



FORM TO APPLY FOR A FACULTY
To petition the Diocesan Court for a Faculty

SECTION 1: ABOUT THE PROPERTY

1.1 Church Details

Diocese:

Parish Name:

Benefice Number:

Dedication/Name of Church:

Representative Body Register Number:

1.2 Church Address

Street:

Village:

Town:

County:

Postcode (optional):

Grid Reference (if known):

1.3 Planning Status

Please state the grading (if known) of the building in the list of Buildings of Special Architectural or Historic interest:

Grade I Grade II* Grade II Not a Listed Building

Is the building in a Conservation Area? Yes No

Is it in a National Park? Yes No

Is the proposal likely to affect a Scheduled Ancient Monument? Yes No

1.4 Building Insurance

Is the church included in the Representative Body's Group scheme insurance policy? Yes No

If not, who insures the building?

Insurer: Policy No:

Has the insurer been informed in writing of the proposed works? Yes No

SECTION 2: ABOUT THE APPLICANT (Usually the Incumbent and Churchwardens)

2.1 First Applicant's Details

Title:

First Name: Last Name:

House Number: House Name:

Street:

Village/District: Town:

County: Postcode:

Home Tel: Mobile:

E-mail:

Second Applicant's Details

Title:

First Name: Last Name:

House Number: House Name:

Street:

Village/District: Town:

County: Postcode:

Home Tel: Mobile:

E-mail:

Third Applicant's Details

Title:

First Name: Last Name:

House Number: House Name:

Street:

Village/District: Town:

County: Postcode:

Home Tel: Mobile:

E-mail:

2.2 Visit Arrangements

Point of contact to arrange a site visit:

First Applicant Second Applicant Third Applicant Other

If other, please provide:

Name:

Telephone Number:

E-mail address:

SECTION 3: ABOUT THE PROPOSALS

3.1 Description of Proposed Work

State the scope of your proposals and explain why you want to undertake the work. See Note 1 in Guidance Notes for details of the information required to be submitted. Please note that for significant proposals, the DAC may ask you to also complete a **Statement of Justification** for the proposal.

Please Note:

A copy of a PCC resolution concerning this proposal must be included with this application.

3.2 Additional Information which may be required:

For certain types of proposal, additional information is required on supplementary forms. These can be obtained via the DAC Secretary.

Will the proposal involve:

- | | | | |
|--------------------------------------|------------------------------|-----------------------------|--|
| Work in a churchyard (incl. graves)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | If yes , please complete Form A |
| Commemorative plaques in church? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | If yes , please complete Form B |
| The disposal of Church property? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | If yes , please complete Form C |
| Stained glass windows | <input type="checkbox"/> Yes | <input type="checkbox"/> No | If yes , please complete Form D |
| The removal of human remains? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | If yes , please complete Form E |
| Reservation of grave space? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | If yes , please complete Form F |

Please consult with the DAC Secretary as a **Statement of Justification** may be required to support your proposal.

Please note: the remainder of this form should also be completed.

3.3 Finance and Timescale

See Note 2 of Guidance Notes

What is the estimated total cost of the proposal?:

Professional Fees:

Contract Costs:

VAT Costs:

Is this cost approved by the Parochial Church Council? Yes No

How will this be funded?

When do you hope to start work?

How long will the work take?

SECTION 4: CONSULTATIONS AND OTHER CONSENTS

4.1 Public Notices

For all faculty applications, it is necessary to display a notice on public display giving the public 28 days to comment on the application. This notice should be in accordance with **Form 2** and follow the requirements of Rule 60 of the Faculty rules.

Please confirm this notice has been displayed:

Yes No

Date the notice was put on display:

If the proposals will change or affect the character of a Listed Building, a copy of the above notice should be published in a local newspaper.

Please confirm the notice has been so published, if required:

Yes No

Please provide a copy of the notice as published in the local newspaper.

4.2 Neighbour and Community Consultations

In addition to the requirement for the public notice, it is recommended that your proposal is discussed with neighbours and the wider community.

Have you discussed your proposals with your church neighbours or the local community?

Yes No

If **yes**, please provide details:

4.3 Other Approvals

Please see Note 3 of the Guidance Notes for a checklist of possible other approvals that may be required for your proposal. In the light of this checklist, please detail any other approvals you are seeking or have sought and the outcome:

4.4 Other Consultations

Please see Note 4 of the Guidance Notes for a checklist of possible consultees for your proposals. In the light of this check list, please detail any consultations and the outcome:

Has assistance or advice been sought from Cadw, the amenity societies or the local authority about this application? Yes No

If **yes**, please provide details of advice received:

4.5 Archaeology

Has professional archaeological advice been sought?

Yes No

If **yes**, name and address of professional archaeologist:

Title:

First Name: Last Name:

House Number: House Name:

Street:

Village/District: Town:

County: Postcode:

Home Tel: Mobile:

E-mail:

Please provide a copy of any advice received.

4.6 Wildlife

Has advice been sought on the implications on wildlife e.g roosting bats or plant surveys?

Yes No

Please provide details.

SECTION 5: MANAGEMENT OF THE PROPOSAL

5.1 Details of your Architect or professional advisor

Who is appointed for the Quinquennial Inspection of the Church?

Name:

Address:

Qualifications:

Has he/she been instructed in relation to the proposed work? Yes No

If no, state name, address and qualifications of the professional advisor appointed:

Name:

Address:

Qualifications:

Give details of the professional indemnity insurance cover they carry:

Insurer:

Policy Number: Limit of liability:

5.2 Details of your chosen contractors (if known):

State the name(s) and address of the contractor(s) including specialists e.g. Organ builder; stained glass designer etc. Include the professional qualifications or membership of a professional association held by the specialist(s).

Name:

Address:

Qualifications:

Insurance details:

Name:

Address:

Qualifications:

Insurance details:

Name:

Address:

Qualifications:

Insurance details:

SECTION 6: DECLARATION

I/We hereby signify our application to the Diocesan Court and agree to abide by the Rules of the Diocesan Court subject to any right of appeal and agree to be bound by the Court's decision (including any order as to costs).

I/We seek a faculty authorising the works described in this application.

Signature of the Applicant/s (see note 5 of the Guidance Notes): Date:

SECTION 7: APPLICATION CHECKLIST

Have you dated this form?

Have all the applicants signed this form?

Does section 3.1 clearly set out the scope of your proposals?

Yes

Please ensure you provide the following information with your application:

A copy of a PCC resolution certified by the Secretary concerning the proposal

Plans, schedules and specifications as detailed in Guidance Note Section 1

Additional forms as required under Section 3.2

Copies of relevant correspondence

Copy of public notice published in local paper (if applicable)

