



## SUMMARY GUIDANCE FOR FACULTY APPLICATIONS

Please use the Online Faculty System (OFS) to apply for a faculty.

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- Works to church buildings and their contents, and churchyards, will require a faculty (unless what is proposed is covered by 'List A' or 'List B').
  - You may only carry out those works to your church with the permission of the Chancellor, which is the faculty (a type of legal document).
  - Details about the proposed works should go to the DAC, who will discuss the proposals and advise the Chancellor to recommend the works or not.
  - When the Chancellor has received the advice of the DAC and heard the comments of other interested parties, he will decide whether a faculty is granted. The faculty may be subject to conditions (usually set on the advice of the DAC).
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The following steps give an outline of the usual procedure that should be followed when applying for a faculty in the Diocese of Southwark.

*But, if in doubt, do ask!*

### 1. Is a faculty needed?

- consult the Faculty Jurisdiction Rules
- or speak to your Archdeacon
- or contact the Secretariat at Trinity House and speak to Luke Tatam or Duncan Gregory in the Church Buildings & DAC team.

In an emergency, contact the Archdeacon and the Registry. The Chancellor will usually give permission for necessary work to proceed, but a confirmatory faculty will be required in due course.

### 2. If a faculty is needed, visit the Online Faculty System website to sign up

Wait until your account registration is approved by the DAC office. During office hours this will usually be done quickly, but at evenings/weekends you will need to wait until the next working day.

### 3. Create a new application on the Online Faculty System for your church building. This will include filling in the details for the 'Standard Information Form'

- Since 1 January 2014, any submission to the DAC must be accompanied by a 'Standard Information Form'. This provides factual information about the church and its curtilage. If you would like assistance with this, please contact the DAC office (for a copy of as much of the relevant information held in DAC records as it already has), to help you in completing this Form in the Online Faculty System.
- There is a new stage of the process, called 'Awaiting Initial DAC review'. This allows the DAC to help you early on with how to progress your faculty proposals. You will not be able to consult interested parties (step 5) until the DAC office has reviewed your initial application and progressed it to the next stage.

4. Prepare full details of the proposed work (in consultation with your architect or other professional advisers) and upload these to the ‘supporting documents’ tab of your new application on the Online Faculty System:

- photographs
- technical (usually professionally-prepared) detailed documents which fully describe the proposals, such as drawings and a Specification (or equivalent)
- statement explaining why the work needs to be carried out (the ‘statement of need’)
- ‘statement of significance’ of building (for work to listed buildings)

Guidelines for statements of need and significance can be downloaded from:

<https://www.churchofengland.org/more/church-resources/churchcare/advice-and-guidance-church-buildings/statements-significance-and-needs>

- supporting statement from church’s inspecting architect/surveyor (if appropriate)
- any other documentation that helps to explain the proposed work.

Please assume that the people looking at your proposals have no previous knowledge of your church, so do not forget to provide some introductory and background information.

5. Use the Online Faculty System to consult other interested parties (for works to listed buildings, early consultation is essential) and obtain written comments (if possible). Do ask the DAC office for advice on who should be consulted in your case: e.g. Historic England, local authority, SPAB, Victorian Society. **Please also keep your Archdeacon informed, as he/she will speak on the parish’s behalf at a DAC meeting.**

6. Obtain PCC resolution for work (or this can be done at step 10, below) and upload it as a ‘supporting document’ in the Online Faculty System.

7. Using the Online Faculty System, send all details to the DAC for consideration at least two weeks before the next meeting (dates of DAC meetings are published online). Simpler matters may be dealt with by sub-committee rather than at a DAC meeting, in which case the application will be dealt with as soon as possible and we will advise you of the procedure being followed in each case.

Submissions should normally be sent in by the Clergy or Churchwardens of the parish; if we receive an application direct from an architect or anyone else we may check with the incumbent that the PCC has authorised this.

If you have not had a response by email, or via the Online Faculty System, within two weeks after submitting, do contact the DAC office to check there are no problems. (But please remember to click the ‘submit’ button in the left-hand bottom corner of the application screen on the Online Faculty System.)

8. Wait for next DAC meeting (normally second Tuesday of the month except August) or from response from sub-committee System.

9. DAC office uses the Online Faculty System to send the Notifications of Advice, Faculty Petition form and other documents back to the parish - but don’t start work yet!

10. Complete the Faculty Petition, arrange for Public Notice to commence, and submit your application onwards to the Registry as soon as possible.

11. Print out the Public Notice for display, and fix it to the church door/notice board for 28 days (not including the days you put it up and take it down). If you have been advised by the DAC office that the works must also be advertised on the diocesan website, do not forget to do this also; please email the DAC office to arrange this.

12. After the Public Notice period, return the completed Public Notice to the Registry

13. The Chancellor grants the Faculty (usually!) Now you can start the work.

14. On completion of the work, return the Certificate of Completion to the Registry.