

Seeking Advice from the Diocesan Advisory Committee



Introduction

These notes are for parishes thinking about applying for a Faculty for permission to carry out work on a Church building or in a Churchyard.

The Diocesan Advisory Committee for the Care of Churches (DAC) is an advisory body on matters affecting places of worship and Churchyards in the Diocese.

It gives advice to the Chancellor, the Archdeacons and parishes on such matters as:

- grant of faculties
- architecture, archaeology, art and history of places of worship
- use, care, planning, design and redundancy of places of worship
- the use and care of the contents of places of worship
- use and care of churchyards and burial grounds

The DAC endeavours to respond promptly to all applications for advice. As the nature and complexity of proposals varies widely advice can be given about some applications more quickly than others. This may become evident when other official bodies (eg English Heritage, the local authority, amenity societies) need to be consulted about proposals.

Obtaining Advice

The first step in seeking advice is to talk to your Archdeacon.

Some matters will not require a Faculty (very minor matters, List A matters and List B matters) but you will still need advice and permission.

Lists A and B are legislation published by the national Church.

For List A matters, once you and the Archdeacon are certain that the matter falls within this list, you can go ahead.

For List B matters, you will need to apply for permission using a simple application form, downloadable from the website. The Archdeacon will do some checking and consultation and then send you a form giving you permission to go ahead.

Other matters will require a Faculty.

If you are considering applying for a Faculty you should contact the DAC Secretary and Archdeacon at the earliest opportunity with your proposals. Do this well before any decisions are made on the work you hope to carry out.

The Committee can offer informal advice before detailed proposals are submitted.

Professional advisers

Parishes should also engage professional advisers - such as architects or other consultants - at the earliest opportunity. Initial discussion which includes parish, professional advisers and the DAC will often save time and unnecessary expense in the long term.

Preparing and Submitting Applications

Application requirements

Your completed application form should be sent to the DAC Secretary with supporting information.

This will include:

- a factual description and summary of the proposal
- comprehensive details of the proposal, together with relevant drawings, plans, designs, specifications, photographs (please label) and other documents
- names of the architect and person (or firm) who will carry out the work
- a summary/general/part 1 Statement of Significance is already held on the Diocesan website for each Church - so you won't need to send it in, but you will need to check that it is correct
- a part 2 'Statement of Significance' specifically relating to the items under consideration
- a 'Statement of Needs' explaining what you want to do, and why you want to do it
- an 'Impact Assessment', explaining the impact of what you propose on the items under consideration, and also on other items if they are also affected
- completion of the 'Check List for Applications'
- the application fee - the current amount is on the Faculty Application form, or contact the DAC Secretary for
- the correct postage has been applied.

Please remember that committee members may not be familiar with your church or its layout and therefore the information provided should be sufficient for the Committee to fully understand what is proposed.

In all cases you will need to send:

- a site plan or floor plan of the church on which the location of the work is marked and
- photographs of the areas which will be affected.

If what you send is incomplete, or DAC members are unable to understand it, they may ask for a site visit or further information, which will delay your application. This is one reason why it is always better to speak to the Archdeacon and DAC early on in your thinking.

After you have submitted your application

Receipt of your application will be acknowledged.

The DAC Secretary will review all applications for advice to ensure the necessary information has been submitted. If it is felt that the application is incomplete a request for further information will be made.

Only complete applications will be reported to the DAC.

The views of the DAC will be given in the form of Notification of Advice (Form 2). This will be issued after discussion of the proposals. It will state whether the Committee Recommends, or has No Objection, or does Not Recommend the work, and may contain conditions. The Certificate may also recommend that you consult English Heritage, the Local Authority or an amenity society (particularly where significant changes are proposed).

Where work is not recommended the Committee's reasons will be given on the Certificate.

The Petition and Public Notice

When the Notification of Advice is sent to you, a copy is sent to the Diocesan Registrar who will send you the **Petition and Public Notice**. All the supporting papers submitted to accompany the application are also sent to the Registrar at this time.

The **Petition** is the form used to apply to the Chancellor for a faculty and must be submitted to the Diocesan Registry.

The **Public Notice** allows objections to the proposals to be made.

The **Public Notice** must be displayed at the Church for 28 days.

You should not start any work until the faculty has been received from the Diocesan Registrar.

You should allow approximately 3 or 4 months from the date of application to the date when it is likely a faculty will be issued, assuming no objections or other complications.

During this period your plans must be displayed in the Church.

If you need assistance please contact the DAC Secretary at Church House, West Walls, Carlisle, CA3 8UE. Direct line 01228 815403