

Applying for faculty permission - *Important info and helpful tips*



- The faculty permission process has two key stages:
 - 1) Seeking the advice of the DAC on the scheme
 - 2) Applying to the Diocesan Chancellor (a judge) for faculty permission (the permission needed to undertake works to the church, churchyard and contents).
- All that the DAC and Chancellor do is guided by the Faculty Jurisdiction Rules 2015 (as amended 2019).
- The PCC must consult their insurers and receive a response from them prior to the application being submitted to the diocesan registry. This is not needed when approaching the DAC for advice on the proposals. The PCC will be asked to provide copies of the insurer's response within the application. Any necessary insurance cover must be in place prior to work commencing.
- The DAC team at Church House process the application from early stage advice to issue of the formal Notification of Advice. This is the practical review of the proposals. The Diocesan Registry team then review and progress the application for consideration by the Chancellor. This is the legal review of the application. All of this is done through the Online Faculty System.
- The DAC cannot grant permission of any sort, and also cannot force you to undertake works.
- The greater the level of information provided in the application to the DAC, the swifter the team will be able to provide advice.
- The level of detail required for the DAC to give advice on a scheme is directly related to the complexity of the proposals, but as a general rule of thumb, the DAC always needs to know what is to be done, how, by whom, with what and why. Lots of photos, and a supportive PCC minute should also be provided.
- Once the DAC has issued a Notification of Advice for the scheme a public notice period of 28 days is required to enable formal consultation with the wider congregation and community.
- The DAC membership is supported by specialist advisors who are volunteers, and experts in their fields. The job of these advisors is to assist the DAC in evaluating whether a proposal is appropriate. Therefore it is not possible for these experts to advise parishes in the development of a proposal.
- Where a proposal requires consultation with other bodies, such as Historic England, your DAC case officer will let you know that this is the case and will guide you through the consultation process.
- Allow plenty of time – the process takes a minimum of 2 months from start to finish and often takes longer than this for complex proposals.
- Further info on the membership of the DAC, how members are appointed, how the DAC comes to a decision on a scheme, and DAC policies on common decisions can be found on the DAC page of the diocesan website.
- Each faculty application incurs a statutory fee (£302 in 2020), paid to the Diocesan Registry for processing the application. In cases where the application is being made by a parochial body the diocese meets this fee. Where a private petitioner, or non-parochial body is applying this fee must be met by the applicant. When an emergency faculty is needed a further fee is due (£261.60 in 2020) and is paid on the same terms as the usual fee.

Most importantly – if you are unsure about the process, or have any query, please contact the DAC team for advice.