the cleaning of bearings and housings  | Regard is had to any guidance issued by the Church Buildings Council<br><br>No modification is made to the manner in which any bell may be sounded<br><br>No historic material is modified or removed   |
| (2) | The like for like replacement of –<br>(a) bearings and their housings<br>(b) gudgeons<br>(c) crown staple assembly<br>(d) steel or cast iron headstocks<br>(e) wheels | Regard is had to any guidance issued by the Church Buildings Council<br><br>The works do not involve the drilling or turning of the bell<br><br>No modification is made to the manner in which any bell may be sounded<br><br>No historic material is modified or removed |
| (3) | The replacement of –<br>(a) bell bolts<br>(b) a wrought iron clapper shaft with a wooden-shafted clapper  | Regard is had to any guidance issued by the Church Buildings Council<br><br>No modification is made to the manner in which any bell may be sounded<br><br>No historic material is modified or removed   |
| (4) | The treatment of timber bell frames with preservative or insecticide materials  |   |
| (5) | The re-pinning or re-facing of hammers in Ellacombe apparatus   | Regard is had to any guidance issued by the Church Buildings Council<br><br>No modification is made to the manner in which any bell may be sounded  |

No historic material is modified or removed

- (6) The installation of an electric silent ringing device for the training of ringers
- Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))
- The device is installed in a location not normally visible to the public
- No alteration is made to the fittings of the bells other than the installation of electric contact and wires
- The device does not adversely affect the church's protection against lightning
- (7) The installation of louvres in a belfry as a sound control measure
- Any fixings are made into mortar
- (8) The introduction of peal boards in a location not normally visible to the public

### B3. Clocks

- (1) Alterations to striking trains to prevent striking at night
- No part of the clock mechanism is affected
- (2) The repair or replacement of electrical or electronic clocks manufactured after 1950

### B4. Church contents

- (1) The repair and maintenance of church plate (including candlesticks and crosses) not of special historic or artistic interest
- (2) The replacement of an electronic organ (but not a pipe organ)
- The original introduction of the electronic organ being replaced was authorised

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|      |   | The replacement electronic organ is on a similar scale to the electronic organ being replaced  |
| (3)  | Like for like repairs and works of consolidation to a pipe organ  | The archdeacon is satisfied, having regard to the advice of the diocesan advisory committee or a member or officer of the committee, that the person who is to carry out the work has the necessary skill and experience |
| (4)  | The installation of humidification equipment for a pipe organ   | The archdeacon is satisfied, having regard to the advice of the diocesan advisory committee or a member or officer of the committee, that the person who is to carry out the work has the necessary skill and experience |
|      |   | Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))  |
| (5)  | The replacement of carpets or other floor covering and underlay (see List A for like for like replacement of carpets)                                 | Only breathable underlay is used when underlay is replaced   |
|      |   | No article of historic interest is replaced  |
| (6)  | The treatment of fixtures and furniture against beetle or fungal activity (see List A for treatment of material not of historic or artistic interest) |  |
| (7)  | The introduction of a book of remembrance and stand   |  |
| (8)  | The introduction of a stand for candles   |  |
| (9)  | The introduction of a fixed internal noticeboard (including in a porch) where the church is a listed building   |  |
| (10) | The introduction of a heating appliance not forming part of a heating system  | Details of the appliance, its proposed location and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter                              |
|      |   | Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))  |
| (11) | Works of repair to altar frontals and falls   | No work is carried out to an article of historic or artistic interest  |

(12) Disposal of redundant altar frontals and falls

No article of historic or artistic interest is disposed of

## B5. Church halls and similar buildings subject to the faculty jurisdiction

- (1) The introduction of a defibrillator in a building which is a listed building

## B6. Churchyard

- (1) The introduction and removal of benches in a churchyard  
No bench proposed to be introduced has an inscription on it which would not be permitted on a monument in the churchyard under the applicable churchyard regulations made or approved by the chancellor
- (2) The routine maintenance, repair or rebuilding of walls  
The works do not relate to any wall which is included in the Schedule maintained for the purposes of the Ancient Monuments and Archaeological Areas Act 1979 or is separately listed as a building of special architectural or historic interest under the Planning (Listed Buildings and Conservation Areas) Act 1990  
Details of any materials to be used are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter  
Any new disturbance below ground level is kept to a minimum
- (3) The repair of lychgates  
The lychgate is not separately listed as a building of special architectural or historic interest under the Planning (Listed Buildings and Conservation Areas) Act 1990
- (4) The introduction, replacement or alteration of a noticeboard  
A new noticeboard is not illuminated  
The Town and Country Planning (Control of Advertisement) Regulations 2007 are complied with – see **N.B.** below

**N.B.** There is a specified requirement is that the Town and Country Planning (Control of Advertisements) (England) Regulations 2007 are complied with. Please be aware in particular of the limitations on numbers, size, heights etc. contained in Class 2 2C. (advertisements relating to an “institution of a religious...character”) in Schedule 3 to those Regulations in order to minimise the risk of enforcement action taken by the local planning authority.



- |     |  |   |
|-----|--|---|
| (5) | The introduction of a defibrillator where the church is a listed building  | Any new disturbance below ground level is kept to a minimum |
| (6) | The introduction of stands for bicycles  |   |
| (7) | The resurfacing of paths and other hard-surfaced areas using different materials or colour where the church is not a listed building |   |
| (8) | The introduction of hand rails to steps or paths   |   |

## B7. Trees

- |        |  |  |
|--------|--|--|
| (1)    | The planting of trees  | Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards  |
| (2)    | The felling of a tree –<br>(a) that is dying or dead<br>(b) has become dangerous | In the case of any tree in respect of which a tree preservation order is in force or which is in a conservation area, section 206 of the Town and Country Planning Act 1990 (which provides for the planting of replacement trees) is complied with<br><br>Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards |
| B6 (3) | All other works to trees (whether or not prescribed in List A) except felling    | If applicable, the law relating to the preservation of trees in respect of which a tree preservation order is in force or which are in a conservation area is complied with<br><br>Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards   |

## ADDITIONAL DIOCESAN MATTERS NOT REQUIRING A FACULTY

AM01 The introduction into a Church of a new Altar Frontal

AM02 Temporary Electrical Installations

1. That details of the Works are entered in the Log Book so that a record is kept of what has been done
2. That an updated Electrical Condition Report is commissioned, and submitted to the DAC Secretary, after the installation
3. That, in line with the requirement and advice of the Ecclesiastical Insurance Group, the installation and/or testing must be carried out by an electrician who is an accredited member of the NICEIC, the ECA or the NAPIT on a "Full Scope" basis to work on commercial systems as failure to comply may result in the insurance cover not being invalid
4. That the installation must comply with Regulation 413-02-02 "Main equipotential bonding conductors are required to connect the following metallic parts to the main earthing terminal ... (vi) lightning protection systems". Bonding should generally include metal bell frames, clock faces and mechanisms and the mains electrical installation, which will itself be connected to other services. BS EN 62305-3 states in clause 5.4.1 "Earth termination systems shall be bonded in accordance with the requirements of the IEE Wiring Regulations
5. That the installation must comply with Amendment 1 of BS 7671:2008 17th Edition Wiring Regulations now includes a key new section (534) for protection against transient overvoltages using surge protection devices (SPD's) needs to be complied with Section 534
6. That, where possible, all fixings should be made into joints, not stonework, using stainless steel or non-ferrous screws in fibre plugs
7. That all wiring should be as unobtrusive as possible and of an appropriate colour to blend with the background and to be "FP200" cable or similar approved
8. That unless otherwise approved by faculty order, the structure, equipment or works must be removed within ten weeks of installation

AMO3 Replacement of a Heating System comprising:  
a) wall mounted gas heaters; and/or  
b) wall mounted electric heaters; and/or  
c) under-pew heaters  
in the same locations and positions as are currently used (the  
“Works”)

1. That details of the works are entered in the Log Book so that a record is kept of what has been done.
2. That an updated Electrical Condition Report is commissioned, and submitted to the DAC Secretary, after the installation.
3. That the installation testing and/or post-installation testing is undertaken by a contractor on the Gas Safe Register &/or an electrician who is an accredited member of the NICEIC, the ECA or the NAPIT. Accreditation must be on a "Full Scope" basis for work on commercial systems. Failure to comply may result in the insurance cover not being invalid.
4. That the installation must comply with Regulation 413-02-02: "Main equipotential bonding conductors are required to connect the following metallic parts to the main earthing terminal ... (vi) lightning protection systems". Bonding should generally include metal bell frames, clock faces and mechanisms and the mains electrical installation, which will itself be connected to other services. BS EN 62305-3 states in clause 5.4.1 "Earth termination systems shall be bonded in accordance with the requirements of the IEE Wiring Regulations."
5. The installation must comply with Amendment 1 of BS 7671:2018 18th edition Wiring Regulations that now includes a key new section (534) for protection against transient overvoltages using surge protection devices.
6. That, where possible, all fixings should be made into joints, not stonework, using stainless steel or non-ferrous screws in fibre plugs.
7. That all wiring should be as unobtrusive as possible, of an appropriate colour to blend with the background and "FP200" cable or similar approved.
8. For gas heaters: That all pipework should be as unobtrusive as possible, of an appropriate colour to blend with the background and colour coded and fitted with valve labels etc. to conform to the Gas Regulations.

AMO4 Replacement of CCTV

1. That details of the works are entered in the Log Book;
2. That an updated Electrical Condition Report is commissioned and submitted to the DAC Secretary after the installation;
3. That, in line with the requirement and advice of the Ecclesiastical Insurance Group, the installation and/or testing must be carried out by an electrician who is an accredited member of the NICEIC, the ECA or the NAPIT on a "Full Scope" basis to work on commercial systems as failure to comply may result in the insurance cover not being invalid;

4. That the installation must comply with Regulation 413-02-02 "Main equipotential bonding conductors are required to connect the following metallic parts to the main earthing terminal ... (vi) lightning protection systems". Bonding should generally include metal bell frames, clock faces and mechanisms and the mains electrical installation, which will itself be connected to other services. BS EN 62305- 3 states in clause 5.4.1 "Earth termination systems shall be bonded in accordance with the requirements of the IEE Wiring Regulations; that the installation must comply with Amendment 1 of BS 7671:2018 18th edition Wiring Regulations that includes a key section (534) for protection against transient over-voltages using surge protection devices;
5. that the installation must comply with Amendment 1 of BS 7671:2018 18th edition Wiring Regulations that includes a key section (534) for protection against transient over-voltages using surge protection devices;
6. That, where possible, all fixings should be made into joints, not stonework, using stainless steel or non-ferrous screws in fibre plugs;
7. That all wiring should be as unobtrusive as possible and of an appropriate colour to blend with the background and to be "FP200" cable or similar approved;
8. That the PCC registers as data controller with the Information Commissioner;
9. That access to any recording equipment is limited and any recordings are kept securely;
10. That current guidance issued and updated from time to time by the Church Buildings Council and the Information Commissioner relating to the CCTV, including privacy and protection of personal data connected with the same, should be followed and in the event that such guidance is not followed the matter should be referred to the Registry for consideration of the circumstances and advice as to whether a faculty is required;
11. That the PCC shall erect in prominent locations as recommended in the Church Buildings Council's guidance signage indicating images are being monitored for the purpose of public safety, crime prevention, detection and prosecution of offenders by the CCTV;
12. That if at the date of the Notice it has not already done so, the PCC shall forthwith approve a CCTV policy to include without limitation the matters referred to in conditions 8, 9, 10 and 11 and the Works shall not commence until such policy has been approved and instigated; and
13. That for so long as the Works are in place, the PCC annually reviews its CCTV policy in light of up to date guidance and regulation of CCTV

systems as issued by the Information Commissioner and the Church Buildings Council.

AMOT The establishment of a reserved area in any consecrated burial ground for the burial of cremated remains (AMO expires 31 December 2021 and the PCC must then seek a Faculty for the Garden of Remembrance)

1. That details of the Works are entered in the Log Book so that a record is kept of what has been done;
2. That the area of the Works shall:
  - 2.1 be clearly identified in red on a plan of the churchyard to be maintained alongside the Log Book;
  - 2.2 avoid any areas reserved by faculty as gravespaces where such reservations are for unlimited or as yet unexpired time periods;
  - 2.3 be such distance away from any church building, churchyard wall, lamp, rail, underground pipes, lines, wires, cables and other structures and equipment (each a 'Structure') so as to leave space to inspect, maintain, repair, alter, renew, extend, support, replace and remove the Structure;
  - 2.4 be such distance away from any tree or hedge so as to reasonably avoid any potential root damage;
  - 2.5 be delineated on the ground in such a way as to distinguish the area from the rest of the churchyard and to enable ease of churchyard maintenance;
3. That care should be taken in relation to selection of the area for the Works, its delineation and on the occasion of each interment, so as to avoid disturbing existing buried human remains;
4. That each interment shall be in a position in accordance with, identified by and marked on the churchyard plan and recorded in a register;
5. The names of those whose ashes are interred may additionally be recorded in an appropriate Book of Remembrance; and
6. That following the expiry of this Order or further Order, the Incumbent and churchwardens shall forthwith petition the Registry for a faculty to retain the Works and establish specific parish burial Regulations dealing with the reserved area, and in particular with the size and nature of any memorial stone or stones, inscriptions and display case for any Book of Remembrance.