

Diocesan Advisory Committee

Faculty Permission Application Process - Advice Note for Parishes and Applicants

For any proposed works or schemes that fall under the *Faculty Jurisdiction Rules 2015* a Faculty permission must be obtained from the Chancellor before any works can be undertaken. Faculty applications are subject to set requirements and processes. It is important to recognise these requirements to understand timescales/permissions and how these will affect your planned schedule of works. This document provides an insight into the process. However, if you have any specific questions or would like clarification or reassurance on a submission please contact:

DAC Secretary – Mr Richard Streatfield on 01962 737308 or
richard.streatfield@winchester.anglican.org

Church Buildings Officer – Miss Sarah Feltham on 01962 737306 or
sarah.feltham@winchester.anglican.org

The Chancellor of the Diocese grants a Faculty permission. The Diocesan Advisory Committee (DAC) are an advisory body comprised of the Archdeacons and specialist advisors in various fields, from Architects to Bell specialists. The DAC act as an advisory body to the Chancellor, therefore they will **Recommend, Not Recommend or Not Object** to the application and communicate their thoughts and/or comments, through the DAC Department, to the Chancellor for his consideration.

Depending on the nature of the proposed works and how extensive they will be, external amenity societies and statutory consultees such as, Historic England, the Victorian Society, and the Church Buildings Council must consider certain applications before the Chancellor makes a decision.

Once the **Notification of Advice** (please see page 3 for details) has been received the applicant will then need to display a **Public Notice** and observe the **28 day public notice period**. The application will then be sent to the Registrar before the Chancellor then makes a judgement. At this stage, the Registrar may contact the applicant if they would like further details or clarification. Additionally, the Chancellor will look to see the comments of the external and statutory consultees as well as those of the DAC **before** a decision is reached. The confirmation of the permission will be received through the Online Faculty System.

The applicant will need to complete the **Practical Completion form** (please see below link [page 2] for a useful guidance document) when the works under Faculty are complete or if you decide not to do the works at all.

If the works proposed involve external change or works to trees permission from the Local Authority may be required. In this instance, permission from both the Diocese and the Local Authority must be obtained before the works can proceed.

Guidance Documents

Please see the below links for useful guidance documents on the Faculty Application Process.

To apply for a Faculty permission the applicant/s must create an application through the **Online Faculty System website** at <https://facultyonline.churchofengland.org/Default.aspx>

The following link is a useful document to illustrate **the process of applying for a Faculty Permission** through the Online Faculty System from start to finish:

<https://facultyonline.churchofengland.org/Data/Sites/1/media/user-manuals/ofs-diagram.pdf>

How to create an account as an applicant

Before you make your first application, you will need to register as a user and assign your church/es to your account. The following link is for a useful guidance document that details the process of creating an account: <https://facultyonline.churchofengland.org/Data/Sites/1/media/user-manuals/how-to-register-as-an-applicant.pdf> Please be aware the DAC Secretary is required to approve any registration therefore you will not be able to begin your application until you have received an email confirming your account has been approved. Once your user account has been approved, you will be able to create applications for any of the churches assigned to your account.

The following link details **how to start a Faculty application**:

https://facultyonline.churchofengland.org/Data/Sites/1/media/user-manuals/petitioner_starting-faculty-application.pdf

The following link provides guidance on how to complete the **Public Notice Period form**:

https://facultyonline.churchofengland.org/Data/Sites/1/media/user-manuals/petitioner_complete-public-notice.pdf

The following link details how to complete the **Practical Completion Form**:

<https://facultyonline.churchofengland.org/Data/Sites/1/media/user-manuals/filling-the-practical-completion-form.pdf>

What happens after a DAC meeting?

Once the DAC has considered and reached a recommendation on an application, the application will then receive a *Notification of Advice* via the Online Faculty System. The Notification of Advice will inform the applicant of the outcome of the meeting. However, as the DAC are an advisory committee to the Chancellor, even if the proposal is not recommended the applicant can still progress the application to be considered by the Chancellor if they wish. It is important to note that the application may be considered by the Committee and they may ask for more information, details or clarification before they will officially comment. If this is the case, the application will have to be reconsidered again at a future meeting once this information has been ascertained.

Therefore, it is important to create a strong and detailed application to reduce the risk of the proposal having to be reconsidered and consequently the timescale for the granting of the permission unnecessarily extended. Please note however, the submission will be considered by the DAC Department to support and offer guidance in strengthening the application before it is sent to the Committee and the External consultees for comment.

What to include in a Faculty submission

Although every application is different and will therefore have different requirements, the following details provide a brief insight into the documents and information expected of a Faculty application:

Statement of Significance

This should be a detailed document outlining the historical context and significance of the church building, including a detailed consideration of any significant features of architectural, artistic, archaeological or liturgical importance. Once this document has been comprehensively written, it should be transferrable to any faculty application submitted, as long as it is reviewed to recognise any substantial changes/developments.

Statement of Need

This should be a detailed document acknowledging the significance already established and vindicating why any potential harm to that significance is required and would result in public benefit that outweighs the harm. This should include details such as:

- An overview of the parish/village/town and the current use of the building
- Details of the services, the demographic of the congregation and any current community uses in addition to worship
- The need of the church/parish
- The proposals
- Justification – how the inevitable harm to the significance of the building will be balanced by the public benefit the proposed works will have. This section should also include an options appraisal – demonstrating there have been other options and schemes considered but this is the best/most viable etc.

Supporting documents and images

- A **summary of the works/other proposals** on which advice is being sought
- Any relevant **designs/plans/photographs**
- Any other documents giving particulars of the works e.g. **schedule of works**
- Any **advice/material** obtained relating to **environmental implications** of the works proposed
- The **section of the PCC minutes** detailing the agreement/discussion of the proposed works
- Any relevant **correspondence received** from the **Church Buildings Council**
- Any documents detailing **quotations**
- The completed **Inspecting Architect Consultation Document** – to be found on the DAC section of the Diocese of Winchester website at https://cofewinchester.contentfiles.net/media/documents/document/2019/04/Inspecting_Architect_Consultation_Document.pdf

Important 2019 dates

Every application for a Faculty permission must be considered at a DAC meeting and below is an example of the table detailing the meeting dates and the dates submissions must be received by. This and future tables are accessible on the Diocese of Winchester website at <https://www.winchester.anglican.org/DAC-church-buildings-pastoral/>



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WINCHESTER

Diocesan Advisory Committee (DAC)
Meetings, agenda close and site visits for 2019

AGENDA CLOSING DATE Submissions to arrive by 17:00	DAC MEETING DATE Meetings start at 14:15	SITE VISITS FOR THE BOURNEMOUTH ARCHDEACONRY 9:00 - 12:00	SITE VISITS FOR THE WINCHESTER ARCHDEACONRY 14.00 - 17:00
21 December 2018	22 January 2019	21 January 2019	21 January 2019
NO MEETING IN FEBRUARY			
8 February 2019	6 March 2019	11 March 2019	11 March 2019
NO MEETING IN APRIL			
22 April 2019	15 May 2019	20 May 2019	20 May 2019
27 May 2019	19 June 2019	17 June 2019	17 June 2019
1 July 2019	24 July 2019	22 July 2019	22 July 2019
NO MEETING IN AUGUST			
31 August 2019	18 September 2019	9 September 2019	9 September 2019
NO MEETING IN OCTOBER			
14 October 2019	6 November 2019	18 November 2019	18 November 2019
18 November 2019	11 December 2019	9 December 2019	9 December 2019
6 January 2020	29 January 2020	27 January 2020	27 January 2020