



## Drop in Sessions

**For advice, support and guidance on the Faculty Application Process and the Online Faculty System website.**

The DAC Department is always willing to offer support and guidance on any queries or concerns you may have and provide an insight into the process and requirements of applying for permissions.

The Churchwardens Training Day is a key opportunity to introduce and provide an overview of the Online Faculty System website, the understanding of the permissions to be granted and the importance of understanding and maintaining your Church building. However, we appreciate this is only an annual event with a limited time slot and there may be questions that arise as and when you come to apply for permission for the proposed works you are looking to undertake. Alternatively there may be specific questions you would like to ask or you may be looking for guidance on how to navigate the Online Faculty System website all applications are made through.

Consequently, a session will be held periodically to provide an opportunity where anyone involved in the process of applying for permissions are welcome to ask questions of the DAC Secretary and Church Buildings Officer on an informal 'drop in' basis. However, please could you contact us by the **20<sup>th</sup> May** to provide an overview of your query this will allow us to ascertain the time required to discuss the issue, allowing us to book a mutually convenient time slot. This could range from clarification over the permission type the works you propose to carry out would fall under, to demonstrating how to use the Online Faculty System website i.e. registering an account, creating an application and attaching documents. If you would like support, guidance or advice on the use of the website please be aware you will need to bring your own laptop or tablet with you to the session.

*The first Drop in Session will be held at **Old Alresford Place, Alresford SO24 9DH** on **Thursday 30<sup>th</sup> May 2019** from **2pm to 5pm**.*

If you would like to attend on the **30<sup>th</sup> May** please contact the **DAC Secretary**, Mr Richard Streatfield – [richard.streatfield@winchester.anglican.org](mailto:richard.streatfield@winchester.anglican.org) / 01962 737308 or the **Church Buildings Officer**, Miss Sarah Feltham – [sarah.feltham@winchester.anglican.org](mailto:sarah.feltham@winchester.anglican.org) / 01962737306 by the **20<sup>th</sup> May**.