



What to submit with your application for DAC informal or formal advice (excluding applications for trees)

1. For *every* application (whether for *informal advice* or for a formal *Notification of Advice*) the PCC will need to submit:

- Completed Application for DAC Advice or Notification of Advice {Faculty Petition} Form
- Completed DAC Checklist
- Statement of Significance
- Statement of Need (a report from a specialist e.g. the church architect will generally suffice for most items of repair and maintenance)
- Plan of the church and / or churchyard locating the proposed works
- Photographs of the church and /or churchyard to set the proposals in context and detailed photographs of those areas affected by the proposals

If you are applying for DAC informal advice it would be helpful to include a tender price from the church architect.

If you are applying for a DAC formal Notification of Advice then you will also need to submit estimates/quotations from the chosen contractor(s) or details of those asked to tender and the budget cost for the works.

In addition to the items listed above, PCCs will need to submit the following depending upon the nature of the proposed works as follows:

2. Audio Equipment / Sound Systems / Organs

For DAC Advice:

- Plan of the church showing the location of existing equipment and wiring routes

For DAC formal Notification of Advice:

- Full technical details of any equipment to be installed e.g. data projectors, OHP Screens, speakers
- Plan of the church showing the location of existing equipment and wiring routes and the proposed locations of new equipment and wiring routes
- Full details of fixings
- Architect's specification for any alterations / remedial works required to the fabric

3. Electrical Works

For DAC Advice:

- Electrical Report from a registered NICEIC / ECA / NAPIT contractor detailing the faults that need to be rectified
- Plan of the church showing the location of existing equipment and wiring routes

For DAC formal Notification of Advice:

- Electrical Report from a registered NICEIC / ECA / NAPIT contractor detailing the faults that need to be rectified
- Full technical details of any equipment to be installed e.g. data projectors, OHP Screens, speakers etc
- Plan of the church showing the location of existing equipment and wiring routes and the proposed locations of new equipment and wiring routes
- Full details of fixings
- Architect's specification for any alterations / remedial works required to the fabric

4. Internal Lighting / external Floodlighting

For DAC Advice:

- Plan of the church / churchyard showing the location of existing fittings and wiring routes (both internal and external) supported by photographs of any existing fittings

For DAC formal Notification of Advice:

- Full technical details of any equipment to be installed e.g. light fittings
- Plan of the church / churchyard showing the location of existing fittings and wiring routes (both internal and external) supported by photographs of any existing fittings and the proposed locations of new equipment and wiring routes (both internal and external)
- Full details of fixings and supports
- Architect's / contractor's specification for any installation and, if necessary, architect's specification for any alterations / remedial works required to the fabric

5. Remedial works to the fabric (for applications for informal advice AND Notification of Advice)

- Plan of the church / churchyard showing the location (both internal and / or external) of the proposed works
- Annotated drawings and photographs to show the location and extent of areas requiring repair
- Detailed Architect's specification for any remedial works required to the fabric

6. Re-ordering / extensions to the church / detached buildings in the churchyard

a) For *in principle* consideration by the DAC:

- Sketch plans showing the church / churchyard as existing and as proposed
- Space Audit / Options Appraisal to explain why the needs of the worshipping community cannot be met within the existing structures of the church

b) For *in detail* consideration by the DAC:

Assuming items at “a) For *in principle* consideration by the DAC” have been agreed:

- Detailed plans, sections and elevation drawings showing the church / churchyard as existing and as proposed
- Details of any items to be installed (screening, equipment, dais, ramps, chairs, pews etc) showing appearance and construction
- Architect’s specification for any alterations / remedial works required to the fabric