



## The Quinquennial Inspection – Questions & Answers

### What is it?

To ensure that no structural or building conservation problems creep up on a church without being noticed, the Church runs the Quinquennial Inspection (or 'QI' for short) scheme. Every five years (or quinquennium) an architect or similarly qualified inspector must undertake a thorough inspection of the church building, inside and out, and everything else within the boundary (called the curtilage) of the church property.

*N.B. Reference to the architect in this paper also includes surveyors or other professionals qualified to inspect churches.*

### Who can carry out the Inspection?

The PCC selects and appoints the architect it wants to undertake the inspection. Prior to finalising this appointment the PCC must obtain and have regard to advice from the Diocesan Advisory Committee (DAC) and must be satisfied that the person to be appointed has the necessary qualifications and experience. The DAC's advice can be obtained by submitting the architect's name with the name of the church to the DAC secretary. If the architect has not yet submitted their details to the DAC using the form provided this will need to be done before advice can be given and the appointment made.

PCCs may, if they wish, appoint a new architect if they wish to change, but there is something to be said for keeping continuity with one individual who will know the building and its problems. If you do want to change, the DAC Secretary will, on request, send you the list of architects on whom advice has already been given, and is happy to discuss the matter with you.

It is important to note that, under the legislation – yes, it is the law of the land – that governs Quinquennial Inspections (the *1955 Inspection of Churches Measure*), your architect must be a named individual. You can't hire an Architectural Practice. It must be a single person!

### Planning for the inspection day

On the inspection day, the churchwarden or person responsible needs to:

1. Ensure that the keys for **all** the doors in the church are available (including towers and vestries)
2. Make the church log book, the Terrier and Inventory available, together with details of recent repair or maintenance work since the last inspection, and any heating, electrical and lighting, and safety systems checks
3. Provide ladders to help reach gutters, roofs, lofts, etc. making sure that they are safe to use

4. Be prepared to go around with the architect, to hold ladders and show him/her such features as trapdoors or inspection chamber covers
5. Make a list of any defects that have come to light since the last inspection and hand to the Inspecting Architect together with the last QI Report **in advance of the inspection**
6. Think about any security risks that may arise while the inspection is in progress, and take steps to prevent any difficulties due to open doors and windows
7. Make sure that the bells are rung down
8. Remember that the inspection of even the smallest church is likely to take at least half a day, so the offer of a hot drink and access to a WC, if there is not one in the church, would be welcomed

### **Who pays for it?**

The PCC is responsible for the cost of the Inspection and negotiating a fee with the architect.

### **Who gets a copy of the Report?**

When the PCC instructs the Architect to undertake the Inspection, it should also instruct him/her to: -

- a) Follow the Diocesan guidelines for presenting the report set out in the Diocesan Scheme for Quinquennial Inspection of Churches – if the Report fails to comply with the Scheme, the PCC should return it to the Architect and only pay the fee when it does comply
- b) Produce the Quinquennial Inspection Report **within two months** of the date of the inspection
- c) An electronic copy of the report should be sent to the PCC Secretary, and where requested by the PCC two paper copies (one for the churchwardens and one for the incumbent). An electronic copy should be sent to the DAC Secretary via email (or posted on a USB stick). The Archdeacon Pastor will be forwarded a copy by the DAC Secretary.

### **What should it look like?**

The report that is produced should be in a fixed format. It should follow the set of headings laid out in Appendix 1 attached to the Diocesan Scheme.

A building plan should be included together with photographs of any problem areas referred to in the report.

The report must cover all the areas listed and prioritise the repairs needed under the categories of:

- a) Urgent
- b) Within 12 months
- c) Up to 5 years
- d) Desirable

### **Is the QI Report a Specification for the works?**

No! It is important to note that the description of the problem written in this report is not a specification for the work, and shouldn't be treated as such. The architect has, at this stage, simply inspected the building and described any problems he/she found.

### **Undertaking the repairs**

When the PCC plans to undertake the repairs, this should be done in consultation with the church architect who should be asked to prepare a detailed specification for the necessary work and subsequently direct its implementation. The PCC will have to negotiate a separate fee with the architect for this work.

### **Cost of repairs – who pays?**

The costs of repairs required to address the issues set out in the QI Report, as well as the architect's fees, are paid for by the PCC.

### **Do we need 'List B' authorisation or a faculty for repairs recommended in the QI Report?**

Yes and in advance! Works of routine maintenance and repair are permissible by the Archdeacon under 'List B', subject to the works being identified as such in the Quinquennial Inspection or in other written advice from the church architect, and that full details of the proposals are submitted and the works do not involve any ground disturbance. There may be instances in which the Archdeacon may direct that the works require faculty consent (for example if they are particularly complex or controversial). Some smaller scale matters may be undertaken without authorisation under 'List A'. Please consult the Lists or contact the DAC Office if you are unsure.

Applications for List B and DAC Notifications of Advice can be made online using the Online Faculty System (OFS) at <https://facultyonline.churchofengland.org/>. If you have not used this process before 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.

If you are unable to apply via the online system the application forms for a DAC Notification of Advice {formerly known as the DAC 'Certificate'} can be obtained from the DAC Office (024 7652 1327).

Completed applications should be sent to the DAC Secretary (1 Hill Top, Coventry, CV1 5AB or via email, contact details are at the end of this document) together with the appropriate supporting documentation set out on the checklist and submissions documents, which are also available on the website <http://www.dioceseofcoventry.org/ChurchBuildings/faculty>, to arrive by the Agenda closing date as advertised on this page of the website or available from the DAC Office.

### **Our church isn't listed, and it isn't old. Do we still need a faculty to undertake a reordering?**

Yes. All churches come under Faculty Jurisdiction. But it is true to say that it is on the whole a lot easier to make changes to an unlisted building than to a listed one, especially Grade I or Grade II\* (the most important grades).

## **Trees in Churchyards**

The regulations regarding trees in churchyards may be found at [http://www.dioceseofcoventry.org/ChurchBuildings/DAC\\_Trees](http://www.dioceseofcoventry.org/ChurchBuildings/DAC_Trees) and the application forms can be downloaded from the same page. Alternatively, please contact the DAC Office.

## **The next QI**

The churchwardens should keep a record of when the next QI is due. Early in that year, the PCC will receive a reminder from the DAC office so that architect can be contacted to arrange a date.

## **Further Information**

You can find further information on the Quinquennial Inspections Scheme, including details on what should be included in the report from:

<http://www.dioceseofcoventry.org/ChurchBuildings/QIs> for Coventry Diocese specifically

<https://www.churchofengland.org/resources/churchcare/advice-and-guidance-church-buildings/quinquennial-inspections> for national information

or through the DAC office:

Will Jones (DAC Secretary)

[Will.Jones@coventry.anglican.org](mailto:Will.Jones@coventry.anglican.org)

02476 521327

Tim Latham (Assistant DAC Secretary)

[Tim.Latham@coventry.anglican.org](mailto:Tim.Latham@coventry.anglican.org)

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By post: DAC Office, Cathedral and Diocesan Offices, 1 Hill Top, Coventry, CV1 5AB