



DERBY DIOCESAN ADVISORY COMMITTEE

ADVICE APPLICATION FORM

Notes for Those Applying for a Faculty:

1. This is the form you should complete when you are ready to apply for a faculty. Obtaining the advice of the DAC is the first part of the process. Once the DAC has formulated its recommendation to the Chancellor, a certificate will be issued and forwarded to the Registrar. The formal faculty petition papers will then be sent to you.
2. The form should be accompanied by 2 copies of the following: Statements of Need and Significance (guidelines available), drawings, photographs, specification and schedule of work, preferably from your architect. The DAC will not be able to consider your application unless you submit detailed relevant information.
3. If the works or proposals will affect (a) the character of the church as one of special architectural or historic interest, or (b) the archaeological importance of the church or archaeological remains within the church or its curtilage, or (c) involve demolition affecting the exterior of an unlisted church in a conservation area, then you must consult with English Heritage, the appropriate National Amenity Society and the Local Planning Authority at the same time as applying for advice from the DAC. You should ask them to respond within 28 days.
4. This application will be considered at the meeting, only if it has been returned (complete with supporting paperwork) by the published closing dates. **Please see the list of dates posted on website: www.grapevine.derby.anglican.org under clergy and churchwardens tabs/buildings or available from the Secretary.**

Advice Application Form:

To: The DAC Secretary, Church House, Full Street, Derby DE1 3DR

From: Parish.....

Church of.....

Name, address and telephone number of applicants: (Vicar and Churchwardens)

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1. We hereby apply to the DAC for its formal advice on the following:

Schedule of Works or Other Proposals

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2. We enclose full details in order for the DAC to consider our request consisting of the following:

Drawings no. _____
Plans no. _____
Designs no. _____
Specifications dated _____
Photographs showing _____
Statement of Needs _____
Statement of Significance _____

- Copies of relevant correspondence with:

English Heritage dated _____
National Amenity Society dated _____
Local Planning Authority dated _____
Insurance Company dated _____
Other Official letters dated _____

- Other documents, listed and dated below:

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3. Name and Address of Church Architect:

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Has he/she been instructed to specify the proposed works: **Yes/No**

If No

Has he/she been consulted about them: **Yes/No**

4. Names and Addresses of persons or firms proposed to carry out the above works or other proposals:

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SIGNED: **DATED:**
On behalf of all interested applicants

If you require any further advice or information, please contact the DAC Secretary, Mrs Virginia Davis, at Church House, Monday to Thursday 9 am - 5 pm Tel. 01332 388683 (Please Note: Church House is closed between 1 and 2 pm) e-mail: dac@derby.anglican.org