

# WORKS WHICH CAN BE CARRIED OUT WITHOUT A FACULTY (‘List A’ and ‘List B’)

*From 1<sup>st</sup> April 2020*



## **Diocesan Advisory Committee**

issued by the Diocesan Advisory Committee for the Care of Churches (‘DAC’),

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## Background

Since 1<sup>st</sup> January 2016, the Rules have changed. The lists of ‘matters not requiring a faculty’ are now the same nationally across the Church of England, not specific to each diocese. Further changes to legislation, with effect from 1<sup>st</sup> April 2020, resulted in the lists being expanded and updated, as part of the Church of England’s commitment to ‘Simplification’ (seeking to remove barriers to mission and ministry through revising existing legislation).<sup>1</sup>

There are two Lists: ‘List A’ and ‘List B’:

**List A - Matters which may be undertaken without a faculty, but subject to any specified conditions, and without the need for consultation.**

**List B - Matters which may be undertaken without a faculty, subject to an archdeacon’s written notice, and subject to any conditions.**

However, please see the ‘general notes’ (below) as to matters which may not be undertaken without a faculty, despite being included in List A or List B.

<b><u>Please note:</u></b>
<b>The Diocesan Chancellor can make “an excluded matters order” for an individual parish, church or churchyard - this would mean that Lists A and B do not apply, and all works require a faculty. You will be informed if this is the case. It would happen only in very rare circumstances.</b>

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<sup>1</sup> These changes were brought about by the Faculty Jurisdiction Rules 2015 and Faculty Jurisdiction (Amendment) Rules 2019

[www.legislation.gov.uk/uksi/2015/1568/contents/made](http://www.legislation.gov.uk/uksi/2015/1568/contents/made)  
[www.legislation.gov.uk/uksi/2019/1184/contents/made](http://www.legislation.gov.uk/uksi/2019/1184/contents/made)

## Summary

### ‘List A’

‘List A’ gives the categories of works which may be carried out on your church or in your churchyard without a faculty, but subject to conditions. This replaces the Diocesan Chancellor’s guidance as to ‘matters not requiring a faculty’ issued in 2004, or any earlier versions of that document.

(In other dioceses, this list was sometimes called ‘De Minimis’ or ‘Minor Works’.)

### ‘List B’

‘List B’ gives the categories of works which require consultation with the Archdeacon. You may carry out these works to your church once the written permission of the Archdeacon has been identified. A number of these works would previously (before 2020) have required a faculty. The intention is that the ‘List B’ process is simpler, speedier and more flexible, enabling parishes to get on with work without any unnecessary delay.

The Archdeacon is required to consult the DAC. Consultation with the DAC will be done via the DAC office, and will usually involve seeking the expert advice of one or more of the relevant advisers by email/telephone, rather than requiring a discussion by the full Committee.

When the Archdeacon has decided that work may be carried out without a faculty, he/she will issue a written ‘List B’ notice. Works under ‘List B’ are subject to specified conditions, and the Archdeacon may set additional conditions on the way the works are carried out (usually on the advice of the DAC Secretary / adviser).

Seeking the Archdeacon’s approval under ‘List B’ is done by applying through the Online Faculty System: <https://facultyonline.churchofengland.org>

List A and B are set out in law, as decided by the General Synod of the Church of England and approved by Parliament. They are contained in Schedule I of the Faculty Jurisdiction (Amendment) Rules 2019, and are reproduced here (believed to be up-to-date as at 1<sup>st</sup> April 2020).<sup>2</sup>

All other works (to church buildings and their contents, or to churchyards) not covered under any of the specific categories in List A or List B will still require a Faculty.

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<sup>2</sup> <http://www.legislation.gov.uk/ukxi/2019/1184/article/20/made>

## Process for 'List A' requests

*Please consider using the Online Faculty System (OFS) to record a List A matter: it is there to help you, and can be used to record List A matters. Visit the OFS website for more information, and to sign up:*

<https://facultyonline.churchofengland.org/>

### 1. Does this fall under List A, or is a List B permission/faculty needed?

- consult List A, below, as well as the general exclusions/conditions
- or speak to your Archdeacon
- or contact the DAC staff at Trinity House and speak to Luke Tatam or Duncan Gregory.

If you think the matter is not on List A, but there is a genuine emergency and the works need to start quickly, contact the Archdeacon. For List B matters, it should be possible to handle this speedily. If a faculty would have been required, contact the Archdeacon and Diocesan Registry: the Chancellor is usually give an 'interim faculty' (i.e. urgent permission for the necessary work to proceed), but usually a confirmatory faculty will be required in due course.

### 2. Prepare details of the proposed work (in consultation with your architect or other professional advisers):

The PCC should always ensure that it obtains from the architect / professional advisers / contractors sufficient technical documentation of the proposed works:

- This is responsible trusteeship, and ensures that the PCC's money is being properly spent;
- It reduces the likelihood of confusion or dispute during (or after) the works;
- It assists the incumbent / churchwardens in ensuring they are not in breach of the law by going ahead with works which require a faculty (or List B permission).

3. Obtain PCC resolution for the work. Even if not legally required, it is usually good practice to notify your church's inspecting architect/surveyor and the PCC's insurance company. It may also be helpful if you inform the Archdeacon.

4. Now you can start the work! (But don't forget to record the completed works in the church's logbook / inventory, as appropriate). You must adhere to any of the specified conditions which are legally-required for that category of work.

## Process for 'List B' requests

From 1st January 2017, you need to use the Online Faculty System (OFS) to apply for List B approval as well as to make a faculty application. Visit the OFS website for more information, and to sign up: <https://facultyonline.churchofengland.org/>

An outline of the procedure that should be followed when requesting a List B Archdeacon's permission in the Diocese of Southwark:

### 1. Does this fall under List B, or is a faculty needed?

- consult List B, below, as well as the general exclusions/conditions
- or speak to your Archdeacon
- or contact the DAC staff at Trinity House and speak to Luke Tatam or Duncan Gregory.

In a genuine emergency, contact the Archdeacon. For List B matters, it should be possible to handle this speedily. If a faculty would have been required, contact the Archdeacon and Diocesan Registry: the Chancellor is usually give an 'interim faculty' (i.e. urgent permission for the necessary work to proceed), but usually a confirmatory faculty will be required in due course.

### 2. Prepare full details of the proposed work (in consultation with your architect or other professional adviser(s) for these works):

A request for a List B permission must still include the **technical details of the proposed work** - this should usually be professionally-produced documentation such as an architectural specification, specialist report, detailed annotated drawings, or detailed contractor's quotation that includes a description of the scope of works, method statement, materials used *etc.*

**Photographs** of the relevant area of the building (interior or exterior) should be provided - please assume that the DAC advisor(s) looking at your proposals may have no previous knowledge of your church building.

A short **Statement** explaining what the 'problem' is (why the work needs to be carried out, even if it may appear to be self-evident) and why this 'solution' has been proposed. This is sometimes referred as a 'Statement of Need', but does not need to be a long document for a List B request.

If the work was highlighted in your latest **QI (Quinquennial Inspection) report**, please mention this. (The DAC and Archdeacon's office should both have a copy of the report on their files).

A **supporting statement** from the church's inspecting architect/surveyor will often be necessary - particularly relevant for repair works to the fabric of the building.

N.B. You can assume that the Archdeacon and DAC already have sufficient outline information on your church (e.g. whether the building is listed, approximate age of the building, whether the building is in a conservation area) to process a List B request.

3. Obtain PCC resolution for the work; this is preferable before making a List B request, and essential before the work can go ahead. Submissions should normally be sent in by the Rector/Vicar/Priest-in-charge or the Churchwardens of the parish; if we receive an application direct from anyone else (e.g. architect or surveyor) there should be evidence that the PCC has authorised this. If they are in doubt, the DAC staff or Archdeacon will check with the incumbent.

4. Use the Online Faculty System to 'submit' the request (which includes the supporting documents). This sends your request to both the DAC office and the Archdeacon; they will then liaise regarding the application, and obtain the necessary expert advice from the relevant DAC adviser(s).

5. You will hear from the DAC or Archdeacon if further information or clarification is required, or if the Archdeacon has decided that a faculty should be applied for.

6. If the Archdeacon is content to give permission for the List B works to proceed, the Archdeacon will issue the written notice, via the Online Faculty System. You should receive an email notification of this.

7. Please do **not** go ahead with the works until you have received written notice from the Archdeacon's office, and the works have been approved by the PCC. Even if not legally required, it is usually good practice to notify your church's Inspecting Architect/Surveyor and the PCC's insurance company.

8. Now you can start the work! (But don't forget to record the completed works in the church's logbook / inventory, as appropriate). You must adhere to any of the specified conditions which are legally-required for that category of work, which will be set out on the Archdeacon's written notice.

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## General Notes (Exclusions and Conditions)

Before considering any work, you should check that the works are not excluded from Lists A and B, in which case a faculty will be required. The Rules state that, if any of the following apply, a faculty must be applied for:

(a)	any works which involve alteration to or the extension of a <u>listed building</u> to such an extent as would be likely to affect its character as a building of special architectural or historic interest;
(b)	any works which are likely to affect the archaeological importance of a building or any archaeological remains within a building or its curtilage;
(c)	any works in respect of all or part of which scheduled monument consent is required under the Ancient Monuments and Archaeological Areas Act 1979;
(d)	any works which involve extension, demolition or partial demolition of a building, or the erection of a new building;
(e)	any matter which gives rise to a question of law or of doctrine, ritual or ceremonial or which would, if undertaken, affect the legal rights of any person [but this exclusion does not relate to List A7.(7) i.e. the grant of a licence for the grazing of a churchyard by livestock];
(f)	the exhumation or other disturbance of human remains;
(g)	the reservation of a grave space;
(h)	the sale or other disposal of any article of architectural, archaeological, artistic or historic interest;
(i)	the sale of any book remaining in or belonging to a ‘parochial library’ [as specifically defined in law, being a library founded by way of charitable contribution in order to assist Anglican clergy with their studies];
(j)	the introduction of an aumbry or any other receptacle used for the reservation of the sacrament of Holy Communion; or
(k)	the introduction of, or the carrying out of any work to, a monument in private ownership [“monument” includes a tomb, gravestone or other memorial and any kerb or setting forming part thereof, and “owner” means the person who erected the monument or, after that person’s death, the heir or heirs at law of the person or persons in whose memory the monument was erected].
<p><b>Additionally, no work can be carried out under List A or List B, if the work would be in breach of:</b></p> <ul style="list-style-type: none"> <li>- any condition subject to which a faculty has been granted;</li> <li>- the terms of any injunction or restoration order; or</li> <li>- the terms of any undertaking given to the court.</li> </ul>	

## Definitions

When consulting the lists, please note the following:

- ❖ “fabric” means the structure of a building comprising its walls, floor and roof; and
- ❖ “historic”, in relation to material, means material which is of historic or architectural significance.

Advice may be sought from the Diocesan Advisory Committee as to whether material is historic material or whether an article is of architectural, archaeological, artistic, or historic interest.

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## Guidance from the Church Buildings Council

You are encouraged to consult the range of *ChurchCare* guidance notes which the Church Buildings Council have published to assist churches. Topics include:

- ❖ Audio-Visual and Sound Systems
- ❖ bells
- ❖ building maintenance and repairs
- ❖ clocks
- ❖ electrical wiring
- ❖ flags
- ❖ heating
- ❖ lighting
- ❖ noticeboards
- ❖ organs
- ❖ roofs
- ❖ stained glass

The guidance notes can be found online:

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

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## Guidance - Trees in Churchyards

Before considering any work to **trees in churchyards**, you should read the relevant statutory advice note *Guidance to parochial church councils on the planting, felling, lopping and topping of trees in churchyards* which is issued by the Church Buildings Council and is available online:

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

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**FACULTY JURISDICTION (AMENDMENT) RULES 2019  
SCHEDULE 1  
Matters which may be undertaken without a faculty**

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**Table 1  
List A - Matters which may be undertaken without a faculty  
and without the need for consultation**

This table prescribes matters which may be undertaken without a faculty subject to any specified conditions.

See the general notes as to matters which may not be undertaken without a faculty despite being included in List A.

<i><b>Matter</b></i>	<i><b>Specified conditions</b></i>
<b>A1. Church building etc.</b>	
(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	The parochial church council’s insurers are notified if external scaffolding is to be erected
(b) works of repair not materially affecting the fabric or any historic material	
(2) Repairs and replacement of fittings in existing kitchens, lavatories, office accommodation and other ancillary rooms	
(3) Like for like repairs to window glass	The works do not include repairs to stained glass or to clear glass manufactured before 1960
(4) The repair or like for like replacement of wire mesh window guards	Only non-corroding fixings are used and, where practicable, are fixed in mortar joints
(5) The treatment of timber against beetle or fungal activity where the church <u>is not a listed building</u>	The works do not involve the replacement of timber
(6) Works of maintenance, repair and adaptation (not amounting to substantial addition or replacement but including re-wiring) to existing—	The works do not involve making additions to an electrical installation
(a) heating systems (including the replacement of control equipment)	
(b) gas, water or other services	
(c) electrical installations (including lighting installations) and other electrical equipment	Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998)

<i>Matter</i>	<i>Specified conditions</i>
<p>(7) The replacement of a boiler in the same location and utilising an existing fuel supply and existing pipe runs</p> <p><i>(See matter B1(5) in List B for replacement using different fuel supply of pipe runs)</i></p>	<p>Any work to an oil-fired heating system or to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p> <p>In the case of adaptation, the parochial church council's insurers are notified of the proposals</p> <p>Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998)</p> <p>Any work to an oil-fired heating system is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p> <p>The works do not involve the creation of a new external flue</p> <p>The parochial church council's insurers are notified of the proposals</p>
<p>(8) The like for like replacement of roof lead or other material covering the roof of a building which <u>is not a listed building</u></p>	<p>The original introduction of the material being replaced was authorised</p> <p>The parochial church council's insurers are notified of the proposals</p>
<p>(9) The installation of a roof alarm (including an alarm with an image capture facility)</p>	<p>The amount of associated cabling is kept to the minimum that is reasonably practicable</p> <p>The parochial church council's insurers are notified of the proposals</p> <p>Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p>
<p>(10) The application of forensic marking on roof lead or other material covering a roof or to rainwater goods or flashings</p>	
<p>(11) Work to an existing lightning conductor</p>	<p>The parochial church council's insurers are notified of the proposed work</p>

<b>Matter</b>	<b>Specified conditions</b>
<p>(12) The replacement or introduction of a weathervane on a church which <u>is not a listed building</u></p> <p>(13) The repair, maintenance, removal, disposal or replacement of a flagpole</p> <p>(14) The introduction, removal or disposal of furniture, furnishings, office equipment and minor fixtures (including safes) in vestries and similar rooms</p> <p>(15) The introduction, removal or disposal of fire extinguishers</p> <p>(16) The making of additions to an existing name board</p> <p>(17) The installation of bat boxes as part of a bat management programme</p> <p>(18) The introduction of anti-roosting spikes</p> <p>(19) The installation of bird netting to tower windows</p> <p>(20) The adaptation of an existing sound reinforcement system</p> <p>(21) The introduction of a defibrillator in a church which <u>is not a listed building</u></p>	<p>The parochial church council is satisfied that the person who is to undertake the work has the necessary skill and experience</p> <p>Only non-corroding fixings are used where a flagpole is repaired or replaced</p> <p>The existing use of the vestry or similar room is not changed</p> <p>No article of historic or artistic interest is removed or disposed of</p> <p>Any instructions from the supplier or the parochial church council's insurer in relation to their type or location is complied with</p> <p>The board is not a war memorial or roll of honour</p> <p>The addition is in the same style (including colour and materials) as existing names on the board</p> <p>Only non-corroding fixings are used and, where practicable, are fixed in mortar joints</p> <p>Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p> <p>In the case of a church which <u>is a listed building</u>, no alteration is made to existing fixings or cable runs (<i>but see matter B1(13) in List B</i>)</p>
<p><b>A2. Musical instruments</b></p>	
<p>(1) The introduction or disposal of musical instruments (other than pipe organs and non-</p>	<p>No article of historic or artistic interest is disposed of</p>

<b>Matter</b>	<b>Specified conditions</b>
<p>portable electronic organs) and associated equipment</p> <p>(2) The routine tuning and maintenance of organs and pianos</p> <p>(3) The repair or replacement of electrical motors and humidification equipment for organs</p>	<p>In the case of organs, any works do not involve tonal alterations, changes to the action or major dismantling of the instrument</p> <p>Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p>
<b>A3. Bells etc.</b>	
<p>(1) The inspection and routine maintenance of bells, bell fittings and bell frames</p> <p>(2) The repair and maintenance of clappers, crown staples (including re-bushing) and bell wheels</p> <p>(3) The repair or replacement of bell stays, pulleys, bell ropes (including in Ellacombe apparatus), rope bosses, sliders or slider gear</p> <p>(4) The repainting of metal bell frames and metal bell fittings</p>	<p>No tonal alterations are made to any bell</p> <p>No bell is lifted from its bearings</p> <p>Works do not include the re-soling or re-rimming of a bell wheel</p> <p>No bell is lifted from its bearings</p> <p>No bell is lifted from its bearings</p> <p>No bell is lifted from its bearings</p>
<b>A4. Clocks</b>	
<p>(1) The inspection and routine maintenance of clocks and clock dials</p> <p>(2) Maintenance and like-for-like repairs, without removing the clock from the church, of:</p> <p>(a) ratchets, clicks and click springs on flies</p> <p>(b) locking levers</p> <p>(c) pulleys</p> <p>(d) broken hands</p> <p>(e) clock hammers and their springs</p> <p>(3) Replacement of:</p> <p>(a) weight lines</p> <p>(b) suspension springs</p> <p>(c) fixings of clock dials</p> <p>(4) The reinstallation of disconnected hands and numerals</p> <p>(5) Repairs to bell cranks and clock bell hammers</p>	<p>Works do not include re-painting or re-gilding of clock dials or repainting clock movements</p> <p>Works do not include re-painting or re-gilding of clock dials or repainting clock movements</p>

<i>Matter</i>	<i>Specified conditions</i>
(6) The upgrading of electrical control devices and programmers	Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))
<b>A5. Church contents</b>	
(1) The repair of woodwork, metalwork and movables	<p>Matching materials are used</p> <p>The repair does not involve any works to:</p> <ul style="list-style-type: none"> <li>• woodwork or metalwork of historic or artistic interest</li> <li>• Royal coats of arms</li> <li>• hatchments or other heraldic achievements</li> <li>• paintings</li> <li>• textiles of historic or artistic interest</li> <li>• church plate (including candlesticks and crosses)</li> </ul>
(2) The application to articles of forensic marking	No article of historic or artistic interest is marked without first obtaining specialist advice
(3) The introduction, removal or disposal of kneelers, hassocks, pew runners and cushions	<p>The introduction, removal or disposal of the articles does not result in a change to the overall appearance of the church</p> <p>No article of historic or artistic interest is removed or disposed of</p>
(4) The introduction, removal or disposal of— (a) movable bookcases (b) books (c) free-standing noticeboards (d) movable display stands (e) cruets (f) vases and flower stands (g) hymn boards (h) altar linen (but not altar frontals or falls) (i) flags and banners used for temporary displays (but not the laying up of flags, or the removal or disposal of flags that have been laid up)	<p>No article of historic or artistic interest is removed or disposed of</p> <p>No article being introduced is fixed to historic fabric</p>

<b>Matter</b>	<b>Specified conditions</b>
<p>(j) the Union flag or St George's flag (with or without the diocesan arms in the first quarter) for flying from the church</p> <p>(k) portable audio-visual equipment</p> <p>(l) wi-fi routers</p> <p>(m) equipment for card payment systems</p> <p>(5) The removal or disposal of—</p> <p>(a) redundant sound reinforcement equipment</p> <p>(b) carpet</p> <p>(c) free-standing chairs (but not pews, benches or stalls)</p> <p>(6) The like for like replacement of carpet</p> <p>(7) Treatment of fixtures and furniture against beetle or fungal activity</p> <p>(8) The replacement of curtains (other than curtains and other hangings associated with an altar)</p> <p>(9) The introduction of free-standing chairs in a church which <u>is not a listed building</u></p> <p>(10) The introduction, in a church which <u>is a listed building</u>, of additional free-standing chairs of a design which has previously been introduced in the church under the authority of a faculty</p> <p>(11) The introduction of a fixed internal noticeboard (including in a porch) in a church which <u>is not a listed building</u></p>	<p>No article of historic or artistic interest is removed or disposed of</p> <p>Only breathable material is used</p> <p>No article of historic or artistic interest is removed or disposed of</p> <p>No material of historic or artistic interest is treated</p> <p><i>(See matter B4(6) in List B for treatment of material of historic or artistic interest)</i></p> <p>No article of historic or artistic interest is removed or disposed of</p>
<p><b>A6. Church halls and similar buildings subject to the faculty jurisdiction</b></p>	
<p>(1) Works of maintenance and repair to the building and the replacement of fittings in the building</p> <p>(2) The introduction, removal or disposal of furniture and fittings</p>	<p>No article of historic or artistic interest is removed or disposed of</p>

<i>Matter</i>	<i>Specified conditions</i>
<p>(3) Replacement of material covering the roof where <u>neither</u> the church <u>nor</u> the church hall or similar building <u>is a listed building</u></p> <p>(4) The introduction of a defibrillator in a building which <u>is not a listed building</u></p>	
<b>A7. Churchyard</b>	
<p>(1) The introduction and maintenance of equipment for maintenance of the church and churchyard</p> <p>(2) The repair of paths and other hard-surfaced areas, including resurfacing in the same materials and colour</p> <p>(3) The introduction of unwired lighting to mark the edge of a path</p> <p>(4) The maintenance of fences, walls and gates (including lychgates and stiles), not involving repair or replacement, carried out as part of the regular course of care and upkeep of the fence, wall or gate</p> <p>(5) Repairs to, and like for like replacement of, fences and gates other than lychgates, walls or historic railings</p> <p><i>(See matters B6(2) and (3) in List B for repairs to walls and lychgates)</i></p> <p>(6) The repair, repainting or like for like replacement of a noticeboard</p> <p>(7) The grant by the incumbent of a licence for grazing in the churchyard</p>	<p>Any new disturbance below ground level is kept to a minimum</p> <p>Any new disturbance below ground level is kept to a minimum</p> <p>The wording on the board is not changed except for the purpose of updating existing information that is included on the board</p> <p>In the case of replacement:</p> <ul style="list-style-type: none"> <li>• the Town and Country Planning (Control of Advertisement) Regulations 2007 are complied with,</li> <li>• the replacement noticeboard is not illuminated, and</li> <li>• any new disturbance below ground level is kept to a minimum</li> </ul> <p>The licence is in a form approved by the chancellor</p>

<i>Matter</i>	<i>Specified conditions</i>
<p>(8) The disposal or replacement of gas and oil tanks (and associated pipe work)</p> <p>(9) The introduction, replacement or disposal of a flagpole not attached to the church building</p> <p>(10) The introduction of a defibrillator where the church <u>is not a listed building</u></p>	<p>No works of excavation are involved</p> <p>The local planning authority is notified of the proposal</p> <p>Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998)</p> <p>Any work to an oil-fired heating system is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p> <p>In the case of replacement, the replacement tank is of similar dimensions and in substantially the same location</p> <p>The local planning authority is notified of the proposal</p> <p>Any new disturbance below ground level is kept to a minimum</p>
<b>A8. Trees</b>	
<p>(1) The felling, lopping or topping of a tree the diameter of any stem of which does not exceed 75 millimetres (measured over the bark at a height of 1.5 metres above ground level)</p> <p>(2) The lopping or topping of any tree— that is dying or dead; or has become dangerous</p> <p>(3) The removal of dead branches from a living tree</p>	<p>The works do not relate to any tree in respect of which a <u>tree preservation order</u> is in force or which is in a <u>conservation area</u></p> <p>Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards</p> <p>Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards</p> <p>Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards</p>

**FACULTY JURISDICTION (AMENDMENT) RULES 2019  
SCHEDULE 1**

**Matters which may be undertaken without a faculty**

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**Table 2**

**List B - Matters which may be undertaken without a faculty subject to consultation etc.**

This table prescribes matters which may, subject to any specified conditions, be undertaken without a faculty if the archdeacon has been consulted on the proposal to undertake the matter and has given notice in writing that the matter may be undertaken without a faculty. The archdeacon may impose additional conditions in the written notice.

See the general notes as to matters which may not be undertaken without a faculty despite being included in List B.

<i>Matter</i>	<i>Specified conditions</i>
<b>B1. Church building etc.</b>	
(1) Works of repair affecting the fabric or historic material	<p>The repair does not introduce material of a type that does not already form part of the fabric or historic material that is to be repaired</p> <p>The repair does not involve the substantial replacement of a major part of the fabric or of historic material</p> <p>Details of any materials to be used are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p> <p>The works do not involve any new disturbance below ground level</p> <p>The parochial church council's insurers are notified if external scaffolding is to be erected</p>
(2) The installation of a wall offertory box	The installation does not affect historic fabric
(3) Works of external or internal redecoration (other than to areas of historic wall painting, even if already painted over)	<p>Details of materials and colours are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p> <p>The overall appearance of the building is not changed</p>

<i>Matter</i>	<i>Specified conditions</i>
<p>(4) The treatment of timber against beetle or fungal activity where the church <u>is a listed building</u></p> <p>(5) The replacement of a boiler in the same location utilising a different fuel supply or pipe runs</p> <p><i>(See matter A1(7) in List A for replacement using existing fuel supply and pipe runs)</i></p>	<p>The parochial church council's insurers are notified if external scaffolding is to be erected</p> <p>The works do not involve the replacement of timber</p> <p>Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998</p> <p>The parochial church council's insurers are notified of the proposals</p>
<p>(6) The like for like replacement of roof lead or other material covering the roof of a <u>listed building</u></p>	<p>The original introduction of the material being replaced was authorised</p> <p>The parochial church council's insurers are notified of the proposals</p>
<p>(7) The installation of lighting and safety equipment</p>	<p>The lighting or other equipment:</p> <ul style="list-style-type: none"> <li>• is installed only in a part of the church (such as a tower or crypt) that is not normally visible to the public, or</li> <li>• when installed will not be visible from ground level</li> </ul> <p>Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p> <p>The installation will not affect any graves or vaults</p> <p>The parochial church council's insurers are notified of the proposals</p>
<p>(8) The extension of an existing lighting system</p>	<p>Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p> <p>The parochial church council's insurers are notified of the proposals</p>

<i>Matter</i>	<i>Specified conditions</i>
(9) The installation of a lightning conductor	The parochial church council's insurers are notified of the proposals
	The parochial church council is satisfied that the person who is to undertake the work has the necessary skill and experience
(10) The installation of closed circuit television for security purposes	Details of cameras and other equipment, their proposed location and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter
	Regard is had to any guidance issued by the Church Buildings Council relating to privacy and the protection of personal data
	Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))
(11) The installation of security and fire alarms	Details of equipment, its proposed location and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter
	Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))
(12) The installation of locks (including timed and other electronic locking devices)	
(13) The installation of a sound reinforcement system or loop system (including a control desk) or the alteration of an existing system	
(14) The introduction of a defibrillator in a church which <u>is a listed building</u>	
(15) The introduction of fixed audio-visual equipment in a church which <u>is not a listed building</u>	Details of equipment, its proposed location and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter
(16) The removal of asbestos	Works, other than works of minor reinstatement and repair, will not be required following the removal of the asbestos

<i>Matter</i>	<i>Specified conditions</i>
<p>(17) The refurbishment of facilities for serving refreshments</p> <p>(18) The removal of partitions or divisions that did not form part of the original construction of a church which <u>is not a listed building</u></p> <p>(19) The introduction of bird boxes</p>	<p>The original introduction of the facilities being refurbished was authorised</p>
<b>B2. Bells etc.</b>	
<p>(1) The lifting of a bell to allow the cleaning of bearings and housings</p> <p>(2) The like for like replacement of—</p> <p>(a) bearings and their housings</p> <p>(b) gudgeons</p> <p>(c) crown staple assembly</p> <p>(d) steel or cast iron headstocks</p> <p>(e) wheels</p> <p>(3) The replacement of—</p> <p>(a) bell bolts</p> <p>(b) a wrought iron clapper shaft with a wooden-shafted clapper</p> <p>(4) The treatment of timber bell frames with preservative or insecticide materials</p> <p>(5) The re-pinning or re-facing of hammers in Ellacombe apparatus</p> <p>(6) The installation of an electric silent ringing device for the training of ringers</p>	<p>Regard is had to any guidance issued by the Church Buildings Council</p> <p>No modification is made to the manner in which any bell may be sounded</p> <p>No historic material is modified or removed</p> <p>Regard is had to any guidance issued by the Church Buildings Council</p> <p>The works do not involve the drilling or turning of the bell</p> <p>No modification is made to the manner in which any bell may be sounded</p> <p>No historic material is modified or removed</p> <p>Regard is had to any guidance issued by the Church Buildings Council</p> <p>No modification is made to the manner in which any bell may be sounded</p> <p>No historic material is modified or removed</p> <p>Regard is had to any guidance issued by the Church Buildings Council</p> <p>No modification is made to the manner in which any bell may be sounded</p> <p>No historic material is modified or removed</p> <p>Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p>

<i>Matter</i>	<i>Specified conditions</i>
<p>(7) The installation of louvres in a belfry as a sound control measure</p> <p>(8) The introduction of peal boards in a location not normally visible to the public</p>	<p>The device is installed in a location not normally visible to the public</p> <p>No alteration is made to the fittings of the bells other than the installation of electric contacts and wires</p> <p>The device does not adversely affect the church's protection against lightning</p> <p>Any fixings are made into mortar</p>
<b>B3. Clocks</b>	
<p>(1) Alterations to striking trains to prevent striking at night</p> <p>(2) The repair or replacement of electrical or electronic clocks manufactured after 1950</p>	<p>No part of the clock movement is affected</p>
<b>B4. Church contents</b>	
<p>(1) The repair and maintenance of church plate (including candlesticks and crosses) not of historic or artistic interest</p> <p>(2) The replacement of an electronic organ (but not of a pipe organ)</p> <p>(3) Like for like repairs and works of conservation to a pipe organ</p> <p>(4) The installation of humidification equipment for a pipe organ</p>	<p>The original introduction of the electronic organ being replaced was authorised</p> <p>The replacement electronic organ is on a similar scale to the electronic organ being replaced</p> <p>The archdeacon is satisfied, having regard to the advice of the diocesan advisory committee or a member or officer of the committee, that the person who is to carry out the work has the necessary skill and experience</p> <p>The archdeacon is satisfied, having regard to the advice of the diocesan advisory committee or a member or officer of the committee, that the person who is to carry out the work has the necessary skill and experience</p> <p>Any work to an electrical installation or electrical equipment is carried out by a person</p>

<i>Matter</i>	<i>Specified conditions</i>
<p>(5) The replacement of carpets or other floor covering and underlay (<i>see List A for like of like replacement of carpets</i>)</p> <p>(6) Treatment of fixtures and furniture against beetle or fungal activity (<i>see List A for treatment of material not of historic or artistic interest</i>)</p> <p>(7) The introduction of a book of remembrance and stand</p> <p>(8) The introduction of a stand for candles</p> <p>(9) The introduction of a fixed internal noticeboard (including in a porch) where the church <u>is a listed building</u></p> <p>(10) The introduction of a heating appliance not forming part of a heating system</p> <p>(11) Works of repair to altar frontals and falls</p> <p>(12) Disposal of redundant altar frontals and falls</p>	<p>whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p> <p>Only breathable material is used</p> <p>No article of historic or artistic interest is replaced</p> <p>Details of the appliance, its proposed location and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p> <p>Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p> <p>No work is carried to an article of historic or artistic interest</p> <p>No article of historic or artistic interest is disposed of</p>
<p><b>B5. Church halls and similar buildings subject to the faculty jurisdiction</b></p>	
<p>(1) The introduction of a defibrillator in a building which <u>is a listed building</u></p>	
<p><b>B6. Churchyard</b></p>	
<p>(1) The introduction and removal of benches in a churchyard</p>	<p>No bench proposed to be introduced has an inscription on it which would not be permitted on a monument in the churchyard under the applicable churchyard regulations made or approved by the chancellor</p>

<i>Matter</i>	<i>Specified conditions</i>
(2) The repair or rebuilding of walls	<p>The works do not relate to any wall which is included in the Schedule maintained for the purposes of the Ancient Monuments and Archaeological Areas Act 1979 or is separately listed as a building of special architectural or historic interest under the Planning (Listed buildings and Conservation areas) Act 1990</p> <p>Any new disturbance below ground level is kept to a minimum</p>
(3) The repair of lychgates	<p>The lychgate is not <u>separately listed</u> as a building of special architectural or historic interest under the Planning (Listed buildings and Conservation areas) Act 1990</p>
(4) The introduction, replacement or alteration of a notice board	<p>A new notice board is not illuminated</p> <p>The Town and Country Planning (Control of Advertisement) Regulations 2007 are complied with</p>
(5) The introduction of a defibrillator where the church <u>is a listed building</u>	<p>Any new disturbance below ground level is kept to a minimum</p>
(6) The introduction of stands for bicycles	
(7) The resurfacing of paths and other hard-surfaced areas using different materials or colour where the church <u>is not a listed building</u>	
(8) The introduction of hand rails to steps or paths	
<b>B7. Trees</b>	
(1) The planting of trees	<p>Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards</p>
(2) The felling of a tree— (a) that is dying or dead; or (b) has become dangerous	<p>In the case of any tree in respect of which a <u>tree preservation order</u> is in force or which is in a <u>conservation area</u>, section 206 of the Town and Country Planning Act 1990 (which provides for the planting of replacement trees) is complied with</p> <p>Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards</p>

<i>Matter</i>	<i>Specified conditions</i>
(3) All other works to trees (whether or not prescribed in List A) except felling	<p>If applicable, the law relating to the preservation of trees in respect of which a <u>tree preservation order</u> is in force or which are in a <u>conservation area</u> is complied with</p> <p>Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards</p>

**-END OF LIST-**

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## ADDITIONAL MATTERS

### ***COMMONWEALTH WAR GRAVES CHURCHYARDS SIGNAGE***

The Chancellor has made an order which permits the Archdeacon to give 'List B' approval to the installation of Commonwealth War Graves Commission (CWGC) churchyard signage. A copy of the Chancellor's order and accompanying DAC letter can be downloaded from the diocesan website:

<https://southwark.anglican.org/about-us/what/caring-for-our-churches/fjr2015>

Please contact the Commonwealth War Graves Commission to begin an application for CWGC churchyard signage; we ask that you then use the Online Faculty System to submit your List B application to your Archdeacon for approval.

When commencing a new application, please select 'Additional Diocesan matter' as the category of works on List B (this option can be found at the bottom of the online list when you commence a List B application in the online system).

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