Diocese of Canterbury
CHANGED LIVES ⊖ CHANGING LIVES

INFORMATION NEEDED TO SUPPORT A FACULTY PETITION

The matrix below is intended as an indication of the types of information needed, but is not as a definitive list. Question marks indicate particular queries, where it is dependant upon the specific nature of the building/works as to whether something is needed. In these cases please check with the DAC Secretary prior to submitting your faculty papers. The aim is to receive sufficient information to enable the scope of works to be clear in each and every case. Officers, members of the DAC and the Chancellor all need to be able to understand what work is taking place, why, and how this will impact upon the building/churchyard. Each application needs to be able to be considered in isolation, without relying upon paperwork submitted for a previous application or at an informal stage as the Chancellor will not have back-dated information at her disposal when considering a new application.

Re-ordering, Extensions and New Facilities					Fittings and Furnishings							Landscaping and Churchyards					Conservation									Clocks, Bells and Organs			Engineering: Electrical, Heating, Lighting, etc										Repairs and remedial works							Other			
Demolitions - including partial	Extension	Reordering	Toilets	Kitchens	Liturgical - pulpits, fonts, etc	Memorials (internal) - new	Art work - new sculpture, paintings, etc	Disposal - furniture, artwork, plate, etc	Furniture - new	Textiles - New	Valuables - Plate - New	Gardens of Remembrance	Boundary works - railings, fences, walls, gates	Churchyard landscaping	Gravestones and external memorials	Noticeboards	Textiles - conservation	Monument conservation	Brasses - conservation	Artwork conservation	Timber conservation - screens, furniture, pews	Stained Glass - conservation	Flags and banners - conservation	Valuables - Plate - Conservation	Wall painting conservation	Clocks	Bells	Organs	Audio Visual	Electrical works	Gas installations	Heating	Lighting - external	Lighting - internal	Lightning Protection	Security	Solar PV or thermal	Telecomms	Cleaning - stone or brick	Bird and window guards	Glazing	Infestation removal - dryrot, woodworm, deathwatch, etc	Repairs - general	Repairs - structural	Redecoration	Archaeological investigations	Drainage	Ramps and Rails	
x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Completed application form and Standard Information Form
x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	PCC Resolution
x	x	x	x	x	x	x		x			x	x	x	x		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		x	x	Photographs (digital or prints) of the church and area affected by proposals
x	x	x	x	x	x													x									x					x		x			x	x				x		x	x				x	Measured scale drawings of the existing building - plans, elevations and sections dependant upon nature of works
x	x	x	x	x	x													x									x							x			x	x						x					x	Measured scale drawings of the proposed building - plans, elevations and sections dependant upon nature of works
x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Description of proposed works including how it affects the building
x	x	x	x	x	x	x	x	x	x	x	x	x	x	x			x	x	x	x	x	x	x	x	x	x	x	x	x	x		x	x	x		x	x	x	x		x							x	x	Statement of Needs
x	x	x	x	x	x						x	x	x	x			?	?	?	?	?	?	?	?	?		x	x	x				x	x		x	x	x	x		x					?			x	Statement of Significance (if the building is listed)
?	x		x										x	?		?																	?				x	?		?							?		Planning Permission
x	x	x	x	x	x	x		x				x	x	x	x		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		x	x	x	x	x	x	x	x	x	Specification of works/Schedule of works/Detailed quotation
x																																					x							x					Structural survey
	x	x	x	x	x	x	x		x	x					x	x										x	x		x	x										x		x	x				x	x	Detail drawings
x																	x	x	x	x	x	x	x	x	x	x	x	x						x								x					x			Specialist reports
		x				x																							x	x				x		x	x	x		x								x	Fixing details
									x				x																x		x	x	x	x	x	x	x	x		x									Product/technical specification
			x									x	x	x		x		x															x													x	x	x	Plan of the churchyard - as existing
			x									x	x	x		x																	x														x	x	Plan of the churchyard - as proposed
?	x	?												?																																x	x		Archaeological Strategy