

FACULTY PROCEDURE FOR REPAIRS

- You will need to follow this procedure when a decision has been taken that the repairs proposed do not fall within either of the Minor Matters' lists.
- The PCC will need to seek advice from your inspecting architect or surveyor on whether a professional specification will be required or whether contractors' estimates will be sufficient, along with an email of endorsement from the architect/surveyor.
- The PCC will also need to produce a Statement of Need which could refer to specific sections of the Quinquennial Inspection Report. The Statement of Need could be a letter or email from your inspecting architect or surveyor, or could be a report from a specialised contractor.
- When finalised, the proposals must be submitted to the DAC Secretary by email.
- The Secretary will email the documentation to the Standing Committee who will determine the DAC's advice. This includes the Chairman, the Archdeacon and appropriate specialist consultants.
- The consultation process may involve an exchange of emails with the PCC or your architect/surveyor seeking clarification or questioning the detail of the proposals.
- If the proposals are recommended for approval the Secretary will issue a Notification of Advice.
- If any concerns remain the Standing Committee will refer the proposals to the full DAC for discussion.
- If a positive outcome is reached the Secretary will issue a Notification of Advice recommending the proposals for approval.
- If concerns remain the PCC will be invited to reconsider its plans. If agreement is not reached, the DAC will determine its final advice and a Notification of Advice will be issued stating that the DAC "does not recommend" or "does not object" to the proposals.
- The Notification of Advice is sent in the post to the PCC contact on the case and electronically to the Diocesan Registrar. The Registrar will send in the post a faculty application form and public notices.

Ian Dodd
DAC Secretary
01 January 2016