

CARLISLE DIOCESAN ADVISORY COMMITTEE

APPLICATION FOR FORMAL DAC ADVICE

Use this form if you want to apply for a Faculty to carry out work at your Church.
A fee is payable: Cheques should be made payable to Carlisle Diocesan Board of Finance.
Please speak to your Archdeacon before completing this form to see whether it would be helpful for the DAC to visit your Church before an application is made.

THE CHURCH

Church	
Parish	
Archdeaconry	
Listing Grade	Grade I, Grade II*, Grade II, Not Listed (delete as appropriate)

THE APPLICANT

Name & Office held	
Address	
Phone	
Email	

APPOINTED PROFESSIONAL (Architect/Surveyor) AND CONTRACTOR (if applicable)

Name	
Address	
Phone	
Email	

You ought normally to consult your Architect/Surveyor, and if not, be able to explain why not.

Form 1A / Standard Information Form

Before your Application can be considered, we need to be sure that the information for your church in Form 1A / the Standard Information Form is correct. We can send this to you, on request, and would ask that you please check that it is correct; if it is, please tick the box; if it is not, please tell DAC Secretariat at Church House of any corrections needing to be made.

Form 1A is correct

Send or email this form with supporting documents to:

DAC Administrative Secretary, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR
dac@carlisle-diocese.org.uk

THE PROPOSALS (list all the items for which a faculty is sought)

In numbered headings	
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SUPPORTING INFORMATION (Please list and number the documents provided)

	Tick if doct. attached	List of documents
General Statement of Significance		Before your Application can be considered, we need to be sure that the information for your church in Form 1A / the Standard Information Form is correct. We can send this to you, on request, and would ask that you please check that it is correct; if it is, please tick the box; if it is not, please tell DAC Secretariat at Church House of any corrections to be made.
Statement of Need		The Statement of Need sets out why you need or want to do this work, and the options considered.
Specific Statement of Significance and Impact Assessment		This sets out the significance of the particular item(s) to be changed, and what will be the impact on it/them, and on other items, of the proposed changes.
These three documents are the most important documents for your application: please see the Diocesan website : www.carlisediocese.org.uk/our-diocese/diocesan-committees/diocesan-advisory-committee/faculties-and-planning-permission.html		
List of Drawings (eg plan of Church and/or Churchyard showing proposed works; size, style, layout of wording for headstone)		
Specifications (eg details of materials, fabrics, colours used)		
Photographs		
Other Information (eg copy of PCC Resolution showing voting; cheque for fee)		

CONSULTATION WITH ARCHITECT

Have you consulted your architect?	Yes / No (<i>please delete as appropriate</i>)
Please state reasons if you haven't consulted your architect	
OTHER CONSULTEES (Historic England, Victorian Soc, Georgian Soc, SPAB, etc: if consulted by the PCC)	
Consultee and their response	please provide copies of their responses

The Faculty Application Process

Once the DAC has considered the proposals, the applicant will receive "Notification of Advice." This will be provided on what is known as "Form 2" within 10-14 days of the DAC meeting.

The DAC Secretariat will send the Diocesan Registrar a copy of "Form 2" along with all supporting information. Once the Registrar has received that form and information, she will send the applicant a formal "Petition for Faculty" application form (Form 3) along with Public Notices etc.

There are flowcharts and further information on the Diocesan website about the process.

2019 /2020 INFORMATION

DAC MEETING DATES

Applications should be received in Church House before noon on the "Last Date for Submission"

DAC Meeting Dates for 2019

Thursday 17 October
Thursday 28 November

Last Date for Receipt of Papers

Thursday 26th September 2019
Thursday 7 November 2019

DAC Meeting Dates for 2020

Thursday 30 January 2020
Thursday 12 March 2020
Thursday 23 April 2020
Thursday 11 June 2020
Thursday 16 July 2020
Thursday 10 September 2020
Thursday 22 October 2020
Thursday 3 December 2020

Last Date for Receipt of Papers

Thursday 9 January 2020
Thursday 20 February 2020
Thursday 2 April 2020
Thursday 21 May 2020
Thursday 25 June 2020
Thursday 20 August 2020
Thursday 1 October 2020
Thursday 12 November

Late applications will be considered where possible, but may be held over to the following meeting.

THE COST

For applications to be considered - the fee is £205.

Cheques to be made payable to Carlisle Diocese Board of Finance.