

Canterbury Diocesan Advisory Committee



Online Faculty System Tips and Advice

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The DAC Office

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Areas of Work

Edmund covers:

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

Chloe covers:

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



OFS Procedural Advice

List A

- 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

- 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

- 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

- 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

- 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

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

- <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

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

