



## **Diocesan Advisory Committee For the Care of Churches**

# **How to Apply for a Faculty**

**Advice and  
Procedures**

## *What is a Faculty and why do I need one?*

Faculty jurisdiction is the system for ensuring that all repairs and alterations to churches and churchyards are planned and carried out with proper consideration being given to the historic fabric and its architectural significance, as well as meeting the needs and mission within the parish.

A faculty is a licence issued by the Consistory Court of a Diocese permitting work to be carried out. A faculty gives permission to carry out works:

- In a building used for public worship
- Works to the contents of a church
- In the churchyard or other consecrated buildings

**The decision to grant a faculty is made by the Chancellor of the Diocese acting on the advice of the DAC.**

### *When is it needed?*

Not all routine work needs a faculty. The Faculty Jurisdiction Rules (which can be found on the Diocesan website) include details of various types of works in List A and List B. Works listed in List A may be undertaken, subject to conditions, without the need for consultation. Works listed in List B may be undertaken without a faculty as long as the Archdeacon has been consulted and given approval in writing. List B applications can be made via the Online Faculty System, and we also encourage List A works to be recorded on the Online Faculty System.

Any work which is not included in List A or List B will need a faculty.

### *Archdeacons' Licences for Minor Temporary Reordering*

If your parish wishes to experiment with a new arrangement for a short period, you may be able to do so with a temporary Archdeacon's Licence. The work must be completely reversible, and will need the agreement of the PCC before contacting the Archdeacon. Before the end of the temporary period, you must either petition for faculty or return items to their original position.

### *Emergency Faculties*

If emergency work is necessary, special arrangements can be made, and the parish should contact the DAC Secretary or Archdeacon.

### *Advice*

The DAC Secretary is happy to be contacted for advice regarding applications for works.

## *Online Faculty System*

All faculty applications should come to the DAC first, (except for applications for memorials in churchyards, exhumations or the reservation of grave spaces when you should contact the Registry direct).

The Diocese of Rochester now uses the **Online Faculty System (OFS)**.

**All applications for List B and Faculties will need to be made through the Online Faculty System.**

<https://facultyonline.churchofengland.org/>

Before submitting your application, you will need to register on the Online Faculty System, by clicking on the "Register" button at the top right of the home page.

There are helpful User Manuals for each step of the registration and application process, which can be found via the "Help" button.

A list of meeting dates, with deadlines for the submission of information, can be found on the Diocesan website [www.rochester.anglican.org](http://www.rochester.anglican.org)

### *How to submit a List B application or petition for faculty*

#### **Initial stages before formal DAC application**

1. Consult with your professional advisers as soon as possible.
2. Contact the DAC Secretary at the Diocesan Office. The DAC Secretary will be able to advise you on the faculty process and may be able to put you in contact with people who have carried out similar work elsewhere in the Diocese, which may be helpful.
3. Discuss and minute all proposals fully within your PCC meeting. A PCC resolution will be needed to petition for faculty.
4. For larger proposals, such as extensions or major reordering you can request an initial site visit by the DAC before finalising your application.

You may also need to consult with Historic England, the Society for the Protection of Ancient Buildings, the Church Buildings Council and other amenity societies. The DAC Secretary can advise on this.

5. Check whether other permissions are required, eg planning consent, building regulations approvals, approval from local council tree officer.

## **Send in details to the DAC**

When the PCC has agreed that the project will proceed, submit details to the DAC via the Online Faculty System

<https://facultyonline.churchofengland.org/>

Applications must be supported by the following:

(a) ***A Statement of Significance***

This summarises the historical development of the church and identifies significant features that make a major contribution to the character of the Church.

(b) ***A Statement of Needs***

This sets out the reasons the parish needs to do the work, and the reasons why any changes are regarded as necessary to assist the Church in its worship and mission. The Statement of Needs should refer to the impact of the proposal on items of significance in the church.

A guidance note is available on the Diocesan website to help you in preparing your Statements of Significance and Needs.

(c) ***Details of the proposed works***

You should attach any plans, photographs, specifications, quotations and drawings. These documents should be mentioned in the Statement of Needs, and it is helpful if these are dated and given a reference number.

(d) ***Standard Information Form 1A***

This can be completed via the Online Faculty System.

## **After the DAC meeting**

Once the DAC has considered the proposal, it will make a recommendation, which will be confirmed to you in a Notification of Advice.

You then finalise the Petition for Faculty form, display public notices and submit your petition via the Online Faculty System to the Diocesan Registry.

At the end of the 28 day Public Notice period, the **Certificate of Publication** on the back of the public notices must be completed and signed, and a hard copy sent to the Diocesan Registrar.

If the faculty is granted, the Registrar sends a copy of the faculty to the parish with instructions about any actions to be taken, including returning a Certificate of Practical Completion of Works (Form 8) when the work is completed.

## *USEFUL CONTACTS*

### **The DAC Secretary**

Mrs Sarah Anderson  
Diocesan Office  
St Nicholas' Church, Boley Hill  
Rochester  
ME1 1SL  
Tel: 01634 560000  
Email: [sarah.anderson@rochester.anglican.org](mailto:sarah.anderson@rochester.anglican.org)

### **The Archdeacon of Bromley & Bexley**

The Ven Dr Paul Wright  
Tel/Fax: 020 8467 8743  
Email: [archdeacon.bromley@rochester.anglican.org](mailto:archdeacon.bromley@rochester.anglican.org)

### **The Archdeacon of Rochester**

The Ven Andy Wooding Jones  
Tel: 07843 358553  
Email: [archdeacon.rochester@rochester.anglican.org](mailto:archdeacon.rochester@rochester.anglican.org)

### **The Archdeacon of Tonbridge**

The Ven Julie Conalty  
Tel: 01732 833840  
Email: [archdeacon.tonbridge@rochester.anglican.org](mailto:archdeacon.tonbridge@rochester.anglican.org)

### **The Diocesan Registrar**

Mr Owen Carew-Jones  
The Diocesan Registry  
Minerva House, 5 Montague Close  
London SE1 9BB  
Tel: 020 7593 5110 - Fax: 020 7248 3221  
Email: [registry@wslaw.co.uk](mailto:registry@wslaw.co.uk)

**Visit the Diocesan website for more information and guidance notes**  
[www.rochester.anglican.org](http://www.rochester.anglican.org)