

## Form 3A

(Rule 5.3)

### Petition for Faculty

(proceedings started pursuant to resolution of parochial church council)

**To the Consistory Court of the Diocese of**

**Church of**

**In the parish of**

**Petitioners:**

FULL NAME*	RESIDENTIAL ADDRESS* (including postcode)	OFFICE HELD*

*\*Please use capital letters.*

Please indicate here which of the above should be regarded as the contact address. A telephone number and email address should also be provided where possible.

Usually the minister and churchwardens should be the petitioners. Where that is not the case, please provide an explanation here (including details of the interest which it is said that a person who is not the minister or a churchwarden has in the matter).

**We petition the Court for a faculty to authorise the following—**

*Please fully and accurately state the works or other proposals for which a faculty is sought. Where relevant, include the number and date on the architect's or surveyor's drawings or other specifications. If it is proposed to dispose of any item details must be given.*

*The works or proposals must be the same as those in respect of which the Diocesan Advisory Committee has given any advice (subject to any modifications that have been made to take account of advice received – if any modifications have been made they also must be described here).*

**SCHEDULE OF WORKS OR PROPOSALS**

*Copies of the Standard Information Form and any drawings, plans, specifications, photographs or other documents showing the proposals must be provided with this petition.*

**A. PROFESSIONAL ADVICE**

*Please answer this section in every case*

1. Has the architect or surveyor appointed under the Inspection of Churches Measure 1955 been—

a. engaged in connection with the proposals?                      Yes     No

b. asked for general advice in relation to these proposals?                      Yes     No

2. If another architect or surveyor is being engaged—

a. what is his or her name and address?

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b. why is he or she being instructed in relation to the proposed works?

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**B. CHANGES TO THE INTERIOR AND/OR EXTERIOR OF THE CHURCH**

*Please answer this section if applicable. Otherwise proceed to section C*

3. a. If changes to the interior and/or exterior of the church are proposed, has the PCC prepared a statement of significance and a statement of needs?                      Yes     No

b. If the answer to a. is yes, please supply copies of the statements with this petition.

c. If the answer to a. is no, what are the reasons for asking for permission for the proposals?

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*Please supply separate explanatory statement if more space is required*

### C. FINANCIAL INFORMATION

*Please answer this section in every case*

4. a. What is the estimated cost of the proposed works?

b. Who has estimated this cost?

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c. Are the proposals wholly to be paid for by someone other than the parochial church council or wholly from funds which have been given to the PCC for the purpose of the proposals?

Yes  No

d. If the answer to c. is no, how are the proposals to be paid for? (Please give figures in the boxes below)

From—

i. the PCC's current balance of funds that are available for the purpose

ii. gifts/legacies

iii. grants or fund raising

– already available	<input type="text" value="£"/>
– being sought	<input type="text" value="£"/>

If you are preparing a statement of needs or providing an explanatory statement under section 3.c., please include details of any fund raising strategy there.

### D. PERMISSIONS FROM OTHER BODIES

*Please answer this section in every case*

5. a. Are any external works proposed? Yes  No

b. If yes, have you consulted the local planning authority as to whether planning permission or advertisement consent is required? Yes  No

c. Please include a copy of any reply from the local planning authority.

6. a. If required, has outline or full planning permission or advertisement consent been granted? Yes  No

b. Please include a copy of the planning permission or advertisement consent, if any, with this petition.

7. a. If any of the proposals affect a scheduled ancient monument, has scheduled monument consent been obtained? Yes  No

b. If yes, please include a copy of the consent with this petition.

**E. ARCHAEOLOGICAL MATTERS**

*Please answer this section if applicable. Otherwise proceed to section F*

8. a. Have you been advised that the proposals may have archaeological significance?      Yes     No

b. If yes, please include any advice received.

c. Is an archaeologist to be involved and to be given facilities for inspection and recording during the course of the works of excavation or works to the fabric?      Yes     No

**F. CONSULTATION FOR WORKS OF DEMOLITION, ALTERATION OR EXTENSION OF A LISTED CHURCH**

*Please answer this section if applicable. Otherwise proceed to section G*

9. Have you consulted any of the following bodies?

The Church Buildings Council      Yes     No

Historic England      Yes     No

The Council for British Archaeology      Yes     No

The Ancient Monument Society      Yes     No

Society for the Protection of Ancient Buildings      Yes     No

The Georgian Group      Yes     No

The Victorian Society      Yes     No

The Twentieth Century Society      Yes     No

If the answer to any of the above is yes, please include copies of any correspondence giving the views of the body concerned and your replies.

10. a. Have you consulted the local planning authority?      Yes     No

b. If yes, please include correspondence giving its views and your reply.

**G. CHURCH INSURANCE**

*Please answer this section for any work to or in the church*

11. Do the proposals involve external scaffolding? Yes  No

12. a. Is the work or part of the work to be carried out by voluntary labour? Yes  No

b. If yes, has the PCC taken out insurance to protect voluntary labour against the risk of injury during the course of the work? Yes  No

13. Have you informed the church's insurance company that work is to be carried out in the church or churchyard? Yes  No

14. If the answer to question 13 is yes, please supply a copy of the insurer's approval or letter in reply.

**H. DETAILS OF CONTRACTORS**

*Please answer this section when you wish to carry out work of any kind*

15. Please give the name and address of each contractor to be employed for the different aspects of the works (e.g. builder, electrician, stained glass artist, organ builder etc.)

Contractor 1	Contractor 2	Contractor 3
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**I. TIME FOR WORK**

*Please answer this section in every case*

16. a. How soon will the work start after the faculty is granted?

\_\_\_\_\_  
\_\_\_\_\_

b. How long is it expected that it will take for the work to be completed?

\_\_\_\_\_  
\_\_\_\_\_

17. a. Will it be necessary to hold public worship in another building while the work is being carried out? Yes  No

b. If yes, has the Bishop consented to alternative arrangements for public worship? Yes  No

**J. ARCHDEACON'S LICENCE**

*Please answer this section if applicable. Otherwise proceed to section K*

18. a. Has the archdeacon granted a licence authorising temporary minor re-ordering? Yes  No

b. If yes, please include a copy with this petition.

**K. PCC RESOLUTION**

*Please answer this section, deleting words as appropriate, in every case*

19. The parochial church council at its meeting on \_\_\_\_\_ passed unanimously / without dissent / by a majority of \_\_\_\_\_ to \_\_\_\_\_ among those present and voting a resolution relating to the works or proposals. A copy of the resolution signed by the chair / secretary is included with this petition. There are \_\_\_\_\_ members of the council.

**L. DIOCESAN ADVISORY COMMITTEE**

*Please answer this section in every case*

20. Is a notification of advice from the Diocesan Advisory Committee included with this petition? Yes  No

**M. FURTHER INFORMATION**

*Please answer this section in every case*

21. Will the work affect any graves? Yes  No

22. Are any private rights (including rights in seats in the church) affected by the works or proposals? Yes  No

23. If the answer to question 21 or 22 is yes, please provide details in the schedule of works or proposals.

24. Is the information about the church and churchyard included in the most recent quinquennial inspection report still accurate? Yes  No

25. If there is any further information that the petitioners would like the court to take into account, details should be set out in a letter or statement included with this petition.

We believe that the facts stated in this petition are true.

Signed:

Date:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Signature(s) of petitioners or person acting on behalf of petitioners)