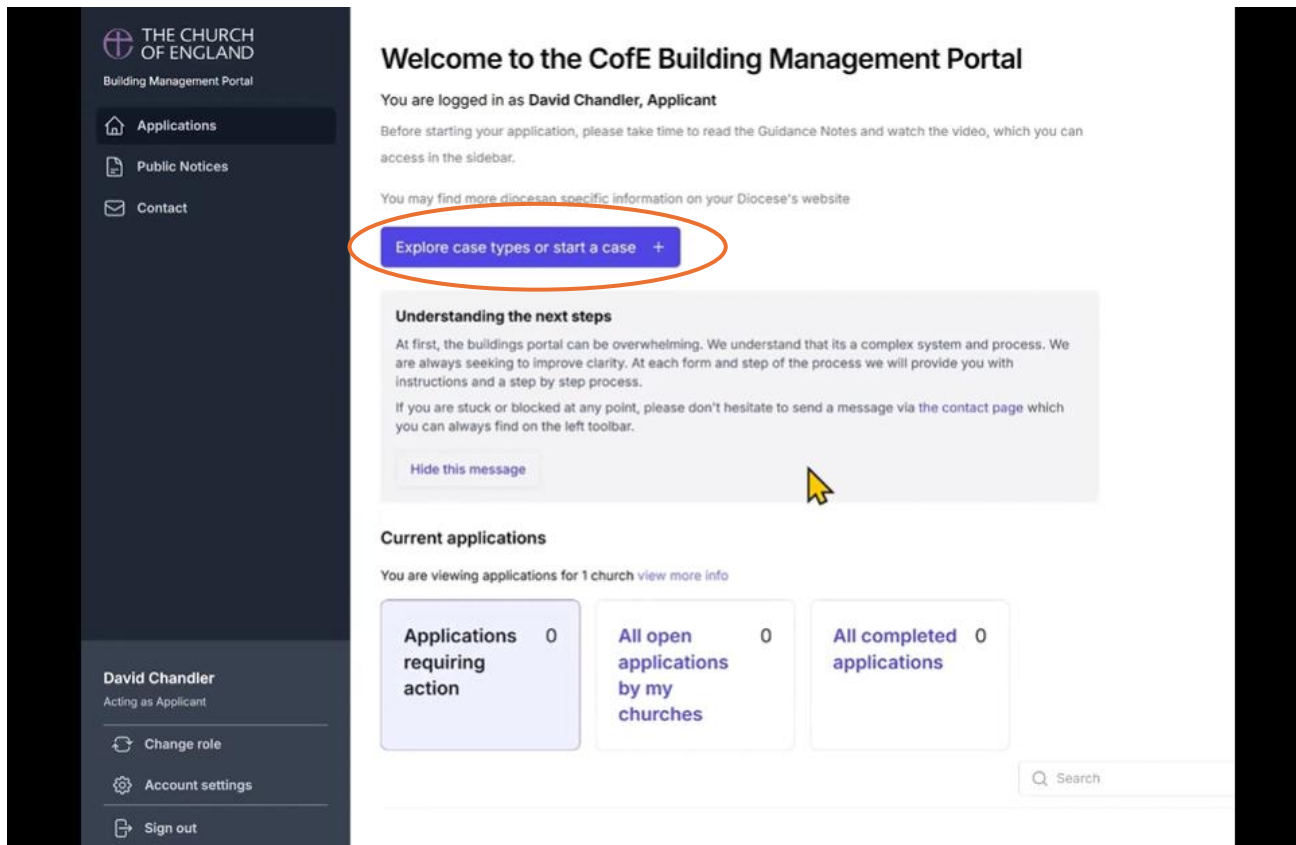


Building Management Portal – List A applications

Making a ‘List A’ Application

When you log in to the Building Management Portal you will see the blue **‘Explore case types or start a case button’** (circled in orange) on your Welcome Page. **Click** on this.



You will be taken to a new page where you can select the **application type** you need.

Applications > New application

Select application type

Please choose an application type to see the next step.

List A Minor works that require no formal permission, but must be recorded  Note: Please check with your DAC secretary if List A is the most suitable option for your works, as permission may still be needed through List B or Faculty	>
List B Works not requiring a faculty, but requiring archdeacon's consent	>
Faculty application For works that fall outside the List A or List B items and their conditions.	>

If you wish to implement a TMRO (Temporary license from your archdeacon) please [contact](#) your DAC Secretary directly.

Building Management Portal – List A applications

List A contains works that a parish may carry out **without a faculty and without needing DAC or Archdeacon consultation**, provided the specified conditions are met.

These are usually routine maintenance tasks that do not affect the church's historic significance, fabric, or structure.

Examples of List A works:

- Routine, like-for-like minor repairs or maintenance to walls, floors, roofs or windows, offices, kitchens or lavatories.
- Routine servicing or maintenance to existing systems like heating, water or electrical
- Minor fixtures, fittings, and internal items
- Works that do not alter the character or use of spaces, such as introducing or removing furniture or office equipment in vestries and similar rooms
- Churchyard and external minor maintenance such as replacing a flagpole with non-corroding fixings, maintenance of gutters, drains or pathways, work on an existing lightning conductor, using an insurer-approved contractor.

The Key point to emphasise here is that anything classified as **List A** works **cannot** affect the **character, structure or fabric of a listed church or impact archaeological remains**

When you are satisfied that the works you wish to carry out meet the criteria for List A (***always check with your DAC secretary if you are unsure***) click on the arrow in the List A menu bar (see below, circled in Orange) and you will be taken to a new page where you will be able to select the category of works.

Select application type

Please choose an application type to see the next step.

List A

Minor works that require no formal permission, but must be recorded

 **Note:** Please check with your DAC secretary if List A is the most suitable option for your works, as permission may still be needed through List B or Faculty



Building Management Portal – List A applications

Each of the categories (**A1, A2 etc.**) in the List A section have sub-categories which provide a more specific description of the works permissible under each category.

If your diocese has an Additional Matters Orders that are permitted under List A, the **AMO** option provides for this.

Click on the right arrows for each category (circled in **orange**) and you will be taken to another page where the sub-categories for that section are made available.

[< Previous](#)

List A

[Application type](#) > [List A](#) > [A1 - Church buildings etc...](#)

Church buildings etc.

Please select the item to read through and check on the next screen.

A1 1	(a) Works of maintenance, not involving repair or substantial replacement of material, carried out as part of the regular course of care and upkeep of the building. (b) Works of repair not materially affecting the fabric or any historic material.	
A1 2	Repairs and replacement of fittings in existing kitchens, lavatories, office accommodation and other ancillary rooms.	
A1 3	Like for like repairs to window glass.	
A1 4	The repair or like for like replacement of wire mesh window guards.	
A1 4a	Draught proofing an external door or window.	
A1 5	The treatment of timber against beetle or fungal activity where the church is not a listed building.	
A1 6	Works of maintenance, repair and adaptation (not amounting to substantial addition or replacement but including re-wiring) to existing: (a) heating systems (including the replacement of control equipment and the insulation of pipes in the boiler room and ancillary service areas). (b) gas, water or other services. (c) lighting installations, other electrical installations and other electrical equipment (but not the replacement of light fittings, and see	

List A

[Application type](#) > [List A](#)

Please select the sub category to browsing items:

AMO	List A - Additional matters order	
Church buildings etc.		
A1	Church buildings etc.	
A2	Musical instruments	
A3	Bells etc.	
A4	Clocks	
A5	Church contents	
A6	Church halls and similar building	
A7	Churchyard	
A8	Trees	

If you are unsure, please [contact](#) your DAC Secretary. Your DAC Secretary will review the application and may be in touch with comments

Read through the sub-categories to find the one which matches most closely with the works you wish to undertake.

*Don't worry if you open the wrong Category, the **Previous** button in the top left (Above where it says List A, **circled in red**) will take you back to the main menu where you can select another category (*the back button on your browser also does this*).*

It may help to look through a few of the sub - categories to familiarise yourself with the various items covered before making a final choice.

Select the sub-category that you require by clicking the corresponding **Right Arrow** (circled in **orange**) and you will be taken to the next page.

Building Management Portal – List A applications

In this example, I have selected:

- **A1 Church Buildings etc.** and then
- Sub-category **A1 item 1 (works of maintenance)**

[< Previous](#)

List A

[Application type](#) > [List A](#) > [A1 - Church buildings etc...](#) > [item 1](#)

Please read through the list item and conditions below. If it is the correct item to represent your action, then please confirm using the tick box and progress using the button at the bottom.

(a) Works of maintenance, not involving repair or substantial replacement of material, carried out as part of the regular course of care and upkeep of the building.

(b) Works of repair not materially affecting the fabric or any historic material.

Please check the specified conditions

- The parochial church council's insurers are notified if external scaffolding is to be erected.

☐ I confirm that I have read the description and conditions and that the proposed work complies with them.

Carefully read through the conditions and **tick the box** (circled in orange) to confirm you have done so and that the proposed works **complies with the conditions**.

When you confirm, a Blue Button will appear on the page below the specified conditions box.

Click on '**Create record of works**'

Not all sub-categories require a confirmation, in some instances you will immediately be asked to **create a record of works**

☒ I confirm that I have read the description and conditions and that the proposed work complies with them.

Create record of works >

You will now be taken to the Application Form.

Building Management Portal – List A applications

The application form allows you to now enter details of the works you propose carrying out under this List A item.

[< Applications](#)

Create List A record

List item selected

A List A1-1

(a) Works of maintenance, not involving repair or substantial replacement of material, carried out as part of the regular course of care and upkeep of the building.
(b) Works of repair not materially affecting the fabric or any historic material.

Core details

Church

please select 

Summary of proposed works 0/100

e.g. roofing works

Please describe again in your own words

Contact number

A phone that we can contact during the working day

Submit application ➤

Cancel

- 1) Select your church by clicking on the drop down button (circled in orange)
- 2) Enter a brief description of the proposed works (indicated by blue box)
- 3) Add your contact number (indicated by green box)

Once you have completed these fields the **‘Submit application’** button will turn blue and you can submit your application

Submit application ➤

Building Management Portal – List A applications

The final page provides the ability to **edit your application** should you need to do so (circled in orange) or to **download** the application (circled in green) to create a PDF version to store in your logbook.

Whilst **List A items do not require permissions** the DAC Secretary may review the List A submission in case the intended works **suggest a List B or Faculty** should be applied for instead.

[< Applications](#)

List A Record

Download Application 

 Your List A record has been recorded through the system.
This will be reviewed by your DAC Secretary and they will be in touch should extra permission be required.

Core details

Edit

Church
Broughton: St John the Evangelist

Summary of proposed works
replace carpet between pews

Contact number
098888

List (A1-1)

Works of maintenance, not involving repair or substantial replacement of material, carried out as part of the regular course of care and upkeep of the building., Works of repair not materially affecting the fabric or any historic material.

Latest activity

11:03 March 24, 2026

This List A record was created by

Grant Whelan

Click on **Applications** or **Church of England logo** (top right hand corner) to return to the Welcome Page.