CARLISLE DIOCESAN ADVISORY COMMITTEE FOR THE CARE OF CHURCHES

INFORMATION REQUIRED FOR FULL FACULTY APPLICATIONS

July 2016

These notes set out the DAC's general advice for PCCs on the information required to accompany Faculty applications.

In general terms the information required is similar to the information required for Listed Building Consent in the lay system although in some cases further technical information is necessary.

The amount of accompanying information will depend on the complexity of the application. Note that a full Faculty application will not always be required – see the separate Guidance on this.

If you have any queries at all about what to provide, please contact the DAC Secretary who will be pleased to advise.

Note that for large applications it is likely that you – the PCC – will have formally appointed a professional adviser (such as an architect) to assist in developing the proposals. In these cases most of the information required is likely to fall within the standard terms of appointment of the adviser. In the case of small applications it may be useful to discuss the proposals on the telephone or in person with your quinquennial architect who will probably be willing to do so free of charge.

The main elements within the proposals should be separately identified on the front of the Application form as numbered items. These should be headings rather than detailed schedules - a small application will probably have one or maybe two items and a medium or large application will probably have up to five items.

The key consideration is clarity – the objective is simply to make clear what is being proposed.

Please bear in mind that the information may be photocopied on an A4 copier for distribution to DAC members and any plans or photos should be capable of being clearly reproduced in this way.

INFORMATION REQUIRED FOR FACULTY APPLICATIONS

FOR ALL APPLICATIONS

A resolution of a PCC meeting to carry out the work.
This must include the numbers present and the voting and it must be signed by the applicant.

FOR ALL APPLICATIONS IF THE BUILDING IS LISTED

1 A General Statement of Significance.

This identifies the significance (or historic importance) of the building generally. It will probably be already available from Form 1A for your Church, available from the Diocesan website. It is a good idea to check this information before submitting your application and confirm that it is correct. If so, there is no need to reproduce this in the application. Contact the DAC if in doubt.

2 A Statement of Need.

This identifies the Church's needs that the proposals are addressing. It is usually best written by the PCC rather than by a professional adviser. If you have considered options, state them here.

3 A Particular Statement of Significance and Impact Assessment.

This identifies the significance of any specific items that are affected by the proposals together with an assessment of the impact of the proposals on these. This can be the PCC's own assessment and/or that of a professional adviser.

FOR PROPOSALS TO ALTER THE BUILDING

Such as   internal re-ordering or re-planning
               extensions
               removals or demolitions
               new heating or lighting installations
               new sound or audio visual systems

- Plans of the Church both 'as existing' and 'as proposed' (at 1.100 scale)
- Sections & Elevations of the proposed work (at 1.50 & larger scales as appropriate)
- A Design Statement to describe the works
- Specification Notes (the technical content only – not preliminaries etc)
- Paint colours, carpet samples if appropriate
- Digital photographs
- Copies of other reports / documents if prepared in support of the proposals (where relevant) (such as a Bat Survey, Tree survey, scale model etc)

FOR REPAIRS

Such as   re-roofing, pointing, rendering, plastering works or decoration

- Plans of the Church showing the locations of repairs (at 1.100 scale)
- Specifications (the technical content only)
- Digital photographs

FOR THE INTRODUCTION OF NEW ITEMS

Such as   memorial plaques, other fixed items

- Plans of the Church showing the proposed locations of the items (at 1.100 scale)
- Illustrations and descriptions of the items
- Digital photographs