The Faculty Process

**Is the required work on List A?**

- **NO**
  - **NO** Faculty Application is required.
  - **YES** Is the required work on List B?

**YES**

**Work can proceed. Remember to record work in the Church Log Book**

**Is the required work on List B?**

- **NO** Faculty Application is required.
  - **YES** Request permission for the work from your Archdeacon

**Archdeacons Written Notice is received. Work can proceed. Remember to record work in the Church Log Book**

**PCC supplies further details**

**DAC requests further details**

**PCC starts online faculty application – **Summary of Works** and Standard Information**

**Initial DAC Review**

Application ready to proceed?

- **NO** DAC Form Selection: advises PCC on Statements to complete and documents required
  - **YES** DAC pre-consultation review

**PCC starts Petition and completes Statements**
Consultation not required

PCC (or DAC on their behalf) sends proposals to CBC, Historic England, local planning authority, or National Amenity societies (as appropriate)

Consultation period – up to 42 days

Changes needed

PCC amends proposal

Further consultation period – up to 21 days

Application considered by DAC at the next available meeting. In some circumstances the decision may be delegated to the Standing Committee or a Sub-committee

DAC issues Notification of Advice:
- Recommended (with or without provisos)
- Does not object
- Does not Recommend

DAC post-consultation review

PCC completes Petition and Submits application to Registrar

DAC selects supporting documents to be publicly available online

Parish displays Public Notices for 30 days – at end of 30 days, parish completes Public Notice Certificate

Registry sends Petition to the Chancellor for determination and judgement

If no objection received, Registry issues faculty - WORKS CAN PROCEED

PCC arranges start date for work with contractor and work proceeds. Remember to record work in Church Log Book

KEY
Action by PCC
Action by DAC
Action by Registry