

# WHAT INFORMATION DO I NEED TO SUBMIT?

## Guidance note

from the Church Buildings Office 2019

ALL APPLICATIONS SHOULD BE SUBMITTED VIA THE  
ONLINE FACULTY SYSTEM:

<https://facultyonline.churchofengland.org>

If the works that you are proposing do not fall into any of these categories, please contact the Church Buildings Office for guidance on what to submit.

There are also individual guidance notes (obtainable via the Church Buildings Office or [www.exeter.anglican.org](http://www.exeter.anglican.org)) on many of the areas of work listed below which should also be referred to for further information.

For REPAIRS TO THE FABRIC or CONSERVATION OF AN OBJECT or WORK OF ART please submit:

- A specification of the works to be carried out. This should usually be provided by your church architect/surveyor, but in the case of specialist work, may also take the form of a report and detailed quotation from the appropriate specialist/conservator/contractor.
- Location plan which clearly marks where the repair(s) are to take place, plus any other relevant drawings.
- Recent photographs showing both the elevation(s) concerned, and the detailed area(s) that are to be repaired.
- PCC minute in support of the works.
- Quotation from your contractor (if available).
- Statement of Significance and Need.

For HEATING, LIGHTING, & SOUND REINFORCEMENT INSTALLATIONS:

- An illustrated and annotated plan of the church showing: where the new fittings/equipment are to be positioned, wiring routes and method of fixing wires, pipe work routes (for wet heating systems), and where any alteration needs to be made to the fabric as part of the works.
- Specification or quotation giving full details of the equipment, and how it is to be installed. Quotes for electrical work should be from NICEIC, ECA or NAPIT registered contractors.

- Catalogue illustrations of any equipment/fittings to be installed, including boilers for heating systems.
- Photographs of the area(s) of the church where the equipment is to be installed.
- Details of any cabinets to house sound reinforcement equipment, including material(s), measurements, design and location.
- Statements of Significance and Need.
- Confirmation that the church's architect/surveyor is content with the proposals (if they have not prepared the specification).
- PCC minute in support of the works.

#### For works to BELLS or ORGANS:

- A Bellhanger's or Bellfounder's report and quotation. If structural work is also required, include an architect's specification and/or Structural Engineer's report for this element of the works.
- An Organ builder's report and quotation. In the case of a new organ being installed, full details of both the new organ, and any organ to be replaced should be provided.
- In both instances, recent photographs of the bells or organ affected, and in the case of installing a new organ, the location where it is proposed to be sited.
- Statements of Significance and Need.
- PCC minute in support of the works.

#### For new CARPETS, FURNISHINGS, or FURNITURE (including chairs):

- Plan and photographs of where in the church the new item(s) are to be located, and method of fixing, if appropriate.
- Clear photographs/catalogue illustrations as appropriate, including details of materials.
- If new furniture is being designed, detailed scale drawings.
- Fabric samples (where appropriate), including underlay for new carpet (these should be posted).
- Where carpet is proposed, information on the existing floor finishes to be carpeted should be provided i.e. position of any ledger stones, medieval tiles etc.
- If the works will result in a significant alteration to the character of the building, a Statement of Significance and Needs should also be provided.
- PCC minute in support of the works.

#### For new MEMORIALS inside a church:

- Photographs showing the precise proposed setting of the memorial in relation to other memorials and features of the church.

- A full size or scale drawing showing layout and form of lettering and a description of the materials and method of fixing to be used.
- Wording/inscription for the memorial.
- An accompanying statement setting out why that particular person should be commemorated by way of a memorial in the church.
- PCC minute in support of the works.

For works to CHURCHYARDS, including walls, lychgates, headstones, tombs, digging trenches, new benches and alterations to existing, or provision of new, paths:

- Plan of the churchyard clearly marking the area(s) to be affected.
- Photographs of the churchyard (showing context), and detail of the area(s) affected.
- Specification/detailed quotation, measured drawings, and/or conservator's report (if appropriate).
- Archaeological Assessment (if appropriate).
- Statement of Significance and Need.
- Confirmation that the local planning authority has been consulted as to whether planning permission is required and copies of any correspondence from them as appropriate.
- PCC minute in support of the works.

For setting aside an AREA FOR CREMATED REMAINS:

- A churchyard plan marking the area concerned.
- Photographs of the area.
- Details of what size and type of memorials the PCC wish to permit, along with a plan showing what the proposed layout would be.
- Details of any additions to the area, such as benches or paths.
- PCC minute in support of the works.

For REORDERING, installation of NEW FACILITIES (e.g. WC, KITCHEN) or EXTENSIONS:

Informal Advice (see below) should be obtained for all such proposals as a first step. For consideration for a formal 'Notification of Advice' when proposals have been finalised, parishes should submit the following:

- Drawings in plan, section and elevation showing the affected part(s) of the church as existing, and a location plan.
- Annotated drawings showing what is proposed, including perspective drawings, preferably in colour, or, at least, with some indication of the colours to be used.
- Photographs showing both the whole building and the particular areas affected, as appropriate.

- Specification of Works.
- Statements of Significance and Needs (with the latter including an Options Appraisal).
- Archaeological Assessment (if either disturbance of the fabric of the church or churchyard is proposed as part of the works).
- A Design Statement explaining the philosophy behind the design.
- PCC minute in support of the works.

Please note:

For major reordering projects, other areas of work may be included (such as heating, lighting, furnishings, disposal of items) – if this applies please refer to the relevant section(s) above for guidance on what to submit.

### For confirmation of an ARCHDEACON'S PERMISSION for TEMPORARY REORDERING (APTR):

- Details of the original temporary permission/ Copy of the original APTR application documentation.
- Photographs of the situation before the temporary change.
- Photographs of the situation after the change.
- Statement of Significance and Need.
- Details of any additional works which would need to be carried out to make the change permanent.
- PCC minute in support of the works.

### For the SALE or DISPOSAL of an item:

- Statement of Significance and Needs. This should include a thorough justification for the reason for the proposed sale/disposal, details on the provenance of the item(s) and what other options regarding the item(s) have been considered.
- Good photographs of the item(s).
- Method of sale or disposal.
- Valuation of the item(s).
- PCC minute in support of the works.

### For the introduction of a new STAINED GLASS WINDOW:

Informal Advice (see below) should be obtained for all such proposals as a first step, to check that such an introduction would be acceptable in principle.

- Statement of Significance and Needs. If the window is being offered by a donor, this should include an accompanying statement setting out why that particular person should be commemorated by way of a memorial window in the church.

- Good photographs of the existing window where the new is to be located.
- Plan of the church, marking the window.
- Detailed drawings from the designer (with colours to be used shown where appropriate).
- A Design Statement explaining the philosophy behind the design.
- Quotation from designer/contractor (if applicable).
- PCC minute in support of the works.

#### For a new church NOTICE BOARD (List B Additional Matters):

- Confirmation as to whether it is a replacement board, or new installation. If it is a replacement, details of the existing notice board should be provided.
- Good photographs showing the proposed location, both close-up and to show context.
- Detailed scale drawing(s), showing style, size and layout of lettering. This should also be annotated to include details of construction material(s) and method of fixing.
- Confirmation that the local planning authority has been consulted as to whether planning permission is required, and copies of any correspondence from them as appropriate. All boards larger than 1.2m square will trigger the need to make a planning application.
- Quotation from contractor (if available).
- PCC Minute in support of the works.

#### For PV and SOLAR THERMAL APPLICATIONS:

Informal Advice (see below) should be obtained for all such proposals as a first step. For consideration for a 'Notification of Advice' when proposals have been finalised, parishes should submit the following:

- Statement of Significance and Needs. This should include evidence that the proposed installation is part of a wider package of measures towards better environmental stewardship. Ideally parishes should be following the eco-congregation or Shrinking the Footprint path.
- Illustrated and annotated drawings showing: where the new fittings/equipment are to be positioned (both internally and externally), and how they are to be fixed; full cable routes and method of fixing, pipe work routes, and where any alteration needs to be made to the fabric as part of the works.
- Specification or quotation giving full details of the equipment, and how it is to be installed. Quotes for electrical work should be from full scope NICEIC, ECA or NAPIT registered contractors. Clarification should be provided on the extent of the installation work to be carried out by the electrical sub-contractor.
- Photographs of the areas of the church where the equipment is to be installed.
- Confirmation that the church's architect or surveyor is content with the proposals (if they have not prepared the specification).
- Confirmation from a suitably qualified professional that the roof structure can carry the additional weight of the equipment.

- It is likely that planning permission and building regulations approval will be needed for such works; copies of any correspondence with the Local Planning Authority should be provided.
- PCC minute in support of the works.

## INFORMATION REQUIRED TO OBTAIN INFORMAL ADVICE

Informal (pre-application) Advice should always be obtained in advance of an application for the DAC's 'Notification of Advice' for reordering or extension proposals, Renewable Energy installations or the introduction of a new stained glass window.

If the PCC wishes to obtain Informal Advice on any other outline projects, you should submit:

- A brief description of the works.
- If changes to a listed church are being proposed, a draft Statement of Significance and Needs should be provided.
- Sketch plans (as appropriate).
- Photographs of the areas to be affected.
- The plans and Statements of Significance and Needs can be developed further (if appropriate) once the parish has received the Informal Advice report. Once proposals have been finalised, the full information required (as detailed above) can then be submitted for an application for a DAC 'Notification of Advice'.
- PCC Minute in support of the works.
- Please remember to note in the summary/description of works box on the online faculty system 'Informal advice on...'.

Please note:

- That these notes are intended as a general guide, and the DAC may need to ask for further information other than that listed above, depending on the nature of the proposals.
- Other bodies such as Historic England (formerly English Heritage) may need to be consulted as part of the faculty process, please see the guidance note on consultation for further information.

THIS IS INFORMATION SHEET 2 OF 4 ON THE FACULTY APPLICATION PROCESS, PLEASE ALSO SEE:

1. HOW DO I APPLY FOR A FACULTY?
3. WHO ELSE MIGHT I NEED TO CONSULT?
4. ONLINE FACULTY SYSTEM - TIPS