

# MAKING CHANGES TO YOUR CHURCH: SUBMITTING A GOOD FACULTY APPLICATION

This is the final document in a series which goes through the four main stages of a development project; from understanding your church building and needs, the initial pulling together of ideas, to drafting informal proposals and finally submitting a formal faculty. Taken together they help to guide parishes through what can be a long and complex process, in a positive and constructive way.

## IS A FACULTY NEEDED

A faculty is needed for all significant works of repair, alteration or addition to a consecrated church, its contents or its churchyard. Please consult the Online Faculty System at <https://facultyonline.churchofengland.org/applications> or contact us at Church House, if you are unsure whether or not a faculty is needed.

## INFORMATION & DOCUMENTS NEEDED

You will need to complete a Form 3a Petition for Faculty via the Online Faculty System as well as a Form 1a Standard Information Form, though the latter will be completed automatically from information held in the Church Heritage Record.

The portal will prompt you with items to support the application but these may include:

- A PCC resolution
- A clear description of the works
- Statement of Significance and Statement of Need (for applications to listed churches which are likely to have major impact see *Guidance sheet 1*)
- Photographs
- Scale drawings as existing and proposed
- Specifications
- Specialist reports or surveys
- Archaeology strategy

When uploading documents, no file should exceed 5MB, and where possible drawings should be converted to PDF. Drawings should be to a scale printable to no larger than A3.

Where possible we would like all applications to be submitted to us via the portal, but we recognise that not everyone has full internet access and where this is the case, please contact us so that we can make separate arrangements for you to send things to us here at Church House.

You will be able to see from the portal when we have successfully received your application, and whether or not additional information has been requested. One of the huge benefits of the online system is that PCCs will be able to check on the progress of their application directly, and receive regular updates as and when things happen, so it is hoped this will make things clearer and in many cases faster, as missing information or questions raised can be addressed more swiftly. There is no time limit on submitting an application, but the process will only begin when all the necessary supporting information is present.

## **DEADLINES**

The deadline for the submission of faculty applications is 14 days before the DAC meeting and dates for the year are available on our website. Once the portal has received your faculty application and confirmed all information and supporting documents are present, you will be notified via email of the meeting date at which it will be discussed.

## **DAC SITE VISITS**

Depending upon the nature of the faculty and how familiar the DAC are with your church and your proposals, a site visit may be required by a delegation of the DAC and its officers. If this is the case, we will make the appropriate arrangements to visit as soon as is practical for all those attending. If when you submit your faculty we are not able to visit before the next available committee meeting, the discussion of your faculty application will be deferred to the meeting after next.

Site visits should ideally be attended by members of the PCC who are able to explain your proposals more fully. If you would also like your architect/ surveyor/professional advisor to be present, you are welcome to invite them to attend, but you should bear in mind the potential costs involved.

## **CONSULTATIONS**

Once your application is safely within the online portal we will use the information you have sent us to initiate consultation with the Church Buildings Council (CBC), Historic England (HE), your local authority (LPA) and the Amenity Societies (Ancient Monuments Society, Council for British Archaeology, Society for the Protection of Ancient Buildings, Georgian Group, Victorian Society, 20th Century Society) as appropriate. Consultation will be dealt with automatically and all necessary consultees will be given the minimum 28 days to respond.

## **PLANNING PERMISSION AND BUILDING REGULATIONS**

If your proposals involve any extension or alteration to the exterior of your church, or to its boundaries, Planning Permission and Building Regulations (Building Regs) approval may be needed in addition to any faculty applications. We would recommend that you submit for planning approval prior to submitting for a faculty so that you can include the decision notice with your faculty papers. The Ecclesiastical Exemption means that churches are exempt from the need for Listed Building Consent, but planning permission is unaffected and will still be required. Building Regs approval will also be needed for the installation of all new facilities (WCs, kitchens, self-heated pods, etc). If you are in any doubt as to whether Planning Permission or Building Regs approval is required for the works you are planning, please contact your local Planning or Building Control departments.

## **FEES**

The Faculty fee is paid by the Diocese for all applications made by PCCs. Applications to be made by private individuals (private memorials for example), or third party organisations must be paid for by the individuals or organisations directly.

## PROCESS

Your faculty application will be discussed at the next available DAC meeting, where the committee will make their formal recommendation. If your case is a complex one, your PCC may be allocated a 10 minute presentation time in which to put forward your case. If this is offered, you must keep within the 10 minutes and you will be asked to leave the meeting in order for the committee to make its recommendation.

In all cases, we will respond to you to confirm the outcome of the DAC meeting via the Online Faculty System, and where there are positive recommendations we will forward the applications directly to the Registrar for the Chancellor to consider. The Registrar will automatically issue your public notices which must be printed off and displayed in two prominent locations for at least 28 days.

If the DAC does not recommend your proposals, we will also respond via the online system to explain our decision. At this stage you can choose whether to revise your proposals in the light of the advice, or forward the application as it stands for the Chancellor to consider. This can all be done via the online system.

The final decision on whether or not a faculty is granted is made by the Chancellor, and any granted faculties will be issued to you both online but also in hard copy (sealed version).

## CONDITIONS

When you finally receive your faculty from the Registrar, check for any conditions that may have been applied. Conditions must be complied with and if you need help in understanding what is required, please contact us at Church House.

## STARTING WORK

Once works start on site, if anything should change from the plans and specifications which were agreed as part of your faculty, you must refer these changes back to us. We realise that once contractors are working on-site things can change quite rapidly so we will always do our best to reply as quickly as possible and be as flexible as we can in reviewing variations. If however you do not do this, there is a risk that the works could be carried out unlawfully and errors could be made which could otherwise have been avoided, so please do get in touch.

If you have any enquiries relating to the faculty process or are unhappy with the decision you have received, these enquiries should be directed to the Diocesan Registrar at the address below.

If you need any help or support in completing your faculty application, please contact Natalie Fenner or Adam Klups

at Church House on 01452 410022 or by email on [dac@glosdioc.org.uk](mailto:dac@glosdioc.org.uk)

The Diocesan Registrar can be contacted at: Gloucester Diocesan Registrar, Veale Wasbrough Vizards, Narrow Quay House, Narrow Quay, Bristol, BS1 4QA  
Tel 0117 9252020, or by email on [gloucesterregistry@VWV.co.uk](mailto:gloucesterregistry@VWV.co.uk)