

# MATTERS WHICH MAY BE UNDERTAKEN WITHOUT A FACULTY



The list of matters in the tables below can be undertaken without a faculty from 3<sup>rd</sup> April 2025.

List A matters should be logged and List B matters applied for via the **Online Faculty System**: (<https://facultyonline.churchofengland.org/applications>)

## General notes

List A and List B set out matters which may generally be undertaken without a faculty subject to conditions specified in Table 1 and Table 2 and, in the case of List B, subject to the archdeacon giving written notice that the matter may be undertaken. However, a matter may not be undertaken without a faculty despite being included in List A or List B if it comprises

- works which involve alteration to or the extension of a listed building to such an extent as would be likely to affect its character as a building of special architectural or historic interest
- works which are likely to affect the archaeological importance of a building or any archaeological remains within a building or its curtilage
- works for all or part of which scheduled monument consent is required under the Ancient Monuments and Archaeological Areas Act 1979
- works which involve the extension, demolition or partial demolition of a building or the erection of a new building
- a matter which gives rise to a question of law or doctrine, ritual or ceremonial or which would, if undertaken, affect the legal rights of any person
- the exhumation or other disturbance of human remains
- the reservation of a grave space
- the sale or other disposal of an article of architectural, archaeological, artistic or historic interest

- the sale of any book remaining in or belonging to a parochial library.<sup>1</sup>
- the introduction of an aumbry or another receptacle used for the reservation of the sacrament of Holy Communion
- the introduction of a monument, or the carrying out of work to a monument erected in or on, or on the curtilage of, a church or other consecrated building or on consecrated ground.

In List A and List B—

“authorised” means authorised by faculty or under List A or List B;

“church” includes a building which is included in the list maintained by the Church Buildings Council under section 38(1) of the Measure;

“fabric” means the structure of a building comprising its walls, floor and roof;

“historic”, in relation to material, means material which is of historic or architectural significance;

Advice may be sought from the Diocesan Advisory Committee as to whether material is historic material or whether an article is of architectural, archaeological, artistic or historic interest.

Application may be made to the chancellor for directions as to matters not included in List A or List B that are of such a minor nature that they may be undertaken without a faculty.

#### **Notes on net zero guidance**

Those proposing to undertake a matter without a faculty should make themselves aware of net zero guidance (that is, guidance issued by the Church Buildings Council under section 55 of the Dioceses, Pastoral and Mission Measure 2007 on reducing carbon emissions).

Where a matter to which net zero guidance applies is included in List B, the proposal sent to the archdeacon must include an explanation of how the applicants, in formulating the proposal, have had due regard to that guidance.

(1) “Parochial library” is defined in section 95(4) of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018 as “a library in a parish which was founded (whether before or after the commencement of this Measure) by way of charitable contribution in order to assist the clergy of the Church of England with their studies”.

Any enquiries about works on the A and B lists should be directed to the Church Buildings Advisers:

t. 01392 294944 or 01392 294945

e. [dac@exeter.anglican.org](mailto:dac@exeter.anglican.org)

**Table 1**

**List A – Matters which may be undertaken without a faculty and without the need for consultation.**

This table prescribes matters which may be undertaken without a faculty subject to any specified conditions.

See the general notes as to matters which may not be undertaken without a faculty despite being included in List A.

<i>Matter</i>	<i>Specified conditions</i>
<b>A1. Church building etc.</b>	
(1)(a) Works of maintenance, not involving repair or substantial replacement of material, carried out as part of the regular course of care and upkeep of the building	The parochial church council’s insurers are notified if external scaffolding is to be erected
(b) Works of repair not materially affecting the fabric or any historic material	
(2) Repairs and replacement of fittings in existing kitchens, lavatories, office accommodation and other ancillary rooms	
(3) Like for like repairs to window glass	The works do not include repairs to stained glass or to clear glass manufactured before 1960
(4) The repair or like for like replacement of wire mesh window guards	Only non-corroding fixings are used and, where practicable, are fixed in mortar joints
(4A) Draught proofing an external door or window	The works do not affect the overall appearance or operation of the door or window and do not involve the replacement of a component
(5) The treatment of timber against beetle or fungal activity where the church is not a listed building	The works do not involve the replacement of timber
(6) Works of maintenance, repair and adaptation (not amounting to substantial addition or replacement but including re-wiring) to existing—	The works do not involve making additions to an electrical installation  Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety

<i>Matter</i>	<i>Specified conditions</i>
(a) heating systems (including the replacement of control equipment and the insulation of pipes in the boiler room and ancillary service areas)	Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998)
(b) gas, water or other services	Any work to an oil-fired heating system or to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6) of the Faculty Jurisdiction Rules 2015 as amended by the Ecclesiastical Jurisdiction and Care of Churches Measure 2018, Schedule 3, Part 2, the Faculty Jurisdiction (Amendment) Rules 2019 and the Faculty Jurisdiction (Amendment) Rules 2022)
(c) lighting installations, other electrical installations and other electrical equipment (but not the replacement of light fittings, and see matter B1(8)(b) in List B as to fittings for low-energy lamps)	In the case of adaptation, the parochial church council's insurers are notified of the proposals
(7) (a) The replacement of a boiler in the same location and utilising an existing nonfossil fuel supply and existing pipe runs, whether with existing or similar pipe runs (See matter B1(5) in List B for replacement using different fuel supply)	The works do not involve the creation of a new external flue The parochial church council's insurers are notified of the proposals
(b) The replacement of a flue liner	
(8) The like for like replacement of roof lead or other material covering the roof of a building which is not a listed building	The original introduction of the material being replaced was authorised The installation of roof insulation is considered The parochial church council's insurers are notified of the proposals
(9) The installation of a roof alarm (including an alarm with an image capture facility)	The amount of associated cabling is kept to the minimum that is reasonably practicable The parochial church council's insurers are notified of the proposals Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))

<i>Matter</i>	<i>Specified conditions</i>
(10) The application of forensic marking on roof lead or other material covering a roof or to rain water goods or flashings	
(11) Work to an existing lightning conductor or to an earth mat connected to an existing lightning conductor	<p>The parochial church council's insurers are notified of the proposed work</p> <p>The parochial church council is satisfied that the person who is to undertake the work has the necessary skill and experience</p>
(12) The replacement or introduction of a weathervane on a church which is not a listed building	
(13) The repair, maintenance, removal, disposal or replacement of a flagpole	Only non-corroding fixings are used where a flagpole is repaired or replaced
(14) The introduction, removal or disposal of furniture, furnishings, office equipment and minor fixtures (including safes) in vestries and similar rooms	<p>The existing use of the vestry or similar room is not changed</p> <p>No article of historic or artistic interest is removed or disposed of</p>
(15) The introduction, removal or disposal of fire extinguishers	Any instructions from the supplier or the parochial church council's insurer in relation to their type or location is complied with
(16) The making of additions to an existing name board	<p>The board is not a war memorial or roll of honour</p> <p>The addition is in the same style (including colour and materials) as existing names on the board</p>
(17) The installation of bat boxes as part of a bat management programme	
(18) The introduction of anti-roosting spikes	Only non-corroding fixings are used and, where practicable, are fixed in mortar joints
(19) The installation of bird netting to tower windows	
(20) The adaptation of an existing sound reinforcement system	Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))

<i>Matter</i>	<i>Specified conditions</i>
	In the case of a church which is a listed building, no alteration is made to existing fixings or cable runs (but see matter B1(13) in List B)
(21) The introduction of a defibrillator in a church which is not a listed building	
<b>A2. Musical instruments</b>	
(1) The introduction or disposal of musical instruments (other than pipe organs and non-portable electronic organs) and associated equipment	No article of historic or artistic interest is disposed of
(2) The routine tuning and maintenance of organs and pianos	In the case of organs, any works do not involve tonal alterations, changes to the action or major dismantling of the instrument
(3) The repair or replacement of electrical motors and humidification equipment for organs	Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))
<b>A3. Bells etc.</b>	
(1) The inspection and routine maintenance of bells, bell fittings and bell frames	No tonal alterations are made to any bell No bell is lifted from its bearings
(2) The repair and maintenance of clappers, crown staples (including re-bushing) and bell wheels	Works do not include the re-soling or re-rimming of a bell wheel No bell is lifted from its bearings
(3) The repair or replacement of bell stays, pulleys, bell ropes (including in Ellacombe apparatus), rope bosses, sliders or slider gear	No bell is lifted from its bearings
(4) The repainting of metal bell frames and metal bell fittings	No bell is lifted from its bearings
(5) The like for like replacement of a wrought iron clapper shaft	

<i>Matter</i>	<i>Specified conditions</i>
<b>A4. Clocks</b>	
(1) The inspection and routine maintenance of clocks and clock dials	Works do not include re-painting or re-gilding of clock dials or repainting clock movements
(2) Maintenance and like-for-like repairs, without removing the clock from the church, of:	
(a) ratchets, clicks and click springs on flies	
(b) locking levers	
(c) pulleys	
(d) broken hands	
(e) clock hammers and their springs	
(3) Replacement of:	
(a) weight lines	
(b) suspension springs	
(c) fixings of clock dials	
(4) The reinstallation of disconnected hands and numerals	Works do not include re-painting or re-gilding of clock dials or repainting clock movements
(5) Repairs to bell cranks and clock bell hammers	
(6) The upgrading of electrical control devices and programmers	Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))
<b>A5. Church contents</b>	
(1) The repair of woodwork, metalwork and movables	<p>Matching materials are used</p> <p>The repair does not involve any works to:</p> <ul style="list-style-type: none"> <li>- woodwork or metalwork of historic or artistic interest</li> <li>- Royal coats of arms</li> <li>- hatchments or other heraldic achievements</li> <li>- paintings</li> <li>- textiles of historic or artistic interest</li> <li>- church plate (including candlesticks and crosses)</li> </ul>
(2) The application to articles of forensic marking	No article of historic or artistic interest is marked without first obtaining specialist advice

<i>Matter</i>	<i>Specified conditions</i>
(3) The introduction, removal or disposal of kneelers, hassocks, pew runners and cushions	The introduction, removal or disposal of the articles does not result in a major change to the overall appearance of the church  No article of historic or artistic interest is removed or disposed of
(4) The introduction, removal or disposal of— (a) movable bookcases (b) books (c) free-standing noticeboards (d) movable display stands (e) cruets (f) vases and flower stands (g) hymn boards (h) altar linen (but not altar frontals or falls) (i) flags and banners used for temporary displays (but not the laying up of flags, or the removal or disposal of flags that have been laid up) (j) the Union flag or St George’s flag (with or without the diocesan arms in the first quarter) for flying from the church (k) portable audio-visual equipment (l) wi-fi routers (m) equipment for card payment systems	No article of historic or artistic interest is removed or disposed of  No article being introduced is fixed to historic fabric
(5) The removal or disposal of— (a) redundant sound reinforcement equipment (b) carpet (c) free-standing chairs (but not pews, benches or stalls)	No article of historic or artistic interest is removed or disposed of
(6) The like for like replacement of carpet or the introduction or replacement of movable floor coverings between individual pews	Only breathable material is used  No article of historic or artistic interest is removed or disposed of
(7) Treatment of fixtures and furniture against beetle or fungal activity	No material of historic or artistic interest is treated  See matter B4(6) in List B for treatment of material of historic or artistic interest)



<i>Matter</i>	<i>Specified conditions</i>
(8) The replacement of curtains (other than curtains and other hangings associated with an altar)	No article of historic or artistic interest is removed or disposed of
(9) The introduction of free-standing chairs in a church which is not a listed building	
(10) The introduction, in a church which is a listed building, of additional free-standing chairs of a design which has previously been introduced in the church under the authority of a faculty	
(11) The introduction of a fixed internal noticeboard (including in a porch) in a church which is not a listed building	
<b>A6. Church halls and similar buildings subject to the faculty jurisdiction</b>	
(1) Works of maintenance and repair to the building and the replacement of fittings in the building	
(2) The introduction, removal or disposal of furniture and fittings	No article of historic or artistic interest is removed or disposed of
(3) Replacement of material covering the roof where neither the church nor the church hall or similar building is a listed building	The installation of roof insulation is considered
(4) The introduction of a defibrillator in a building which is not a listed building	
<b>A7. Churchyard</b>	
(1) The introduction and maintenance of equipment for maintenance of the church and churchyard	
(2) The repair of paths and other hard-surfaced areas, including resurfacing in the same materials and colour	
(3) The introduction of unwired lighting to mark the edge of a path	

<i>Matter</i>	<i>Specified conditions</i>
(4) The maintenance of fences, walls and gates (including lychgates and stiles), not involving repair or replacement, carried out as part of the regular course of care and upkeep of the fence, wall or gate	Any new disturbance below ground level is kept to a minimum
(5) Repairs to, and like for like replacement of, fences and gates other than lychgates, walls or historic railings	Any new disturbance below ground level is kept to a minimum
(See matters B6(2) and (3) in List B for repairs to walls and lychgates)	
(6) The repair, repainting or like for like replacement of a noticeboard	<p>The wording on the board is not changed except for the purpose of updating existing information that is included on the board</p> <p>In the case of replacement:</p> <ul style="list-style-type: none"> <li>- the Town and Country Planning (Control of Advertisement) Regulations 2007 are complied with,</li> <li>- the replacement noticeboard is not illuminated, and</li> <li>- any new disturbance below ground level is kept to a minimum</li> </ul>
(7) The grant by the incumbent of a licence for grazing in the churchyard	The licence is in a form approved by the chancellor
(8) The disposal of gas and oil tanks (and associated pipe work)	<p>No works of excavation are involved</p> <p>The local planning authority is notified of the proposal</p> <p>Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998)</p> <p>Any work to an oil-fired heating system is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p>
(See matter B6(4A) in List B for replacement of gas tanks)	

<i>Matter</i>	<i>Specified conditions</i>
(9) The introduction, replacement or disposal of a flagpole not attached to the church building	<p>The local planning authority is notified of the proposal</p> <p>Any new disturbance below ground level is kept to a minimum</p>
(10) The introduction of a defibrillator where the church is not a listed building	
(11) The installation in the churchyard or elsewhere in the curtilage of the church of an upstand with an electrical outlet mounted on it for recharging an electric vehicle, where the church is not a listed building	<p>The upstand and outlet together do not exceed 1.6 metres in height from the level of the surface used for parking vehicles</p> <p>Any new disturbance below ground level is kept to a minimum</p> <p>The upstand is situated in an area which may be lawfully used for off-street parking</p> <p>The upstand is not situated within 2 metres of a highway</p> <p>No more than one upstand is provided for each parking space</p> <p>The work is carried out by a body or person who is registered with the relevant government department or other body responsible for accreditation</p>
<b>A8. Trees</b>	
(1) The felling, lopping or topping of a tree the diameter of any stem of which does not exceed 75 millimetres (measured over the bark at a height of 1.5 metres above ground level)	<p>The works do not relate to any tree in respect of which a tree preservation order is in force or which is in a conservation area</p> <p>Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards</p>
(2) The lopping or topping of any tree—that is dying or dead; or has become dangerous	<p>Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards</p>

<i>Matter</i>	<i>Specified conditions</i>
(3) The removal of dead branches from a living tree	Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards

**Table 2**

**List B – Matters which may be undertaken without a faculty subject to consultation etc.**

This table prescribes matters which may, subject to any specified conditions, be undertaken without a faculty if the archdeacon has been consulted on the proposal to undertake the matter and has given notice in writing that the matter may be undertaken without a faculty. The archdeacon may impose additional conditions in the written notice.

See the general notes as to matters which may not be undertaken without a faculty despite being included in List B.

<i>Matter</i>	<i>Specified conditions</i>
<b>B1. Church building etc.</b>	
(1) Works of repair affecting the fabric or historic material	<p>The repair does not introduce material of a type that does not already form part of the fabric or historic material that is to be repaired</p> <p>The repair does not involve the substantial replacement of a major part of the fabric or of historic material</p> <p>Details of any materials to be used are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p> <p>The works do not involve any new disturbance below ground level</p> <p>The parochial church council's insurers are notified if external scaffolding is to be erected</p>
(2) The installation of a wall offertory box	The installation does not affect historic fabric

<i>Matter</i>	<i>Specified conditions</i>
(3) Works of external or internal redecoration (other than to areas of historic wall painting, even if already painted over)	<p>Details of materials and colours are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p> <p>The overall appearance of the building is not changed</p> <p>The parochial church council's insurers are notified if external scaffolding is to be erected</p>
(4) The treatment of timber against beetle or fungal activity where the church is a listed building	The works do not involve the replacement of timber
(5) The replacement of a boiler, whether in the same or substantially the same location and utilising, whether with existing or similar pipe runs—	Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998
(a) a non-fossil fuel supply in place of a fossil fuel supply, or	
(b) a different non-fossil fuel supply	Any work to an oil-fired heating system is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))
(See matter A1(7)(a) in List A for replacement using existing non-fossil fuel supply)	The parochial church council's insurers are notified of the proposals
(6) The like for like replacement of roof lead or other material covering the roof of a listed building	<p>The original introduction of the material being replaced was authorised</p> <p>The installation of roof insulation is considered</p> <p>The parochial church council's insurers are notified of the proposals</p>
(6A) The installation of roof insulation in a church which is not a listed building	The insulation material is chosen, and the method of installing the material is decided upon, after obtaining specialist advice

<i>Matter</i>	<i>Specified conditions</i>
(7) The installation of lighting and safety equipment	<p>The lighting or other equipment:</p> <ul style="list-style-type: none"> <li>- is installed only in a part of the church (such as a tower or crypt) that is not normally visible to the public, or</li> <li>- when installed will not be visible from ground level</li> </ul> <p>Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p> <p>The installation will not affect any graves or vaults</p> <p>The parochial church council's insurers are notified of the proposals</p>
(8)(a) The extension of an existing lighting system	Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))
(b) The replacement of light fittings with fittings suitable for low-energy lamps	The parochial church council's insurers are notified of the proposals
(9) The installation of a lightning conductor or the connection of an earth mat to a lightning conductor	<p>The parochial church council's insurers are notified of the proposals</p> <p>The parochial church council is satisfied that the person who is to undertake the work has the necessary skill and experience</p>
(10) The installation of closed circuit television for security purposes	<p>Details of cameras and other equipment, their proposed location and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p> <p>Regard is had to any guidance issued by the Church Buildings Council relating to privacy and the protection of personal data</p> <p>Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p>

<i>Matter</i>	<i>Specified conditions</i>
(11) The installation of security and fire alarms	<p>Details of equipment, its proposed location and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p> <p>Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p>
(11A) The installation of equipment for receiving, or for receiving and sharing, wireless broadband services	<p>The equipment does not adversely affect the church's protection against lightning</p> <p>Any cable runs are secured so as to minimise the risk that they become loose</p> <p>Details of the equipment, its proposed location and the location and securing of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p> <p>In the formulation of those details, regard is had to the desirability of avoiding loss of or damage to historic material</p> <p>The diocesan registrar is consulted on the terms of any proposed contract for the sharing of the wireless broadband services</p>
(12) The installation of locks (including timed and other electronic locking devices)	
(13) The installation of a sound reinforcement system or loop system (including a control desk) or the alteration of an existing system	
(14) The introduction of a defibrillator in a church which is a listed building	
(14A) The mounting of an electrical outlet for recharging an electric vehicle on an external wall of a church which is not a listed building	<p>The outlet is mounted at a height not exceeding 1.6 metres from the level of the surface used for parking vehicles</p>

<i>Matter</i>	<i>Specified conditions</i>
	Any new disturbance below ground level is kept to a minimum
	The wall is adjacent to an area which may be lawfully used for off-street parking
	The wall is not situated within 2 metres of a highway
	The work is carried out by a body or person who is registered with the relevant government department or other body responsible for accreditation
(15) The introduction of fixed audio-visual equipment in a church which is not a listed building	Details of equipment, its proposed location and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter
(16) The removal of asbestos	Works, other than works of minor reinstatement and repair, will not be required following the removal of the asbestos
(17) The refurbishment of facilities for serving refreshments	The original introduction of the facilities being refurbished was authorised
(18) The removal of partitions or divisions that did not form part of the original construction of a church which is not a listed building	
(19) The introduction of bird boxes	
(20) The installation of photovoltaic panels on a church which is not a listed building or in a conservation area	
<b>B2. Bells etc.</b>	
(1) The lifting of a bell to allow the cleaning of bearings and housings	Regard is had to any guidance issued by the Church Buildings Council
	No modification is made to the manner in which any bell may be sounded
	No historic material is modified or removed



<i>Matter</i>	<i>Specified conditions</i>
(2) The like for like replacement of— (a) bearings and their housings (b) gudgeons (c) crown staple assembly (d) steel or cast iron headstocks (e) wheels	<p>Regard is had to any guidance issued by the Church Buildings Council</p> <p>The works do not involve the drilling or turning of the bell</p> <p>No modification is made to the manner in which any bell may be sounded</p> <p>No historic material is modified or removed</p>
(3) The replacement of— (a) bell bolts (b) a wrought iron clapper shaft with a wooden-shafted clapper	<p>Regard is had to any guidance issued by the Church Buildings Council</p> <p>No modification is made to the manner in which any bell may be sounded</p> <p>No historic material is modified or removed</p>
(4) The treatment of timber bell frames with preservative or insecticide materials	
(5) The re-pinning or re-facing of hammers in Ellacombe apparatus	<p>Regard is had to any guidance issued by the Church Buildings Council</p> <p>No modification is made to the manner in which any bell may be sounded</p> <p>No historic material is modified or removed</p>
(6) The installation of an electric silent ringing device for the training of ringers	<p>Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p> <p>The device is installed in a location not normally visible to the public</p> <p>No alteration is made to the fittings of the bells other than the installation of electric contacts and wires</p> <p>The device does not adversely affect the church's protection against lightning</p>
(7) The installation of a sound control measure in a belfry	<p>Any fixings are made into mortar</p>

<i>Matter</i>	<i>Specified conditions</i>
(8) The introduction of peal boards in a location not normally visible to the public	
<b>B3. Clocks</b>	
(1) Alterations to striking trains to prevent striking at night	No part of the clock movement is affected
(2) The repair or replacement of electrical or electronic clocks manufactured after 1950	
<b>B4. Church contents</b>	
(1) The repair and maintenance of church plate (including candlesticks and crosses) not of historic or artistic interest	
(2) The replacement of an electronic organ (but not of a pipe organ)	The original introduction of the electronic organ being replaced was authorised  The replacement electronic organ is on a similar scale to the electronic organ being replaced
(3) Like for like repairs and works of conservation to a pipe organ	The archdeacon is satisfied, having regard to the advice of the diocesan advisory committee or a member or officer of the committee, that the person who is to carry out the work has the necessary skill and experience
(4) The installation of humidification equipment for a pipe organ	The archdeacon is satisfied, having regard to the advice of the diocesan advisory committee or a member or officer of the committee, that the person who is to carry out the work has the necessary skill and experience  Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))
(5) The replacement of carpets or other floor covering and underlay other than movable floor coverings between individual pews (see matter A5(6) in List A for like of like replacement of carpets and	Only breathable material is used  No article of historic or artistic interest is replaced

<i>Matter</i>	<i>Specified conditions</i>
introduction or replacement of movable floor coverings between individual pews)	
(6) Treatment of fixtures and furniture against beetle or fungal activity (see List A for treatment of material not of historic or artistic interest)	
(7) The introduction of a book of remembrance and stand	
(8) The introduction of a stand for candles	
(9) The introduction of a fixed internal noticeboard (including in a porch) where the church is a listed building	
(10) The introduction of an electrical heating appliance not forming part of a heating system	<p>Details of the appliance, its proposed location and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p> <p>Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p>
(10A) The installation of an electrical heating system for attachment to pews made in or after 1850 and which are not of historic interest	<p>Details of the appliances, their proposed location and fixing and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p> <p>Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p> <p>No article of historic or artistic interest is removed or disposed of</p>
(11) Works of repair to altar frontals and falls	No work is carried to an article of historic or artistic interest

<i>Matter</i>	<i>Specified conditions</i>
(12) Disposal of redundant altar frontals and falls	No article of historic or artistic interest is disposed of
<b>B5. Church halls and similar buildings subject to the faculty jurisdiction</b>	
(1) The introduction of a defibrillator in a building which is a listed building	
(2) The installation of roof insulation in a building which is not a listed building	The insulation material is chosen, and the method of installing the material is decided upon, after obtaining specialist advice.
(3) The mounting of an electrical outlet for recharging an electric vehicle on an external wall of a building which is not a listed building	<p>The outlet is mounted at a height not exceeding 1.6 metres from the level of the surface used for parking vehicles</p> <p>Any new disturbance below ground level is kept to a minimum</p> <p>The wall is adjacent to an area which may be lawfully used for off-street parking</p> <p>The wall is not situated within 2 metres of a highway</p> <p>The work is carried out by a body or person who is registered with the relevant government department or other body responsible for accreditation</p>
(4) The installation of photovoltaic panels on a building which is not a listed building or in a conservation area	
(5) The installation of equipment for receiving, or for receiving and sharing, wireless broadband services	<p>The equipment does not adversely affect the building's protection against lightning</p> <p>Any cable runs are secured so as to minimise the risk that they become loose</p> <p>Details of the equipment, its proposed location and the location and securing of any cable runs are submitted to the archdeacon when the</p>

<i>Matter</i>	<i>Specified conditions</i>
	<p>archdeacon is consulted on the proposal to undertake the matter</p> <p>In the formulation of those details, regard is had to the desirability of avoiding loss of or damage to historic material</p> <p>The diocesan registrar is consulted on the terms of any proposed contract for the sharing of the wireless broadband services</p>
<b>B6. Churchyard</b>	
(1) The introduction and removal of Benches in a churchyard	No bench proposed to be introduced has an inscription on it which would not be permitted on a monument in the churchyard under the applicable churchyard regulations made or approved by the chancellor
(2) The repair or rebuilding of walls	<p>The works do not relate to any wall which is included in the Schedule maintained for the purposes of the Ancient Monuments and Archaeological Areas Act 1979 or is separately listed as a building of special architectural or historic interest under the Planning (Listed Buildings and Conservation Areas) Act 1990</p> <p>Any new disturbance below ground level is kept to a minimum</p>
(3) The repair of lychgates	The lychgate is not separately listed as a building of special architectural or historic interest under the Planning (Listed Buildings and Conservation Areas) Act 1990
(4) The introduction, replacement or alteration of a notice board	<p>A new notice board is not illuminated</p> <p>The Town and Country Planning (Control of Advertisement) Regulations 2007 are complied with</p>
(4A) The replacement of gas tanks (and associated pipe work)	No works of excavation are involved, other than the digging of a trench which—
(See matter A7(8) in List A for disposal of gas and oil tanks)	(a) where it is underneath land used for the passage of vehicles (whether or not a public

<i>Matter</i>	<i>Specified conditions</i>
	<p>right of way), is at a depth of 600 millimetres, and</p> <p>(b) where it is underneath a footpath (whether or not a public right of way), is at a depth of 450 millimetres</p> <p>The local planning authority is notified of the proposal</p> <p>Any work to a gas fitting is carried out by a person who is registered on the Gas Safety Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998</p> <p>The replacement tank is of similar dimensions and in substantially the same location</p> <p>If articulated human remains are discovered in the carrying out of the work, the work ceases, the discovery is reported to the court and the work does not resume until the court so orders</p>
(5) The introduction of a defibrillator where the church is a listed building	Any new disturbance below ground level is kept to a minimum
(5A) The installation in the churchyard or elsewhere in the curtilage of the church of an upstand with an electrical outlet mounted on it for recharging an electric vehicle, where the church is a listed building	<p>The upstand and outlet together do not exceed 1.6 metres in height from the level of the surface used for parking vehicles</p> <p>Any new disturbance below ground level is kept to a minimum</p> <p>The upstand is situated in an area which may be lawfully used for off-street parking</p> <p>The upstand is not situated within 2 metres of a highway</p> <p>No more than one upstand is provided for each parking space</p> <p>The work is carried out by a body or person</p>

<i>Matter</i>	<i>Specified conditions</i>
	who is registered with the relevant government department or other body responsible for accreditation
(6) The introduction of stands for bicycles	
(7) The resurfacing of paths and other hard-surfaced areas using different materials or colour where the church is not a listed building	
(8) The introduction of hand rails to steps or paths	
(9) The digging of a cable trench and the installation of cables, and the attachment of wiring, in the trench	<p>A plan showing the proposed route of the trench is submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter and the archdeacon approves the route proposed</p> <p>No cables exceed low voltage (as defined by the regulations on electrical wiring published by the British Standards Institution)</p> <p>Where the trench is underneath land used for the passage of vehicles (whether or not a public right of way), the depth of the trench is 600 millimetres</p> <p>Where the trench is underneath a footpath (whether or not a public right of way), the depth of the trench is 450 millimetres</p> <p>If articulated human remains are discovered in the carrying out of the work, the work ceases, the discovery is reported to the court and the work does not resume until the court so orders</p>

## **B7. Trees**

(1) The planting of trees	Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards
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<i>Matter</i>	<i>Specified conditions</i>
(2) The felling of a tree— (a) that is dying or dead; or (b) has become dangerous	<p>In the case of any tree in respect of which a tree preservation order is in force or which is in a conservation area, section 206 of the Town and Country Planning Act 1990 (which provides for the planting of replacement trees) is complied with</p> <p>Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards</p>
(3) All other works to trees (whether or not prescribed in List A) except felling	<p>If applicable, the law relating to the preservation of trees in respect of which a tree preservation order is in force or which are in a conservation area is complied with</p> <p>Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards</p>



## Additional Matters

The following works may be undertaken without a faculty but do require prior consultation with and approval from the archdeacon via the Online Faculty System as List B works.

<i>Matter</i>	<i>Specified conditions</i>
(1) The introduction of altar frontals, falls, and vestments	Provided that the Archdeacon is satisfied that the said introduction is not likely to affect the character of a listed church as a building of special architectural or historic interest
(2) The temporary installation of external lights in marking Advent to Epiphany and Easter to Ascension	<p>The means used for fixing the lights shall be such as to cause no alteration to the structure of a church building</p> <p>Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p>
(3) The repainting of clock faces	<p>Details of materials and colours are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p> <p>The overall appearance of the clock face is not changed</p>
(4) The like for like repair of historic window glass damaged by acts of vandalism or by accident	<p>The repair does not introduce material of a type that does not already form part of the fabric or historic material that is to be repaired</p> <p>The repair does not involve the substantial replacement of a major part of the fabric or of historic material</p> <p>Details of any materials to be used are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p>
(5) Preliminary investigative work by: (a) opening up a roof; or (b) removal of wall finishes for the purposes of analysing earlier layers and the presence of wall paintings; or	All work is specified and carried out in accordance with the directions of the church's professional adviser and in the case of b) on the advice of an accredited conservator and c) a professional archaeologist

(c) below ground by means of trial pits or other invasive or non-invasive survey.	<p>The works are recorded archaeologically and a before and after photographic record is kept with the church records</p> <p>Any new disturbance below ground level is subject to specific direction from the Diocesan Archaeological Adviser</p>
(6) The introduction of raised beds	<p>Details of any materials to be used are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p> <p>The archdeacon is satisfied that the said installation is not likely to affect –</p> <p>(a) the character or setting of the church as a building of special architectural or historic interest or;</p> <p>(b) the archaeological importance of a building or any archaeological remains within a building or its curtilage</p> <p>Any new disturbance below ground is kept to a minimum</p>
(7) The introduction, replacement, or alteration of a sign located in a churchyard	<p>The Town and Country Planning (Control of Advertisement) Regulations 2007 are complied with, the sign is not illuminated and any new disturbance below ground level is kept to a minimum</p>
(8) The installation of hand sanitisers affixed to the fabric of the church	<p>The fixings must no involve material interference with the fabric of the building</p>
(9) Minor and temporary works to allow accessibility to the building for social distancing purposes or the provision of one-way systems	<p>The works do not affect the historic fabric of the building and do not involve intrusive works</p>
(10) Installation of equipment for recording and/or live streaming services	<p>Details of the equipment, its proposed location and the location and securing of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p>
(11) The introduction of a plaque to a churchyard to commemorate the planting of a tree	<p>In the formulation of those details, regard is had to the desirability of avoiding loss of or damage to historic material</p>

	<p>Details of the location, materials and dimensions of the proposed plaque and the proposed inscription are to be submitted for consideration when the Archdeacon is consulted on the proposal</p> <p>No plaque proposed to be introduced has an inscription which would not be permitted on a monument in the churchyard under the applicable churchyard regulations made or approved by the Chancellor</p>
<p>(12) The creation of a new entry point into the building solely for the introduction of a mains electricity supply or the upgrade of an existing mains supply requiring a new cable route</p>	<p>No works are to be carried out until formal consent has been given via the online system</p> <p>Only non-corroding fixings and brackets can be used, which should be fixed using resin anchors into mortar joints wherever possible</p> <p>New holes in the wall of the church should be diamond core drilled at an angle approximately 5° upwards to the inside to prevent water ingress and should be just large enough for a sleeved connection/duct through the full thickness of the wall</p> <p>Installation should be carried out by the network operator or by a contractor approved by them to do such work</p>
<p>(13) The deposit of church plate with an accredited museum within the Diocese for display and safekeeping</p>	<p>The archdeacon must be satisfied, having regard to the full advice of the DAC that the Museum has full Accreditation under the Accreditation Scheme for Museums and Galleries in the United Kingdom (Arts Council England)</p> <p>The loan is in accordance with the Diocesan Advisory Committee Guidance for the Deposit of Church Plate in Museums for Display and Safekeeping</p>
<p>(14) Temporary loan of an item to an accredited museum for display in an exhibition</p>	<p>A copy of the deposit agreement is submitted to the archdeacon for approval at the time that the archdeacon is consulted on the matter and the signed document must be placed in the parish records</p>

	The loan period does not exceed six months
	The item is not separately listed as a building of special architectural or historic interest under the Planning (Listed Buildings and Conservation Areas) Act 1990
	The loan is in accordance with the Diocesan Advisory Committee Guidance for the Temporary Loan of Items to Museums for Display
(15) The like-for-like replacement of rainwater gutters, downpipes and hopper heads	A copy of the loan agreement is submitted to the archdeacon for approval at the time that the archdeacon is consulted on the matter and the signed document must be placed in the parish records
	The materials that are being replaced were authorised via faculty or formed part of the original building
(16) The use of an area of the churchyard for the cultivation of flowers or shrubs	The works do not involve any new disturbance below ground level
	The Parochial Church Council's insurers are notified in the event of external scaffolding being erected
	The area is not set aside for grave or cremation plot reservations or already subject to such reservations
	It is not an area where there have been known previous burials
(17) The introduction of picnic benches to a churchyard	The beds are raised from the ground and edged with timber to a height not less than 30cm and not more than 100cm to prevent unwanted contamination from the soil or spread of vegetation to other parts of the churchyard
	The soil used in the beds has not been excavated from any area of the churchyard
	No picnic bench is to be introduced into an area which contains or is, in the Archdeacon's opinion, within close proximity to memorials, gravestones or areas designated for interment of ashes

No picnic bench shall include an integral parasol or any fixtures/fittings which may encourage the attachment of a parasol to the bench

All picnic benches introduced are to be sufficiently and appropriately fixed to the ground

Any new disturbance below ground level is kept to a minimum

**Please note**

Permission for list B works will be granted by the Archdeacon in consultation with DAC members or officers.

Enquiries regarding whether works fall under list A or B should be directed to the Church Buildings Office in the first instance.

Archdeacons can decline to authorise list B works, even if they are listed above. They may consider that the work proposed does not fall within list B, or that for some reason it ought to be subject to full faculty procedures, including formal DAC consultation and the display of public notices.