

# Canterbury Diocesan Advisory Committee

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Online Faculty System Tips and Advice

# The DAC Office

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# Areas of Work

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## **Edmund covers:**

- Major reordering projects in listed churches
- Consultation with amenity societies
- Grant applications
- Quinquennial inspections
- Restoration projects

## **Charles covers:**

- Unlisted churches
- Churchyards
- List B matters
- General help with the OFS
- Memorials



# OFS Procedural Advice

## List A

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- No prior authorisation required
- Minor matters and routine maintenance to things such as bells, organs, heating systems, existing kitchen and office space and churchyard paths
- Record these on OFS as a record for the church
- Any work carried out under List A should be done with due consideration, with the recognition that we are the custodians of historic buildings for future generations (Diocese of Bath and Wells)

**List A**

# OFS Procedural Advice

## List B

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- No Faculty required
- Archdeacon's permission required
- Works such as like-for-like replacement of roofing materials, replacement of a boiler, installation of a churchyard bench and routine maintenance and repair work to the fabric of the building

- Some conditions may apply:

<https://www.canterburydiocese.org/guidance-forms-and-fees/>

- Full details need to be provided

**List B**

# OFS Procedural Advice

## Faculty

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- Do read the user guides and FAQs
- Establish one main point of contact
- Statements of Significance and Needs - refer to ChurchCare guidance
- Include photos/illustrations where appropriate
- Always include PCC resolution
- Make use of DAC consultants and site visits
- Bear in mind any deadlines! (public notice)
- If in doubt, call or email



# OFS Procedural Advice

## After Notification of Advice

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- Print and display the public notice for 30 days (legal requirement)
- Ensure all sections are filled in
- Submit application to Registry
- Any queries from this point? Contact Registry Clerk:

**Ann Beswick**

**abeswick@wslaw.co.uk**

- The Registry issues the Faculty, not us
- Don't start work/place orders until Faculty is issued

# OFS Procedural Advice

## Planning Permission

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- Likely to be required for works affecting exterior of church e.g. new noticeboard, new path/ramp, extensions
- May be required for tree works in conservation areas
- Ecclesiastical Exemption removes the need to apply for listed building consent in most circumstances
- If in doubt, call the local planning authority for advice





# Procedural Advice

## Private Petitions

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Private petitions go to the Registry (in consultation with incumbent), not the DAC or OFS:

- Reservation of grave spaces
- Exhumations
- Works to memorials requested by family
- Churchyard Regulations 2014 on Diocesan website



# Useful Links

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- <http://www.buildingconservation.com/> (directory)
- <http://www.churchcare.co.uk/churches/guidance-advice>
- <https://historicengland.org.uk/advice/>
- <https://www.canterburydiocese.org/guidance-forms-and-fees/>
- <https://www.maintenancebooker.org.uk/> (soon to cover SE)



# With Grateful Thanks

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Thank you for standing in the footsteps of those who have gone before over at least seven centuries, and thank you for all that you do to support our witness now and in the future.

**The Venerable Darren Miller**

**Archdeacon of Ashford**

**Archdeacons' Visitations News Spring 2018**

