

The following guidelines are available from the DAC Secretary or on www.grapevine.derby.anglican.org under churchwardens/buildings tabs.

1. Procedure for applying for a faculty
2. Preparing Statements of Need and Significance
3. Major Building Projects – advice to parishes contemplating re-ordering and new building work.
4. Electrical works
5. Heating
6. Carpeting in churches (carpets & other floor coverings)
7. Chairs in churches
8. Church Noticeboards
9. Control of Asbestos at Work Regulations 2002
10. Work to trees – requirement for a faculty

Useful contact details:

DAC Secretary – Tel. 01332 388683

Registrar's Clerk – Tel. 01332 388678

English Heritage, East Midlands Region, 44 Derngate,

Northampton, NN1 1UH – Tel. 01604 735400

The Georgian Group, 6 Fitzroy Square, London W1P 6DX

Tel. 0207 529 8930

The Society for the Protection of Ancient Buildings (SPAB)

Head Office: 37 Spital Square, London E1 6DY, Tel. 0207 377 1644

The Victorian Society, 1 Priory Gardens, Bedford Square,

London W4 1TT. Tel. 020 8994 1019

For Local Authority Conservation Officers: contact you local

Borough or District Council

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A SHORT GUIDE TO FACULTY PROCEDURE

The faculty procedure is the Ecclesiastical alternative to Listed Building Consent and also applies to unlisted churches. It balances planning requirements against using the church in today's world. It is the Chancellor of the Diocese, via the Diocesan Registry, who grants the faculty which authorizes the work to be done. It is not the Diocesan Advisory Committee. Its certificate simply gives advice to the Chancellor.

For major projects please refer to the DAC booklet "Major Building Projects" (advice to parishes contemplating re-ordering & new building work). Preliminary advice may always be requested from the DAC if you think this would be helpful.

Please contact the DAC Secretary for advice if you are unsure of the procedure.

APPLYING FOR A FACULTY PART I DAC ADVICE TO THE CHANCELLOR

- Obtain the DAC Advice Application Form from the DAC Secretary and apply to the DAC using the form supported by drawings, photos and specifications together with Statements of Need and Significance. (Guidelines available).
- A list of DAC meetings (nine per year) is available from the Secretary or on www.grapevine.derby.anglican.org under the clergy/buildings tabs. The closing dates are two and a half weeks prior to the meetings.
- If significant alterations are involved then write to the appropriate Amenity Society, English Heritage and the Local Authority Conservation Officer requesting comments within 28 days. They will need details of the proposals together with the Statements of Need and Significance. The Statement of Need should set out the reasons why changes to the church buildings are necessary to assist the church in its Worship and Mission. The Statement of Significance should summarize the historical development of the church and identify the important features that make major contributions to the character of the church. It should also detail the significance of the part of the building, features and objects specifically affected by the proposals.
- The DAC may request further information, suggest amendments or arrange a site visit before making a recommendation.
- When the DAC is satisfied a certificate recommending or raising no objections to the proposals is issued to the Registry. If the DAC is unable to recommend a proposal and the parish wishes to go ahead with the faculty petition to the Chancellor, a certificate not recommending the proposals will be issued.

APPLYING FOR A FACULTY PART II REGISTRY PROCEDURE

- Faculty Petition Papers are sent out from the Registry, including the public notices, which have to be displayed for 28 days.
- Delays can be caused for the following reasons:
 - If the petition is not filled in correctly, or papers are missing. It is worth spending some time getting this right. Advice is available from the Registry.
 - If Form 3 and the Certificate of Publication are not returned.
 - Petition papers are sent by the Registry to either the Archdeacon or the Chancellor, depending on the nature of the work. Both reply quite quickly but the Chancellor can, and, occasionally, will ask for further information. Both can impose conditions.
 - Objections may be made which causes further delay. These have to be considered and the opportunity given to the objectors to become formal parties to the proceedings.
- There might have to be a Consistory Court, if the Chancellor feels the matter should be dealt with at a public hearing.
- Please note that there are times in the year when the Registry is particularly busy and not able to deal with faculty requests immediately they are submitted.
- Even though the Archdeacon may give his permission for work to be done as an emergency, a faculty application will still be needed. This then becomes a confirmatory faculty. An emergency application to the Archdeacon should only be used when absolutely essential.
- Once the faculty petition has been approved the faculty (Form 5) will be issued and work may then proceed.