

Submission via the *Online Faculty System website.*

- A **List B** permission is granted by the Archdeacon and is obtained by submitting an application via the Online Faculty System website, this can be found at the following link: <https://facultyonline.churchofengland.org/Default.aspx>
- Although each application will have different requirements depending on the works proposed, the following is a useful guideline of the information we would expect to see:
 - 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
 - An **extract from the relevant PCC minutes** detailing the agreement/discussion of the proposed works
 - Details of the level of involvement of the **Inspecting Architect**
 - Any documents detailing **quotations**
- There is a useful guidance document on beginning a List B application which can be found at the following link: https://facultyonline.churchofengland.org/Data/Sites/1/media/user-manuals/petitionoer_list-b-application.pdf

DAC Department/Adviser consideration of the application and proposed works.

- Once the application has been submitted to the DAC Department through the Online Faculty System website, it will be reviewed and at this stage, the applicant will be contacted if further information is required.
- If the DAC Department are content, the application will be sent to a consultant or adviser from the *Diocesan Advisory Committee* (DAC) for their comments. If content and supportive of the proposed works, the application will then be sent via the online system to the Archdeacon.
- **However**, if the adviser is not content with the proposed works, the DAC Department will liaise with the applicant regarding the adviser's comments/concerns.
- Please be aware this element of the process is dependent upon the availability of the specialist individuals who are also volunteers and may not be able to reply immediately.

Archdeacon's Determination.

- Once the application has been through the above processes the application will be sent to the Archdeacon for consideration.
- Please be aware that at this stage the applicant may still be contacted for further information or clarity.
- Additionally, the Archdeacon may decide that the works exceed the parameters of a List B permission and therefore the application would have to be converted to a full Faculty application for consideration by the DAC at a Committee meeting and approval granted by the Chancellor.
- The Online System will send a notification to the applicant to confirm the outcome of the Archdeacons determination.

For specific advice or updates on a List B permission and the requirements/information required, please contact Richard Streatfield (01962 737308 or richard.streatfield@winchester.anglican.org) or Sarah Feltham (01962 737306 or sarah.feltham@winchester.anglican.org)