The Diocese of Southwark

BRIEF GUIDANCE:
TEMPORARY MINOR RE-ORDERING (TMRO)
ARCHDEACON'S LICENCES REQUESTS

It is not possible at the present time to use the Building Management Portal (BMP) to apply for a 'Temporary Minor Re-Ordering' ('TMRO') Archdeacon's Licence.
To consult List A or List B, or to read more about the background, please go to the Diocese's website:
https://southwark.anglican.org/support/for-our-churches/buildings-dac/faculties/

- Works to church buildings and their contents, and churchyards, will usually require a faculty unless what is proposed is covered by 'List A' or 'List B'.
- Some works of temporary minor re-ordering (known as 'TMRO'), which would otherwise need a faculty, may be eligible for permission on a trial basis, for up to two years (non-renewable). This short-term time-limited permission can be granted by the Archdeacon giving a licence for this TMRO work.
- To be eligible for a TMRO Archdeacon's Licence, the parish must currently have a minister (usually defined as a Rector, Vicar, Team Rector, Team Vicar, or Priest-in-Charge – check with your Archdeacon if this is not the case) and therefore not be in vacancy.
- The proposed scheme must be reversible, i.e. capable of being easily and fully reinstated back to the position that existed before the scheme was implemented.
- The proposed scheme must not involve any of the following:
  - any material interference with or alteration to the fabric of the church;
  - the carrying out of any electrical works;
  - the disposal of any fixture or other article.
- If the scheme would involve moving any item, this can only happen if it can be easily reinstated. If being moved, it should be done only by suitably competent or qualified persons, and must be safely stored, in a location approved by the Archdeacon.

An outline of the procedure that should be followed when requesting a TMRO Archdeacon's Licence in the Diocese of Southwark:

1. Is this eligible for a TMRO Archdeacon's Licence?

- Proposals which would otherwise need a faculty, but are temporary minor re-ordering works, may be eligible initially for short-term approval for up to two years (non-renewable) if certain conditions/requirements are met.
- To ascertain if the work may be eligible and appropriate for a TMRO Archdeacon's Licence, please speak to your Archdeacon first.
- If your Archdeacon considers the works could be eligible, and would be supportive in principle, prepare details of the work, and submit to the DAC for advice.

2. Prepare details of the proposed work:

- A request for advice on a TMRO Archdeacon's licence application must still include enough **details of the proposed work**. Documentation should usually include: a description of the scope of works; a method statement; and details of any new items, products, or materials involved.
- **Drawings**, in particular an 'existing' and 'proposed' floor-plan, can help to explain what is being planned. Other sketches or drawings may also be useful or preferable.
- **Photographs** generally of the building and of the relevant area (of the 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. Any close-up photos should also be provided where relevant.

- A short **Statement** explaining what the 'problem' is (why the work is being proposed 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 TMRO works.
- A **supporting statement** from the church's inspecting architect/surveyor will often be necessary – particularly relevant for anything involving historic fixtures or that might affect the fabric of the building.

3. Obtain PCC resolution for the work; this is preferable before making a TMRO Archdeacon's licence application, 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 there should be evidence that the minister and PCC has authorised this. If they are in doubt, the DAC staff or Archdeacon will check with the incumbent.

4. Use email to 'submit' the request along with the supporting documents and send this to the DAC office, using our team mailbox DAC@southwark.anglican.org, copied to your Archdeacon. They will then liaise regarding the application as needed, 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 decides that a faculty should be applied for instead.

6. If the Archdeacon is content to give permission for the TMRO works to proceed, the Archdeacon or their PA will issue the licence by email.

7. Please do **not** go ahead with the works until you have received the licence 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 carry out the work! But you must adhere to any conditions, which will be set out on the Archdeacon's licence.
And this permission is only time-limited, so you should think ahead and apply for a faculty in time, if you wish the arrangement to continue beyond the time-period of the licence. We would advise you to start the faculty process by applying to the DAC at least four (and preferably six) months before the expiry-date of the licence.
A TMRO licence may be amended or revoked by the Archdeacon, but the time-period of the licence cannot be extended. Therefore where a parish wishes to retain the temporary arrangements longer-term or permanently, a faculty petition must be submitted in sufficient time to complete the faculty process before the licence expires. Unless the Registry has received your faculty petition at least two months before the licence expires (which requires having first obtained the DAC advice and carried out your month-long public notice period), the church building should be restored to its previous arrangement on expiry of the licence.

Diocesan Advisory Committee for the Care of Churches ('DAC')
w: https://southwark.anglican.org/support/for-our-churches/buildings-dac/
e: DAC@southwark.anglican.org
t: 020 7939 9400
