

SCHEDULE 1 *comes into force: 1 April 2020*

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

### General notes

List A and List B set out matters which may generally be undertaken without a faculty subject to conditions specified in Table 1 and Table 2 and, in the case of List B, subject to the archdeacon giving written notice that the matter may be undertaken. However, a matter may not be undertaken without a faculty despite being included in List A or List B if it comprises

- works which involve alteration to or the extension of a listed building to such an extent as would be likely to affect its character as a building of special architectural or historic interest works which are likely to affect the archaeological importance of a building or any archaeological remains within a building or its curtilage
- works for all or part of which scheduled monument consent is required under the Ancient Monuments and Archaeological Areas Act 1979
- works which involve the extension, demolition or partial demolition of a building or the erection of a new building
- a matter which gives rise to a question of law or doctrine, ritual or ceremonial or which would, if undertaken, affect the legal rights of any person
- the exhumation or other disturbance of human remains
- the reservation of a grave space
- the sale or other disposal of an article of architectural, archaeological, artistic or historic interest
- the sale of any book remaining in or belonging to a parochial library<sup>(3)</sup>
- the introduction of an aumbry or another receptacle used for the reservation of the sacrament of Holy Communion
- the introduction of a monument, or the carrying out of work to a monument erected in or on, or on the curtilage of, a church or other consecrated building or on consecrated ground.

In List A and List B—

- “authorised” means authorised by faculty or under List A or List B;
- “church” includes a building which is included in the list maintained by the Church Buildings Council under section 38(1) of the Measure;
- “fabric” means the structure of a building comprising its walls, floor and roof;
- “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.

Application may be made to the chancellor for directions as to matters not included in List A or List B that are of such a minor nature that they may be undertaken without a faculty.

**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> <p>The parochial church council's insurers are notified if external scaffolding is to be erected</p>

<p>(4) The treatment of timber against beetle or fungal activity where the church is a listed building</p>	<p>The works do not involve the replacement of timber</p>
<p>(5) The replacement of a boiler in the same location utilising a different fuel supply or pipe runs</p> <p>(See matter A1(7) in List A for replacement using existing fuel supply and pipe runs)</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 listed building</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> <p>is installed only in a part of the church (such as a tower or crypt) that is not normally visible to the public, or</p> <p>when installed will not be visible from ground level</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 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>
<p>(9) The installation of a lightning conductor</p>	<p>The parochial church council's insurers are notified of the proposals</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>(10) The installation of closed circuit television for security purposes</p>	<p>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</p> <p>Regard is had to any guidance issued by the Church Buildings Council relating to privacy and the protection of personal data</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>(11) The installation of security and fire alarms</p>	<p>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</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>(12) The installation of locks (including timed and other electronic locking devices)</p>	

(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 is a listed building	
(15) The introduction of fixed audio-visual equipment in a church which is not a listed building	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
(17) The refurbishment of facilities for serving refreshments	The original introduction of the facilities being refurbished was authorised
(18) The removal of partitions or divisions that did not form part of the original construction of a church which is not a listed building	
(19) The introduction of bird boxes	
<b>B2. Bells etc.</b>	
(1) The lifting of a bell to allow the cleaning of bearings and housings	<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>
(2) The like for like replacement of—	Regard is had to any guidance issued by the Church Buildings Council
(a) bearings and their housings	The works do not involve the drilling or turning of the bell
(b) gudgeons	No modification is made to the manner in which any bell may be sounded
(c) crown staple assembly	No historic material is modified or removed
(d) steel or cast iron headstocks	
(e) wheels	

(3) The replacement of— (a) bell bolts (b) a wrought iron clapper shaft with a wooden-shafted clapper	<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>
(4) The treatment of timber bell frames with preservative or insecticide materials	
(5) The re-pinning or re-facing of hammers in Ellacombe apparatus	<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>
(6) The installation of an electric silent ringing device for the training of ringers	<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 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>
(7) The installation of louvres in a belfry as a sound control measure	Any fixings are made into mortar
(8) The introduction of peal boards in a location not normally visible to the public	
<b>B3. Clocks</b>	
(1) Alterations to striking trains to prevent striking at night	No part of the clock movement is affected

(2) The repair or replacement of electrical or electronic clocks manufactured after 1950	
<b>B4. Church contents</b>	
(1) The repair and maintenance of church plate (including candlesticks and crosses) not of historic or artistic interest	
(2) The replacement of an electronic organ (but not of a pipe organ)	<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>
(3) Like for like repairs and works of conservation to a pipe organ	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
(4) The installation of humidification equipment for a pipe organ	<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 whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p>
(5) The replacement of carpets or other floor covering and underlay (see List A for like of like replacement of carpets)	<p>Only breathable material is used</p> <p>No article of historic or artistic interest is replaced</p>
(6) Treatment of fixtures and furniture against beetle or fungal activity (see List A for treatment of material not of historic or artistic interest)	

(7) The introduction of a book of remembrance and stand	
(8) The introduction of a stand for candles	
(9) The introduction of a fixed internal noticeboard (including in a porch) where the church is a listed building	
(10) The introduction of a heating appliance not forming part of a heating system	<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>
(11) Works of repair to altar frontals and falls	No work is carried to an article of historic or artistic interest
(12) Disposal of redundant altar frontals and falls	No article of historic or artistic interest is disposed of
<b>B5. Church halls and similar buildings subject to the faculty jurisdiction</b>	
(1) The introduction of a defibrillator in a building which is a listed building	
<b>B6. Churchyard</b>	
(1) The introduction and removal of benches in a churchyard	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



(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 separately listed 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 is a listed building	<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 is not a listed building	
(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>

<p>(2) The felling of a tree—</p> <p>(a) that is dying or dead; or</p> <p>(b) has become dangerous</p>	<p>In the case of any tree in respect of which a tree preservation order is in force or which is in a conservation area, 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>
<p>(3) All other works to trees (whether or not prescribed in List A) except felling</p>	<p>If applicable, the law relating to the preservation of trees in respect of which a tree preservation order is in force or which are in a conservation area 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 churchyard</p>