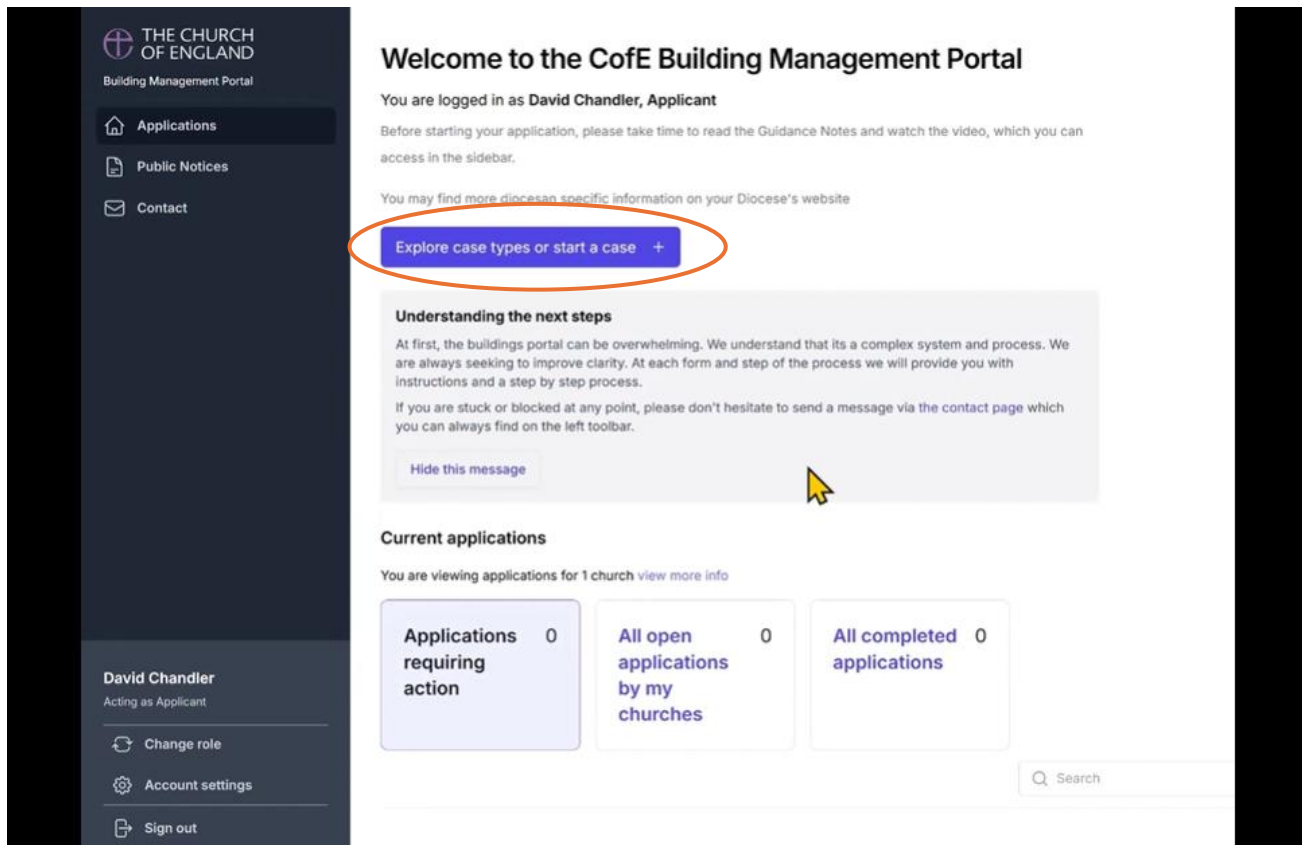


Building Management Portal – List B applications

Making a ‘List B’ 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 B applications

What is List B and when should I use it?

List B contains works that a parish may carry out **without a faculty**, but requiring a **level of formal oversight**, ensuring the **Archdeacon has considered appropriate advice** before the work can go ahead. The Archdeacon is required to consult the DAC or appropriate adviser as **part of the approval process**.

List B is designed to give parishes the ability to **proceed more quickly than a faculty**, while still **ensuring that specialist advice, good stewardship, and statutory obligations** are fully observed.

Specified Conditions

The majority of List B categories have specified conditions that must be met before approval can be given. These ensure that:

- The work complies with the Faculty Jurisdiction Rules
- Any technical, environmental, or conservation issues have been addressed
- Relevant guidance (including Net Zero) is reflected
- Any extra conditions set by the Archdeacon are met

If these conditions cannot be met, the **work must proceed via a faculty**.

Key Reminder

Even if a work is listed in List B, it cannot proceed under List B if:

- The specified conditions (above) are not fulfilled
- It falls within the general exclusions of the Rules (for example: impacts on archaeological remains, listed-building character, or other protected areas)
- The Archdeacon—after taking advice—determines that a faculty is required

Some general categories of List B Works could include:

Church Buildings

- Updating or altering heating, lighting, or electrical systems
- Repairs or adjustments to internal walls, floors, ceilings, or non-historic finishes
- Introducing or modifying non-historic fixtures, fittings, or internal elements

Bells

- Maintenance or repair of bell fittings, ropes, wheels, or stays, adjustments to bell frames or support structures.
- Work required to keep bells functioning and safe for ringing

Building Management Portal – List B applications

Clocks

- Repairs to clock movements, mechanisms, refurbishment of dials, numerals, hands, or protective housings
- Work necessary to maintain the clock's long-term operation

Church Contents

- Items within the church that are not of historic or artistic significance, such as repairs or improvements to non-historic furniture or equipment
- Adjustments to seating, storage
- Reorganisation of certain buildings contents

Church Halls

- Repairs or improvements to hall interiors or finishes,
- Adjustments to existing systems
- Enhancements to spaces used for parish or community activities

Churchyard and Trees

- Repairs or improvements to boundaries, gates, fences, or pathways,
- Maintenance or work on trees, landscaping, planting, or
- Work required to incorporate relevant environmental or Net Zero guidance

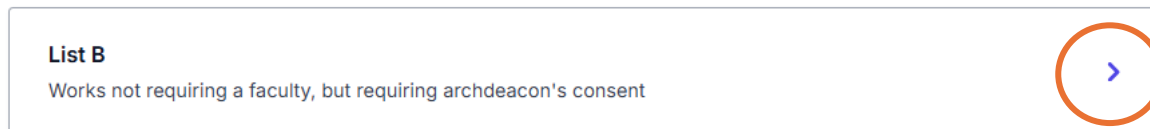
Additional Matters Order

Chancellors, advised by the DAC, may approve **additional matters orders** that can be processed as List B works. Where this applies, the AMO option allows you to request permission through the Additional Matters Route. As these provisions are not national, **you should consult your DAC secretary or the Registry team**, who can confirm which types of work are permitted under this route.

Please contact your DAC Secretary if you are uncertain whether a proposal belongs under List A, List B, or requires a faculty.

Building Management Portal – List B applications

When you are satisfied that the works you wish to carry out meet the criteria for **List B** click on the arrow in the List B 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.



Selecting the Category

Each of the categories (**AMO, B1, B2 etc.**) in the List B section have sub-categories which provide a more specific description of the works permissible under each category.

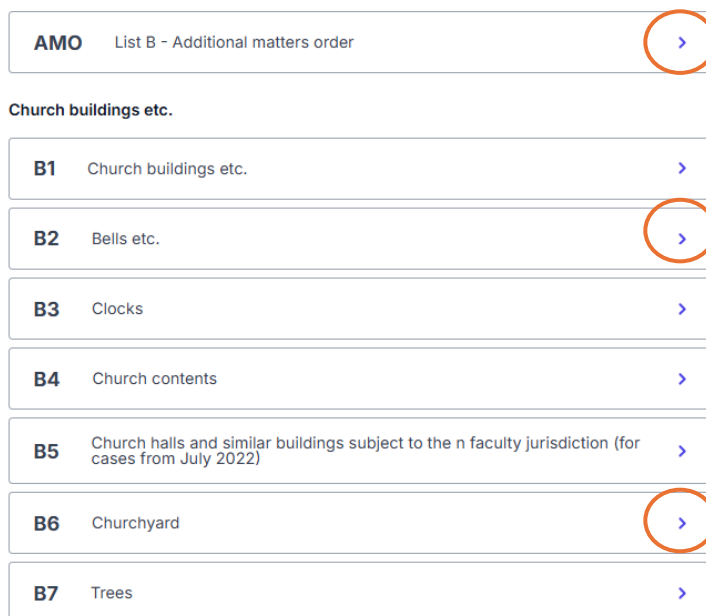
If your diocese has an **Additional Matters Orders** that are permitted under List B, the **AMO** option provides for this.

[< Previous](#)

List B

[Application type](#) > List B

Please select the sub category to browsing items:



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.

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

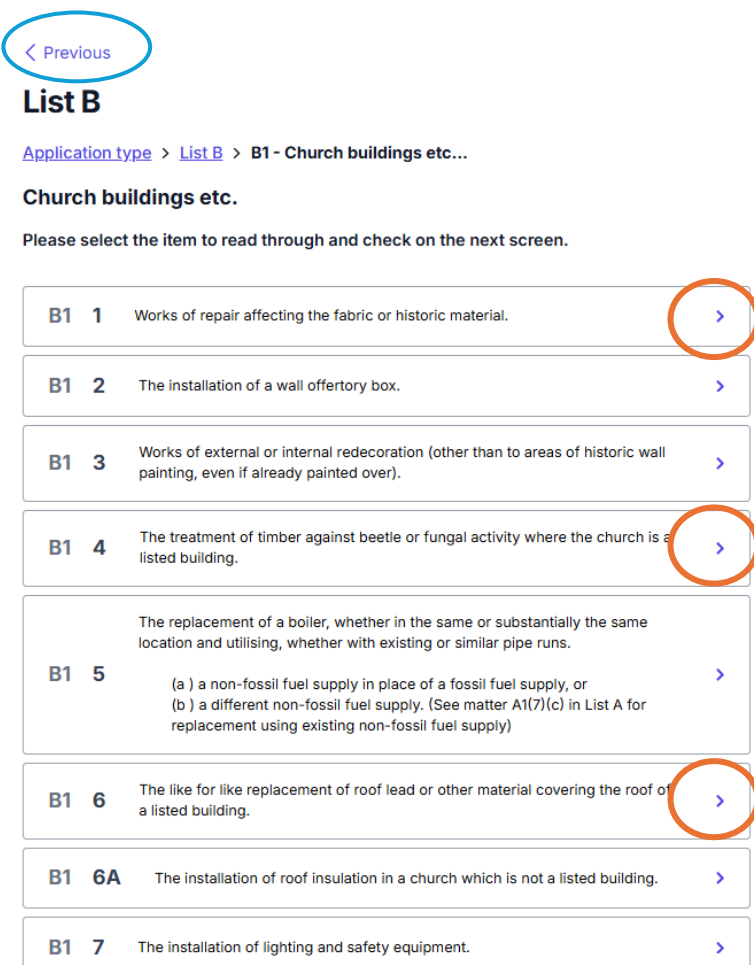
Building Management Portal – List B applications

Selecting the sub-category

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 select the wrong Category, the **Previous** button in the top left (Above where it says List B, **circled in blue**) 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.



[< Previous](#)

List B

[Application type](#) > [List B](#) > **B1 - Church buildings etc...**

Church buildings etc.

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

B1 1	Works of repair affecting the fabric or historic material.	>
B1 2	The installation of a wall offertory box.	>
B1 3	Works of external or internal redecoration (other than to areas of historic wall painting, even if already painted over).	>
B1 4	The treatment of timber against beetle or fungal activity where the church is a listed building.	>
B1 5	The replacement of a boiler, whether in the same or substantially the same location and utilising, whether with existing or similar pipe runs. (a) a non-fossil fuel supply in place of a fossil fuel supply, or (b) a different non-fossil fuel supply. (See matter A1(7)(c) in List A for replacement using existing non-fossil fuel supply)	>
B1 6	The like for like replacement of roof lead or other material covering the roof of a listed building.	>
B1 6A	The installation of roof insulation in a church which is not a listed building.	>
B1 7	The installation of lighting and safety equipment.	>

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

Building Management Portal – List B applications

In this example, I have selected:

- **B1 Church Buildings etc.** and then
- Sub-category **B1 item 3 (works of external or internal redecoration...)**

[< Previous](#)

List B

[Application type](#) > [List B](#) > [B1 - Church buildings etc...](#) > [item 3](#)

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.

Works of external or internal redecoration (other than to areas of historic wall painting, even if already painted over).

Please check the specified conditions

- Details of materials and colours are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter.
- The overall appearance of the building is not changed.
- The parochial church council's insurers are notified if external scaffolding is to be erected.

☐ 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 work **complies with the conditions**.

When you confirm, a blue **‘Create record of works’** button will appear on the page below the specified conditions box.

Click on **‘Create record of works’**

NOTE

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

Create record of works >

Not all sub-categories require a confirmation in this way, in some instances you will simply be asked to **“Create a record of works”**

You will now be taken to the Application page.

[Building Management Portal – List B applications](#)

Adding additional information and supporting documents

Once you have completed the first stage, you will be met with the following overview page which begins the process of your List B application. There are **four** clear stages.

1. The initial form completion
2. The DAC recommendation or advice on the requested works
3. The Archdeacon's review
4. The final determination

The **Application form** box (outlined in orange), guides you through the items that require completion:

- Core details
- Longer Description
- Supporting Documents
- Check and Confirm

[← Applications](#)

New Application

Ref: 2026-110743 • List: B1-3 ⓘ

Status: List B application in preparation

[Edit details](#) 

[Download Application](#) ▾

Next steps

Your application form needs completing

To progress your application, please continue to complete the: [core details](#), [supporting documents](#) and [longer description](#) forms below.

Application form	2 steps need information	Started 0 seconds ago	^
Core details	Missing information		>
Longer description	Missing information		>
Supporting documents	0 documents uploaded		>
Check and confirm			>

If a particular section needs completing you will notice **'Missing Information'** appears next to the section you are required to complete.

DAC recommendation ▾

Archdeacon review ▾

Archdeacon sign off ▾

Building Management Portal – List B applications

Select **‘Core Details’** to begin completing the application, and you will be taken to a new page.

The screenshot shows the 'Application form' interface. At the top, there is a navigation bar with four tabs: 'Core details' (active), 'Longer description', 'Supporting documents', and 'Check and confirm'. Below the tabs, the 'Core details' section contains a 'Church' dropdown menu, a 'Summary of proposed works' text area, and a 'Contact number' text area. A 'Next: Longer description' button is located at the bottom right. Annotations with arrows point to specific fields: an orange box points to the Church dropdown, a blue box points to the Summary of proposed works, a green box points to the Contact number, and a blue box points to the Next button.

< [Back to overview](#)

Application form

Core details Longer description Supporting documents Check and confirm

Core details

Church

please select

Summary of proposed works 0/255

e.g. roofing works

Please describe again in your own words

Contact number

A phone that we can contact during the working day

Next: Longer description >

Select your Church using the drop down menu

Write a brief summary of the proposed works

Add your contact number

When you have completed the 3 required fields, click on **“Next: Longer Description”**

Building Management Portal – List B applications

The next page provides the opportunity to give a **more detailed summary description** of the works. It is not necessary to provide a full account, you will be able to add supporting documents that contain the full proposal of works in the next step.

When you have **completed the summary**, click '**Next: Supporting documents**'

[< Back to overview](#)

Application form

Core details

Longer description

Supporting documents

Check and confirm

Longer description

Full summary of works

A brief description of the proposed actions. This can reference the longer/more in depth descriptions in the uploaded documents. This will be used as the text on the final permission.

B *I*  

Start typing...

[< Back: Core details](#)

[Next: Supporting documents >](#)

Select the “**Add new document +**” button

[< Back to overview](#)

Application form

Core details

Longer description

Supporting documents

Check and confirm

Supporting documents

Please upload any documents or images that support your need for action. Please speak to your DAC for any advice on the files that you require. For contact info please [View DAC directory here](#)

Add new document +

 Search

×

No documents found

Building Management Portal – List B applications

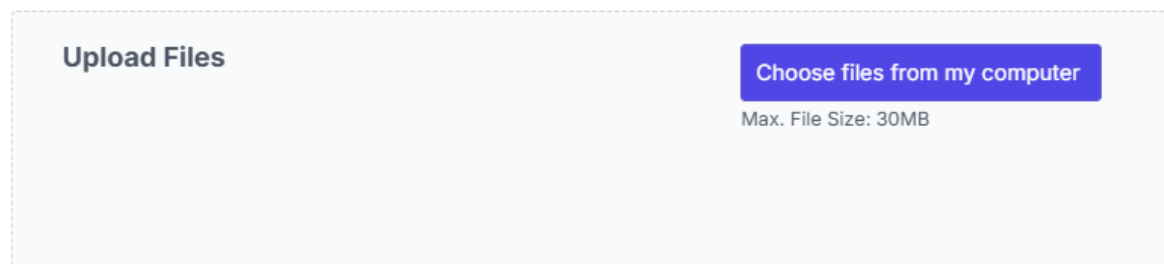
By selecting the “**Choose files from my computer**” button you will be taken to your computer’s **file manager / explorer** from where you will be able to upload any supporting documents, reports, plans, etc. that you may have.

[< Previous](#)

Add new document

Please click the button shown below on the right and select the files to be added using the box that appears.

If you are updating a current document with a new version, please view the file via the documents tab and choose to add a new iteration.



- Church of England Central Services > BMP Demo Folder

☐	Name	Status	Date modified	Type	Size
	Applicant_Account_Management_Buil...	✓	23/03/2026 17:02	Microsoft Word D...	1,547 KB
	Applicant_Registration_for_Building_...	✓	23/03/2026 16:34	Microsoft Word D...	3,149 KB
	Architects Report	✓	24/03/2026 15:05	Microsoft Word D...	14 KB
	BMP Building Report	✓	24/03/2026 15:05	Microsoft Word D...	14 KB
	How_do_I_register_for_Building_Man...	✓	23/03/2026 16:36	Microsoft Edge P...	519 KB
	List_B_Application_Building_Manage...	✓	24/03/2026 15:02	Microsoft Word D...	1,837 KB
	ListA_Application_Building_Managem...	✓	24/03/2026 12:22	Microsoft Word D...	1,913 KB
	Making_a_List_A_Application_Building...	✓	24/03/2026 12:22	Microsoft Edge P...	448 KB
	Managing_My_Account_Building_Ma...	✓	23/03/2026 17:02	Microsoft Edge P...	345 KB
	Surveyors Report	✓	24/03/2026 15:05	Microsoft Word D...	14 KB

You can chose to load files **individually** or select **multiple** files for upload.

You can also **click** on the file you require and **drag** it into the box below the ‘Choose files from my computer’ button

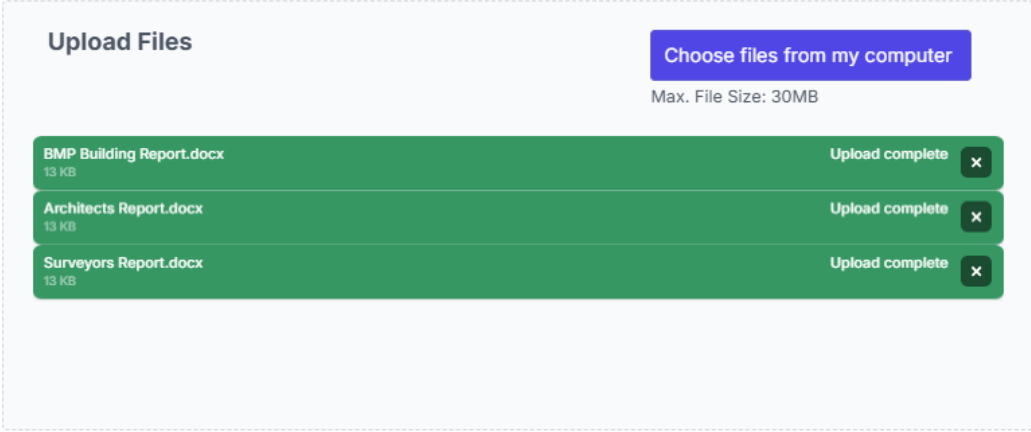
Building Management Portal – List B applications

The files will then appear in the Application Form.

Add new document

Please click the button shown below on the right and select the files to be added using the box that appears.

If you are updating a current document with a new version, please view the file via the documents tab and choose to add a new iteration.



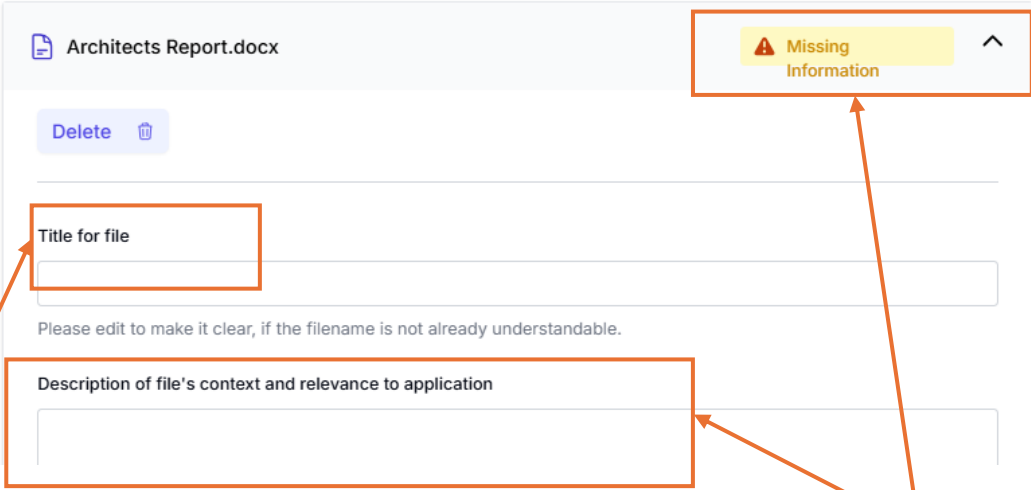
Upload Files

Choose files from my computer

Max. File Size: 30MB

BMP Building Report.docx 13 KB	Upload complete x
Architects Report.docx 13 KB	Upload complete x
Surveyors Report.docx 13 KB	Upload complete x

Uploaded files



Architects Report.docx

Delete

Title for file

Please edit to make it clear, if the filename is not already understandable.

Description of file's context and relevance to application

Missing Information

You also have the opportunity to change the file name should you wish to do so.

You will see a 'Missing Information' notification.

This is prompting you to add a description of the files / documents that you have uploaded.

Building Management Portal – List B applications

Once you have uploaded all the relevant files / documents and **added the descriptions** for each, the 'Missing Information' notification **will disappear**, and you can click on **Finish** (bottom left).

Add new document

Please click the button shown below on the right and select the files to be added using the box that appears.

If you are updating a current document with a new version, please view the file via the documents tab and choose to add a new iteration.

Upload Files

Choose files from my computer

Max. File Size: 30MB

BMP Building Report.docx 13 KB	Upload complete	✕
Architects Report.docx 13 KB	Upload complete	✕
Surveyors Report.docx 13 KB	Upload complete	✕

Uploaded files

 Architects Report.docx	▼
 BMP Building Report.docx	▼
 Surveyors Report.docx	▼

Finish ✓

Building Management Portal – List B applications

You are now provided with a summary of the **Supporting Documents** you have loaded.

[< Back to overview](#)

Application form

Core details

Longer description

Supporting documents

Check and confirm

Supporting documents

Please upload any documents or images that support your need for action. Please speak to your DAC for any advice on the files that you require. For contact info please [View DAC directory here](#)

Add new document +

Q Search

Title ▾	Description ▾	Updated ▾	
Architects Report.docx	Report by architect	3 minutes ago	Download ↓ View >
BMP Building Report.docx	Report from Builder	3 minutes ago	Download ↓ View >
Surveyors Report.docx	Report by the architects	3 minutes ago	Download ↓ View >

Per page 10 ▾

You are able to download or view your documents

[< Back: Longer description](#)

[Next: Check and confirm >](#)

If you select **VIEW**, a new page will open.

Architects Report.docx

Report by architect

Edit title and description ↗

You can edit the title or the description of the document.

Current file iteration

 **Architects Report.docx**
original
Added 23 minutes ago

Upload new document iteration +

[Download ↓](#) [Delete 🗑](#)

You can download the document

Delete document

This will remove all details and iterations of this file.

Delete 🗑

You can delete the document

Return to the Supporting Documents summary page by clicking [< Previous](#) (top left) and then [Next: Check and confirm](#)

Building Management Portal – List B applications

The **Check and Confirm** summary page will now open:

[Back to overview](#)

Application form

Core details

Longer description

Supporting documents

Check and confirm

Here you can edit all stages of the form by **clicking the titles along the top** (which takes you back to that point of the application)...

Check and confirm

Please check through the information you have provided and confirm, to send the application through to a DAC.

List item

Works of external or internal redecoration (other than to areas of historic wall painting, even if already painted over).

List B item 1

Core details

Church
Broughton: St John the Evangelist

Summary of proposed works
prevent clock striking after 9 pm

Contact number
12345678

Edit

Supporting documents

Surveyors Report.docx

Report by the architects

BMP Building Report.docx

Report from Builder

Architects Report.docx

Report by architect

Edit

Longer description

in the next step

Edit

OR by clicking the edit button on the right adjacent to the relevant section

When you are happy that everything is complete, **tick the box to confirm**

☐ I confirm that this is accurate and that I have provided a clear description with supporting documentation

Submit

Then click submit (*the submit button will not work until you clicked to confirm*)

Building Management Portal – List B applications

You will now see that your application has been **successfully submitted** and is being reviewed by your **DAC Secretary**

[< Applications](#)

Broughton: St John the Evangelist

Ref: 2026-110743 • List: B1-3 ⓘ

prevent clock striking after 9 pm

Status: Awaiting DAC advice on List B application

Download Application ▾

✔ **Application successfully submitted** Sent to DAC for review. [View your submission →](#)

✕

Next steps

Application form

[Review submission](#)

DAC recommendation

Started 1 second ago

Review by DAC

Archdeacon review ▾

Archdeacon sign off ▾

If there are any changes required you will receive a notification **asking you to edit** your application.

When your **application is approved**, this page will update and provide the final approval details and **any special conditions** which are required.

The **List B Determination** will be downloadable as a PDF and can be added to your **Log Book**.