

Guidance for PCCs on quinquennial inspections (QIs) of church buildings

All parish churches in the diocese, all other consecrated churches and chapels, and buildings licensed for public worship, must be inspected at least once **every 5 years**. The quinquennial inspection (QI) comprises an on-site survey and subsequent written report.

The procedure relating to QIs has changed, with the coming into effect of the Church of England (Miscellaneous Provisions) Measure 2020 on 1st September 2020.

Appointing a quinquennial inspector

The appointment of a quinquennial inspector is made by each PCC, and is **always of an individual, not a firm**. The appointment is for **one inspection and report in the first place**.

It is important that a quinquennial inspector's training, accreditation (where necessary), and experience in building conservation is commensurate with the complexity and significance of the church building in question.

An inspector can **only** be appointed by the PCC following consultation with the DAC. As each application for DAC advice constitutes a particular combination of inspector and church building, advice is accordingly given on a case-by-case basis.

- **Before starting** an application for DAC advice, please see the diocesan guidance on [appointing a quinquennial inspector](#), including details of the new application process and timings

Re-appointment and retirement

Re-appointment

Where a PCC wishes to re-appoint its current inspector, such as having previously been appointed from the 'approved list' of names administered by the Lichfield DAC, then it does not need to seek DAC advice on that renewal (but it is welcome to do so). However, both the PCC and re-appointed inspector are required to operate under the new [diocesan procedures](#) (e.g. QI report format and timings).

Retirement

Where a PCC's inspector has retired, the following points should be noted:

- The PCC will not currently have a 'retained' quinquennial inspector, or recourse to advice from that individual as the PCC's professional adviser
- The firm where the inspector was employed does not become the inspector, nor automatically any other practitioner within it

- Instead, a **suitably qualified** and **experienced professional** within the same firm, or a different firm, can be approached by the PCC for appointment as the new inspector, but **the PCC must request DAC advice on the appointment** (as above)

Quinquennial inspection reports

The quinquennial inspection report is one of the key documents which assists the PCC in the care and repair of a church building, for which it is legally responsible. It gives an overview of the repair needs of the building, and lists the repairs required by priority.

- **Before commissioning** a QI report, please see the diocesan guidance on [quinquennial inspection reports](#), including details of the new report format and submission timings

Follow-up and subsequent repair works

Most repair items within the QI report will require advice either from the quinquennial inspector or a relevant professional of comparable experience.

Once the PCC is able to put the identified works in hand, it is normal practice to instruct the quinquennial inspector or another suitably able professional, **through a separate contract**, to prepare a specification and seek tenders from contractors of suitable experience.

Please note that any such work may be subject to separate contractual arrangements and fees beyond those agreed for the inspection.

- **After receiving** a QI report, please see the diocesan guidance on [quinquennial inspection reports](#), including details of the urgent repair needs of the church building

Further information

It is recommended that PCCs consult the following web pages of the diocesan website, which provide more detail and context to the summary guidance given above:

- Quinquennial inspections (QIs)
<https://www.lichfield.anglican.org/dac/quinquennial-inspections>
- Appointing a quinquennial inspector
<https://www.lichfield.anglican.org/dac/appointing-quinquennial-inspector>
- DAC register of quinquennial inspectors
<https://www.lichfield.anglican.org/dac/dac-register-inspectors>
- Quinquennial inspection reports
<https://www.lichfield.anglican.org/dac/quinquennial-inspection-reports>