

BRIEF GUIDANCE FOR 'LIST B' REQUESTS

Please use the Online Faculty System (OFS) to apply for 'List B' approval (as well as to make a faculty application).

To consult List B (or List A), to make an application, or read more about the background, go to the Diocese's website: [Church Buildings - Diocese of Canterbury \(canterburydiocese.org\)](https://www.canterburydiocese.org)

➤ Works to church buildings and their contents, and churchyards, will require a faculty unless what is proposed is covered by 'List A' or 'List B'.

➤ 'List B' gives the categories of works which require consultation with the Archdeacon.

You may carry out these works to your church once the written permission of the Archdeacon has been given.

➤ Some of these works would previously (before 2020) have required a faculty. The intention is that the 'List B' process is simpler, speedier and more flexible than a faculty application, enabling parishes to get on with work with no unnecessary delay.

➤ The Archdeacon is required to consult the DAC. In practice, any 'List B' requests submitted through the Online System are first sent to the DAC office. The Secretary then seeks the expert advice of one or more of the relevant advisers (by email or telephone).

➤ When the Archdeacon has received the advice of the DAC, and decides that work may be carried out without a faculty, he/she will issue a written 'List B' notice. This is done via the Online Faculty System. Works under 'List B' are subject to specified conditions, and the Archdeacon may set his/her own additional conditions on the way the works are carried out (usually on the advice of the DAC Secretary / DAC adviser).

➤ Occasionally a proposal will require a faculty application even if it appears it might be on List A or List B. This is because the Faculty Rules include both 'general exclusions' and 'specified conditions'. Your Archdeacon or the DAC office can advise you if this is relevant in your case.

➤ Before considering any work to trees, you should read the relevant statutory guidance which is issued by the Church Buildings Council and is available online:

<https://www.churchofengland.org/more/church-resources/churchcare/advice-and-guidance-church-buildings/trees>

An outline of the procedure that should be followed when requesting a ‘List B’

Archdeacon’s permission in the Diocese of Canterbury:

1. Does this fall under List B?

- consult [The Faculty Jurisdiction \(Amendment\) Rules 2019 \(legislation.gov.uk\)](https://legislation.gov.uk)
- or speak to your Archdeacon
- or contact the DAC staff at Diocesan House and speak to Kevin Tuck or Samuel Barrett.

Diocesan Advisory Committee for the Care of Churches (‘DAC’)
w: [Church Buildings - Diocese of Canterbury \(canterburydiocese.org\)](https://www.canterburydiocese.org)
e: Ktucker@diocant.org
t: **01227 459401**

2. Prepare full details of the proposed work (in consultation with your architect or other professional adviser(s) for these works):

- A request for a List B permission must still include the **technical details of the proposed work** – this should usually be professionally-produced documentation such as an architectural specification, specialist report, detailed annotated drawings, or detailed contractor’s quotation that includes a description of the scope of works, method statement, materials used etc.
- **Photographs** of the relevant area of the building (interior or exterior) should be provided - please assume that the DAC advisor(s) looking at your proposals may have no previous knowledge of your church building.
- A short **Statement** explaining what the ‘problem’ is (why the work needs to be carried out, even if it may appear to be self-evident) and why this ‘solution’ has been proposed. This is sometimes referred to as a ‘Statement of Need’, but does not need to be a long document for a List B request.
- If the work was highlighted in your latest **QI (Quinquennial Inspection) report**, please mention this. (The DAC and Archdeacon’s office should both have a copy of the report on their files).
- A **supporting statement** from the church’s inspecting architect/surveyor will often be necessary – particularly relevant for repair works to the fabric of the building.

3. Obtain PCC resolution for the work; this is preferable before making a List B request, and essential before the work can go ahead.

Submissions should normally be sent in by the Rector/Vicar/Priest-in-charge or the Churchwardens of the parish; if we receive an application direct from anyone else (e.g. architect or surveyor) there should be evidence that the PCC has authorised this. If they are in doubt, the DAC staff or Archdeacon will check with the incumbent.

4. Use the Online Faculty System to 'submit' the request (which includes the supporting documents).

This sends your request to both the DAC office and the Archdeacon; they will then liaise regarding the application, and obtain the necessary expert advice from the relevant DAC adviser(s).

5. You will hear from the DAC or Archdeacon if further information or clarification is required, or if the Archdeacon has decided that a faculty should be applied for.

6. If the Archdeacon is content to give permission for the List B works to proceed, the Archdeacon will issue the written notice, via the Online Faculty System. You should receive an email notification of this.

7. Please do **not** go ahead with the works until you have received written notice from the Archdeacon's office, and the works have been approved by the PCC.

Even if not legally required, it is usually good practice to notify your church's Inspecting Architect/Surveyor and the PCC's insurance company.

8. Now you can start the work! (But don't forget to record the completed works in the church's logbook / inventory, as appropriate).

You must adhere to any of the specified conditions which are legally-required for that category of work, which will be set out on the Archdeacon's written notice.
