



The Faculty Process

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1. Introduction – What is a Faculty and how does the DAC fit into the process?

This leaflet gives a brief outline of the procedure that applies for obtaining a faculty (that is permission) from the Chancellor of the Diocese. The statutory requirements are laid down in the Care of Churches and Ecclesiastical Jurisdiction Measure 1991 and the Faculty Jurisdiction Rules 2013.

Faculties are granted by the Diocesan Chancellor, who is the judge of the Consistory Court. The granting of faculties in more straightforward cases is delegated by the Chancellor to an Archdeacon, or to the Deputy Chancellor.

Either a faculty or List B (*Minor Works*) consent is normally needed for all repairs, alterations or additions (including disposals and other transactions) to Church of England churches, their contents, churchyards and land belonging to them. There are a few exceptional circumstances where formal authorisation is not required for certain smaller-scale works (see page 12). If there is any doubt as to whether a faculty is needed, you should consult the DAC Secretary or the Diocesan Registrar before starting the work.

Faculty permission provides the PCC not only with authority to undertake work but also with protection in the event of any subsequent objections to work that has been done.

Work undertaken without a faculty is unlawful, and leaves the PCC exposed to the possibility of not only subsequent objections to the Chancellor but also to an order from the Chancellor to re-instate what has been changed at the PCC's expense.

The Faculty process seeks to answer the following questions (the "*Duffield Questions*" which have replaced the "*Bishopsgate Questions*" following the Court of Arches Judgement in August 2012):

1. Would the proposals, if implemented, result in harm to the significance of the church as a building of special architectural or historic interest?
2. If the answer to question (1) is "no", the ordinary presumption in faculty proceedings "in favour of things as they stand" is applicable, and can be rebutted more or less readily, depending on the particular nature of the proposals. Questions 3, 4 and 5 do not arise.
3. If the answer to question (1) is "yes", how serious would the harm be?
4. How clear and convincing is the justification for carrying out the proposals?
5. Bearing in mind that there is a strong presumption against proposals which will adversely affect the special character of a listed building will any resulting public benefit (including matters such as liturgical freedom, pastoral well-being, opportunities for mission, and putting the church to viable uses that are consistent with its role as a place of worship and mission) outweigh the harm? In answering question (5), the more serious the harm, the greater will be the level of benefit needed before the proposals should be permitted. This will particularly be the case if the harm is to a building which is listed Grade I or 2*, where serious harm should only exceptionally be allowed.'

The DAC's task is to:

- a) Advise the Chancellor on whether the application meets these criteria
- b) Assist PCCs to develop proposals that are likely to prove acceptable to the Chancellor in the context of these criteria

2. Starting your project – first steps and initial contact

The first step for a PCC is to consider what needs to be done, and the options available to achieve this, and then to develop proposals. Contacting the DAC Secretary and/or Archdeacon is a useful step in this process as they can offer early advice, suggest specific DAC members with relevant knowledge with whom the PCC may find it beneficial to talk to, and even arrange an early site visit to discuss the project in context.

In addition to this, *Advisory Notes* from the DAC, the Church Buildings Council (CBC), Historic England (HE) and other bodies are available on a range of issues and may be accessed on the following websites:

<http://www.dioceseofcoventry.org/ChurchBuildings>

www.churchcare.co.uk

<https://historicengland.org.uk/advice/>

The DAC has a number of members who are specialists in various fields who are available to advise on projects with PCCs at an early stage. There are specialists on technical issues such as heating, lighting, bells, organs and stained glass, as well as archaeology, liturgy, archives and records, art and conservation. Their advice is free so it is definitely worth tapping in to that resource!

With regards to re-ordering or extension projects, early contact is vital so that the DAC Secretary and/or members can offer initial informal advice on all aspects of the Faculty application that will eventually be necessary, including:

- the proposals
- the process involved
- the preparation of Statements of Significance and Needs
- the statutory consultation with other bodies such as the Church Buildings Council (CBC), Historic England (HE), Amenity Societies and the Local Planning Authority

The value of early discussions, when the PCC's ideas are still at a formative stage before specific proposals are produced and significant architect's fees incurred cannot be over emphasised. This assists the PCC in considering possibilities/options, ascertaining if the Statements below are required, and in preparing them.

Top Tip: The submission of the application for a Faculty should be the end of the process, not the beginning!

The PCC's architect or surveyor should be consulted on all proposals that affect the church. In addition, the Archdeacon should be briefed and kept up-to-date as appropriate by either the PCC and/or DAC, especially on complex proposals involving re-ordering and/or extending the church.

a. Statements of Significance and Need

The Faculty Jurisdiction Rules 2015 require PCCs submitting a faculty application for significant changes to a listed church to include a *Statement of Significance* and a *Statement of Need*. These are more detailed than the Design and Access Statement required by the secular planning permission process.

What is determined to be a 'significant change' will depend very much on the facts: structural changes, the removal of furniture (for example, pews or the organ), and the removal or insertion of a stained glass window will always be significant. In a Grade I listed church, the introduction of some new feature, even if quite small in itself, may affect the character of the building and should be treated for this purpose as significant.

These Statements are not required to accompany faculty applications for churches which are unlisted (a very small minority), and for works on a listed building which are not significant for the fabric, and where the need is readily apparent e.g. up-grading light fittings, installing sound and/or loop systems, replacing a failing heating boiler, roof repairs involving no change in materials, etc.

However, the DAC Secretary should be consulted for clarification before assuming Statements are not required.

The Statements should be two separate documents to enable those charged with considering the application (the DAC, Chancellor and, where appropriate, the secular authorities and amenity societies) to compare the significance of the church with the perceived needs which are to be fulfilled through the proposal, equipped with the basic facts secure in the knowledge that the PCC has a clear idea of its chosen direction and the likely implications for the building.

A **Statement of Significance** is a document which summarises the historical development of the church and identifies the important features that make a major contribution to the character of the church.

The Statement should be in 2 parts:

- **Part 1** should seek to provide a holistic overview of the significance of the church (including architectural features, archaeological remains, fine furnishings etc.), which could be re-used to support subsequent faculty applications for significant changes. The PCC is recommended to prepare this independently of any faculty application; include it in the QI Report and regularly review it.
- **Part 2** is, in effect, an impact assessment which focuses on the particular part(s) of the church or its curtilage, affected by the proposed works. This part should be newly created for each separate proposed change.

The format should be no more than 3 sides of A4 and include a ground plan with at least 2 photographs.

The **Statement of Need** is a document agreed by the PCC, which sets out:

- The needs to be fulfilled by the proposal(s)
- The reasons why the changes are regarded as necessary to assist the church in its worship and mission

It should set out the justification for the proposals in question and, if they are likely to harm the architectural or historic significance of a church or other building, it should set out the basis on which it is said that the proposals would result in public benefit that outweighs that harm.

This needn't be a long document. The contents will vary with the changes proposed, but here are three examples of what might be appropriate:

Example A:

It is proposed to clear the pews and pew platform from part of one aisle, to carpet it, introduce chairs, and so create a space with a number of uses, as a meetings area and for children's activities. Here it would be important not only to explain that plan, but also to say why there were no adequate facilities elsewhere (e.g. there was no parish hall, or it was too far away, or across a dangerous road, for children's use) and why the need was now perceived (e.g. new development which had increased the population of the area, or recent success in attracting young families).

Example B:

It is proposed to replace the stained glass in a window at the east end of the south aisle. It would be essential to describe (probably with a photograph) what the existing window looks like (perhaps it is simply a pattern of coloured glass) and how the new window will express some idea or provide a new focus for the attention of worshippers. Perhaps the aisle is used, or will be used, for small mid-week services and the new window will be a welcome feature in that context.

Example C:

It is proposed to create a new vestry/office area in the south-west corner of the church. The proposed glazed screen will also provide an inner porch to the south door. In this case, it might be that one of the purposes of the changes was to provide a base in the parish for the incumbent, who now lives in another village some miles away. The elimination of draughts from the south door is another sensible step. And, perhaps, the changes would also enable the old vestry off the chancel to be used for a crèche.

It will be seen from these examples that there is no need for elaborate, formal explanations. The Statement of Need simply sets out the compelling reasons for the proposed changes.

These Statements are a valuable way of enabling the PCC to become focussed on what is really needed and strengthen its "case" in "selling" proposals to the congregation and wider community. It needs to be remembered that the wider community, who may rarely attend worship, can get very excited by what may appear to be significant changes to their church and raise objections.

The expertise of the DAC is available to help the PCC in formulating these Statements and examples of Statements written by other PCCs can be supplied. The guidance of the Church Buildings Council (CBC) may be found on the following websites:

http://www.dioceseofcoventry.org/?page_ref=1143&page_locn=187

<http://www.churchcare.co.uk/churches/guidance-advice/statements-of-significance-need>

b. Options Appraisal

For proposals that will have a significant impact on the character and / or archaeology of the church and / or churchyard, the PCC will need to write an Options Appraisal, which is designed to demonstrate that the PCC has looked at all possible options for meeting the needs and the impact of each on the building, with robust reasons why the proposed option is being pursued and the other(s) rejected. Such an options appraisal is particularly important when the preferred option is an

extension as the Church Buildings Council (CBC) Historic England, the Amenity Societies and the Local Planning Authority (from whom planning permission will be required) will need to be thoroughly convinced that it is not possible to achieve what is needed by a more effective use of space within the existing church structure.

This document will need to carefully set out what options the PCC has considered and why they were rejected and why the proposed solution is the most practical and appropriate. An exemplar of an Options Appraisal can be found on the Diocesan Website:

http://www.dioceseofcoventry.org/?page_ref=1143&page_locn=187

c. Consultation with the Church Buildings Council (CBC), Historic England, Amenity Societies, the Local Planning Authority, and other bodies

Where the proposed works involve alteration to, or extension of, a listed church to such an extent as is likely to affect its character as a building of special architectural or historic interest, or are likely to affect the archaeological importance of the church, then the above bodies have to be consulted.

It is desirable for consultation with the Church Buildings Council (CBC), Historic England, Amenity Societies and the Local Planning Authority's Conservation / Planning Officer to be undertaken as soon as possible – even if that means that the Statements of Significance and Need and the Options Appraisal are only available as preliminary drafts.

On significant proposals (usually extensions and/or re-ordering), the DAC Secretary will arrange a site visit of these bodies and DAC representatives in order to minimise the demands on the time of parish representatives, and to enable all bodies with an interest to hear what each other is saying. In every case, please contact the DAC Secretary before contacting these bodies seeking a site visit. After the site visit, a written report will be prepared and considered by the DAC at its next meeting. After approval of the report by the DAC, a copy will be sent to the PCC.

N.B. This excludes any site visits in respect of Historic England grant applications, which the PCC must arrange.

Church Buildings Council (CBC), (a national church organisation at Church House, Westminster), has to be consulted on issues of historic, archaeological or artistic interest. The CBC has access to nationwide knowledge, expertise and experience, which can be invaluable.

Historic England must be consulted in respect of all alterations, however small, to Grade I and II* churches and major internal changes which affect the character of Grade II churches.

National Amenity Society(ies) must be consulted on alterations that affect the character of the church building or items of significance. The age of the church, the nature and affect of the proposed works determine which one or more of the National Amenity Societies should be consulted.

Local Planning Authority's Conservation Officer must be consulted in respect of proposals involving alterations or an extension likely to affect the special archaeological or historical interest or likely to affect the archaeological significance of the building the appropriate.

N.B. To make the application process easier for the PCC, the DAC Office will consult HE, National Amenity Society(ies) and the Local Planning Authority as necessary on applications received and, therefore, the PCC does not need to consult them directly. This will allow the consultation to be done as early as possible and allow the comments of the CBC, HE, National Amenity

Societies and the Local Planning Authority to be taken into account as the PCC develops its proposals.

Planning Permission (which is not covered by the “Ecclesiastical Exemption”) from the Local Planning Authority is required for any external changes to the church. The PCC will need to check whether planning permission is required and then consult the Church Architect or Surveyor on the appropriate submissions required.

In addition,

Natural England needs to be consulted, **directly by the PCC**, if the church has or possibly has bats or a history of roosting bats and the proposals (e.g. structural repairs or timber treatments) may affect the bats or their roosts. The PCC may also need to consult Natural England if the works might affect any birds nesting in or on any part of the church building or churchyard.

The Chancellor is required to ensure that such bodies have been consulted in the circumstances outlined above, so it is an important part of the process, and best done earlier to avoid potential delays later on.

3. Using the OFS (Online Faculty System) for informal and formal applications

As of 1 January 2016 Faculty applications are ordinarily made online using the Online Faculty System (OFS). The Online Faculty System is web-based and designed to provide an electronic system for making and tracking applications right through from seeking initial advice from the DAC to receiving the Faculty from the Chancellor. You will be able to fill in online versions of the application forms and Statement of Need, populate your Statement of Significance, and upload any supporting documents.

It has been developed by the Church Buildings Council with funding from the Archbishop’s Council and Historic England in response to feedback from parishes to make the process simpler and more transparent. The Church Buildings Team will be able to help you set up your account and guide you through the online process, and guidance notes are also available on the online system website.

You can access the OFS at <https://facultyonline.churchofengland.org/>

If you do not have access to the internet or are otherwise unable to use the Online Faculty System please contact the DAC office for assistance.

4. Obtaining Informal Advice from the DAC

a. Submitting the application for advice

The PCC are more than welcome to ask for informal advice from the DAC prior to submitting the full application for a formal DAC ‘Notification of Advice’ (this replaces the DAC ‘Certificate of Advice’ which was issued until December 2013). This is a more formal procedure than the initial contact and first steps discussed in the previous section. This often relates to projects which are already developed, albeit possibly still in the early stages. These applications for Advice are presented at DAC meetings, and discussed amongst all members of the Committee, as opposed to informally through

site visits and discussions with specialists DAC members and advisers, the DAC Secretary and the Archdeacon.

In order for the DAC to best consider the project, supplying as much information as possible is of great benefit. The principal enclosures (* marks those that won't necessarily be required for every application or may not be fully developed) are:

- Statements of Significance and Need
- Photographs or plans to identify proposed works
- Options Appraisal*
- Copy of PCC resolution authorising the works and the voting
- Architect's detailed specification for the work, materials to be used and methodology of working*
- Drawings, plans and other relevant documents including a site and church plan*
- Written confirmation whether Planning Permission is required (for external work)*
- Approval letter from insurers*
- Quotes / estimates from architect / contractors*

If you need advice as to what to include, please consult the DAC Secretary.

The OFS allows for the submission of applications for informal advice so please complete as much as the application as is possible at this stage with details of what the project consists of.

Top Tip: delays in the process are reduced if the PCC checks the closure date for agenda items for the six-weekly meeting. If the application is not submitted in time the office cannot guarantee that it can be added to the agenda for the next meeting. Prior agreement for the late submission of applications is available, but must be discussed with the DAC Secretary in advance of the closing date. The closing dates for the receipt of submissions can be found on the website:

<http://www.dioceseofcoventry.org/ChurchBuildings/faculty>

b. Consideration of the application

Usually, the application is referred to appropriate members prior to the next meeting to enable them to make informed comments on the detail to the DAC. It may be necessary, prior to the meeting, for a member to check out or ask for more details with the parish and/or visit for clarification. A site visit, if not already taken place, may be necessary. Representatives from the CBC, Historic England, the relevant national Amenity Societies and the local authority's Conservation Officer may be invited. After the site visit, a report will be produced for the DAC to agree at its next meeting.

The DAC gives advice to the PCC / applicant on the appropriateness of the works in the light of heritage, aesthetic, practical, and pastoral considerations, to enable the proposals to be developed ready for further consideration, following discussion at the DAC meeting. The PCC can then go away and develop their plans further taking into account the informal advice of the DAC, if they wish to.

In some cases, the DAC may agree that the application is sufficient and may be able to issue it's *Notification of Advice*, after asking the PCC to complete the Faculty Petition form (see *Obtaining a Notification of Advice from the DAC*, in the next section).

5. Obtaining a 'Notification of Advice' from the DAC

a. Submitting the application for the Notification of Advice

The application for the Notification of Advice is the final stage of the DAC's involvement in a PCC's project, and it is this document which statutorily notifies the PCC and the Chancellor whether it supports the application or not. The Notification of Advice advises on the appropriateness of the works in the light of heritage, aesthetic, practical, and pastoral considerations. The Notification of Advice will either:

- Recommend the work; or
- Raise no objection; or
- Decline to recommend the work

The Chancellor will consider this document in determining whether to grant a Faculty for the work. The granting of the Faculty may or may not follow the advice given in the DAC's Notification – it is ultimately the Chancellor's decision.

Again, in order for the DAC to best assess the project, supplying as much information as possible is vital. Applications will ordinarily be made online using the OFS (see section 3). The application form (known as the Petition form) will be populated via this system. The principal additional documents (which may not necessarily be needed for every application) are:

- Statement of Significance
- Statement of Needs
- Options Appraisal
- Copy of PCC resolution authorising the works and the voting figures
- Architect's detailed specification for the work, materials to be used and methodology of working
- Drawings, plans and other relevant documents including a site and church plan
- Planning Permission (for external work)
- Correspondence with Historic England / Amenity Societies / Local Planning Authority (if not obtained by the DAC)
- Approval letter from insurers
- Quotes / estimates from architect / contractors
- Photographs to identify proposed works

If you need advice as to what to include, please consult the DAC Secretary.

b. Consideration of the application

As with the application for Informal Advice, the application is usually referred to appropriate members prior to the meeting to enable them to make informed comments on the detail to the DAC. It may be necessary, prior to the meeting, for a member to check out or ask for more details with the parish and/or visit for clarification and the DAC office will contact the PCC if this is required.

If there has been little in the way of informal discussion between the DAC and PCC about significant alterations and/or an extension prior to reaching this stage, it may be necessary to hold a site visit to which the DAC will invite DAC members plus representatives from the CBC, Historic England, the relevant national Amenity Societies and the local authority's Conservation / Planning Officer. After the site visit, a report will be produced for the DAC to agree at its next meeting. If a site visit has

already taken place, and much informal contact made, there should be no need for further visits, although that is not to say that, on the odd occasion, further site visits at this stage are not necessary. To stress again, early contact on large proposals is really important.

The applications are considered at the next DAC meeting. The DAC may require further information or consider it desirable for a sub-committee to visit if it is unable to reach a conclusion.

If the Committee are able to reach a conclusion, which is the desired outcome at this stage of the application, they will issue their Notification of Advice.

The Notification of Advice may contain conditions, e.g. for an Archaeological Scheme to be submitted and agreed – if so, inform your architect or lead professional on the project.

A Notification that declines to recommend the work will set out the reasons why the DAC feels unable to support the proposals. If the DAC declines to recommend the work, the PCC or other applicant is still entitled to petition the Chancellor (via the Diocesan Registrar) to issue a Faculty notwithstanding the DAC's decision. The Notification of Advice is just that – Advice – and it is the Chancellor who will decide whether or not to grant a Faculty for the work based on his careful consideration of the whole application. Although the Chancellor would usually make his decision based on DAC advice, he is under no obligation to, so parishes must wait for Faculty permission before commencing any works.

When the DAC issue its Notification of Advice (recommending, not objecting to, or not recommending the works) the PCC will be notified electronically through Online Faculty System, and Public Notices, which you can complete online, will be available for download.

If the DAC – or later the Chancellor - considers that the proposals will result in a material alteration to the appearance of the church or affect its setting, the PCC will be required to display a public advertisement in addition to the statutory Public Notices. This will be published on the Diocesan website.

Please remember that receipt of the Notification is not an authority to do the works.

The PCC must proceed to the next stage to Petition the Chancellor to issue a faculty before any works are undertaken. If work is undertaken before the faculty is received they are unlawful, and the Chancellor receives objections, the PCC runs the risk of having to undo or change what has been done at its own expense. The application will be sent electronically to the Registrar via the online system once the Public Notices are completed and the PCC clicks on the 'submit' button.

6. Petitioning the Chancellor for a faculty

The next (and hopefully final) stage is to apply to the Chancellor for Faculty.

The Faculty Petition form and the supporting application paperwork considered by the DAC along with any written comments from the CBC, Historic England and National Amenity Societies will be sent electronically by the PCC to the Diocesan Registrar via the Online Faculty System.

The PCC will need to display the two copies of the Public Notices for 28 days – one inside and one outside the church. After this period, the PCC should complete and sign both copies of the Certificate of Publication and send **one copy** to the Diocesan Registrar by post.

The Registrar will be pleased to assist you if you have any enquiries during this stage (02476 227331 or m.allanson@rotherham-solicitors.co.uk)

a. What happens if there are no objections?

The Faculty cannot be issued until the Public Notice and Certificate of Publication have been sent to the Registrar and she has confirmed that there are no objections.

The Chancellor will consider the application, and will either:

- issue a Faculty for the works
- issue further Directions if additional information is required
- issue a Judgement outlining his reasons if he chooses not to grant the Faculty

b. What happens if there are objections?

Objections to a Petition may be raised during the Notice Period by any of the following:

- The Archdeacon
- The PCC
- Any resident of the parish or person on its electoral roll
- The Local Planning Authority
- Any National Amenity Society
- The Church Buildings Council
- Any other person or body appearing to the Chancellor to have a lawful interest in the matter of the Petition.

Objections have to be sent to the Registrar. Once received, the objector has a potential liability for costs.

If all parties agree, the Chancellor may consider the representations and determine the application on the basis of written submissions.

If parties disagree, or the Chancellor feels that the nature of the proposals warrant it, the case will be heard at a Consistory Court hearing before the Chancellor, usually in the church, which is the subject of the Petition.

The Chancellor's decision may be given verbally on the day, with a written judgement setting out the reasons and conditions afterwards, or delivered in writing at a later date.

7. Other Matters

a. Lists A and B – Minor Works

Items of routine repair and maintenance and other smaller works in church buildings and churchyards may be undertaken without a Faculty.

Matters which do not require a Faculty are those described in Lists A and B and the Chancellor's Additional Matters Order, subject to any conditions and exclusions. Matters in List A do not require any formal permission while matters in List B (and in the Additional Matters Order) require the written permission of the Archdeacon. Please note that it is unlawful to undertake work in a church or churchyard without the necessary permissions having first been obtained. If work is urgent or an emergency please contact the DAC office for advice and assistance in obtaining emergency permission.

If you are in any doubt about whether some proposed works require a Faculty or fall under List A or B please get in touch with the DAC office by email or phone (02476 521327) for assistance and advice.

What is eligible?

The list of matters which do not require a Faculty comprises two lists, Lists A and B, and an Additional Matters Order:

1. List A – formal permission not required

This includes matters such as introducing and disposing of some items, and works of routine repair and maintenance in vestries and offices and to bells and clocks.

2. List B and Additional Matters Order – Archdeacon's written permission required

This includes works such as routine maintenance of the fabric, redecoration, boiler replacement and maintenance of heating, lighting and electrical systems, most works to trees, and the installation of noticeboards. The Archdeacon will normally require the advice of a suitably qualified member of the DAC before taking his decision.

The Lists, in full, can be found at: http://www.dioceseofcoventry.org/ChurchBuildings/minor_works

There are some exclusions for matters which, although otherwise falling under Lists A and B, nonetheless require a Faculty. These include:

1. Any 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
2. Any works which are likely to affect the archaeological importance of a building or any archaeological remains within a building or its curtilage
3. Any matter which gives rise to a question of law or of doctrine, ritual or ceremonial or which would, if undertaken, affect the legal rights of any person
4. The sale or disposal of any article of architectural, archaeological, artistic or historic interest

Applying for List B permission

Applications for Archdeacon's permission under List B (Minor Works permission) should be made through the Online Faculty System.

Each application will require:

- A PCC or Standing Committee Minute authorising the work
- Details of the proposals (an architect's specification may be necessary, depending on the work)
- Photographs and/or location plans, if applicable
- Quote/Estimate for the work
- Any other details you feel may be necessary/helpful

You will be able to upload these documents to the Online Faculty System in making your application.

If you do not have access to the internet or are otherwise unable to use the Online Faculty System please contact the DAC office for assistance.

N.B. Any matter not specifically identified on the lists requires a Faculty in advance of the works being undertaken.

b. Urgent maintenance problems

From time to time, repair problems arise which require urgent attention because failure to attend to the problem might cause additional damage and expense e.g. ingress of water through the roof; there is a potential danger to people e.g. falling stonework; there is a security problem e.g. arising from vandalism; or because of the loss of a basic service, e.g. boiler breakdown.

In these circumstances, contact the DAC Secretary who, after discussion with the Archdeacon and/or members of the DAC with relevant knowledge, ask the Chancellor whether he would be willing to grant Emergency Consent for the work, on behalf of the PCC.

A retrospective faculty application will need to be submitted subsequently to authorise emergency work done or any further work required.

The Church Architect or Surveyor should always be kept informed.

c. Memorials in churchyards

These are the subject of separate regulations by the Chancellor and guidelines. Copies can be obtained from the DAC Secretary or the following website:

<http://www.dioceseofcoventry.org/ChurchBuildings/Memorials>

d. Trees in churchyards

Most tree related matters are included in Lists A and B, the main exception (requiring a Faculty) being the felling of a healthy tree for reasons other than safety. For full details, see the guidance on trees published by the CBC (Church Buildings Council), which replaces the Chancellor's guidance on trees and can be found at <http://www.churchcare.co.uk/churches/faculty-rules-2015>

There are no longer special forms for works to trees and permission, whether for Faculty or under List B, should be applied for using the Online Faculty System.

If you are unsure what permissions may be required for works to trees in your churchyard or cemetery (consecrated area) please contact the DAC office by email or on 02476 521327.

8. Contact Details

For further information or advice, please contact:

The DAC Secretary, 1 Hill Top, Coventry, CV1 5AB, or via email/telephone to:

Will Jones (Acting DAC Secretary) Will.Jones@covcofe.org	02476 521327
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Claire Strachan (Church Buildings Development Officer) Claire.strachan@covcofe.org	02476 521353
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Ryan Finnegan (Operations Assistant) Ryan.Finnegan@covcofe.org	02476 521312
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Flow Chart

