

Rules of the Diocesan Courts
Schedule 3 – Faculty Procedural Rules

NOTICE OF AN APPLICATION FOR A FACULTY – THE CHURCH IN WALES

IN THE DIOCESAN COURT OF:

THE PARISH OR CATHEDRAL
CHURCH OF:

TAKE NOTICE that

of

has presented an Application in this Court for the grant of a Faculty, whereof the following are the general terms: -

(here set out the facts of the Application sufficient to identify clearly the location, nature and details of the project or works thereby intended to be undertaken)

Any person, body or society, wishing to make representations regarding the proposals must do so in writing, addressed to the Diocesan Registrar, _____ Diocesan Registry (from whom further particulars may be obtained), within 28 days of the date hereunder written, which is the date of initial display hereof.

Dated the _____ day of _____ 20____ .

(Signed)

Applicant

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CONSERVATION AREA OR LISTED UNDER LISTED BUILDING OR CONSERVATION ACT 1990

Secretary of the Diocesan Advisory Committee

to

CADW + LPA + Archdeacon

Please find attached

1. Notice
2. Documents lodged – Registrar
 - (a)
 - (b)
 - (c)
 - (d)
 - (e)
 - (f)

Please respond in 56 days

Signed:

Secretary of the Diocesan Advisory Committee

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WORK TO CHANGE OR AFFECT THE CHARACTER OF THE BUILDING OR ARCHEOLOGICAL REMAINS

Diocesan Advisory Committee Secretary

to

National Amenity Society / Royal Commission for Ancient & Historic Monuments (Demolition)

Attached to this form:

1. Notice
2. Attached
 - (a)
 - (b)
 - (c)
 - (d)
 - (e)
 - (f)

Please respond in 56 days

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REPRESENTATIVE BODY

to

REGISTRAR

Date of Application for faculty received

Agree

Object

Observations:

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Signed:

NOTICE

The Representative Body this day _____ day of _____

to _____

The _____ Diocesan Registrar

Further to the Notice for faculty at _____ parish church

The Representative Body now requires the Diocesan Advisory Committee (Rule 68)

To provide a further report in writing to the _____ Diocesan Registrar
who shall provide copies to the Representative Body on the following matters:

Signed:

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APPOINTMENT IN PLACE OF ARCHDEACON – THE CHURCH IN WALES

IN THE DIOCESAN COURT OF:

THE CATHEDRAL CHURCH OF:

(alternatively please delete as appropriate)

THE PARISH OF

TO:

of

I, _____, Bishop of _____,
hereby appoint you, under Rule 69 of the Faculty Procedural Rules, to act in place of
Archdeacon of _____, which Archdeaconry is vacant / which Archdeacon is
unavailable / incapacitated / because the matter relates to a Cathedral / for the purpose of a Faculty
sought by Application dated _____
in connection with the Cathedral Church / the Parish of _____

Dated the _____ day of _____ 20____.

(Signed)

Bishop

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GRANT OF FACULTY – THE CHURCH IN WALES

IN THE DIOCESAN COURT OF:

THE CATHEDRAL CHURCH OF:

(alternatively please delete as appropriate)

THE PARISH OF

I grant a Faculty to

[If there is a possibility that archaeological remains may be present applicants should seek archaeological advice from an archaeological advisor who should consult with the relevant historic environment record held by one of the four Welsh Archaeological trusts. The relevant Welsh Archaeological Trust should be notified prior to archaeological works being undertaken on site and archaeological reports should be deposited with the appropriate historic environment record.]

Reasons for Grant

Dated the _____ day of _____ 20__ .

(Signed)

Chancellor

Under Rule 85.2, the grant of a Faculty shall be implemented within a period of five years from the date thereof otherwise the grant shall lapse or other such shorter period as the Chancellor directs.

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BOND – THE CHURCH IN WALES

IN THE DIOCESAN COURT OF:

THE PARISH OR CATHEDRAL
CHURCH OF:

In the matter of the Application of

(Applicant/s)

I, _____ of _____
acknowledge myself to be bound to _____ Registrar of the Diocese of _____
in the sum of £ _____ to be paid to the said _____
or his successors in office, for which payment I bind myself, and my personal representatives.

The condition of the above written Bond is as follows:

Whereas the above-named _____ has/have lodged an Application with
the said _____, Registrar of the Diocese of _____

And Whereas the said _____ has/have given Notice of Opposition to the
Application pursuant to the provisions of the Constitution of the Church in Wales.

And Whereas the Chancellor has determined that the amount for which security shall be given in
respect of costs and expenses is £ _____.

Now if the said _____ or his/her personal representatives do pay all
such costs and expenses as he/she may be ordered to pay in respect of the said Application and
proceedings, then the above Bond shall be void and of no effect; otherwise the Bond shall be and
remain in full force and effect.

Dated the _____ day of _____ 20 ____ .

SIGNED, SEALED AND DELIVERED

by the said

in the presence of:

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RETURN CERTIFYING COMPLETION OF WORKS AUTHORISED BY FACULTY – THE CHURCH IN WALES

IN THE DIOCESAN COURT OF:

THE PARISH OR CATHEDRAL
CHURCH OF:

We hereby certify that the works authorised by
Faculty dated day of 20 *(add if necessary,*
“as far as implemented to date,“) have been carried out strictly in accordance with the terms of such
Faculty.

Dated the day of 20 .

(Signed)

(Countersigned by)

Professional Adviser

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CITATION IN THE MATTER OF A FACULTY - THE CHURCH IN WALES

IN THE DIOCESAN COURT OF:

THE PARISH OR CATHEDRAL CHURCH OF:

To

(Petitioner/s),

and to all other persons, bodies or societies having an interest.

Whereas

(Petitioner/s),

have filed a Petition in our Court for a grant of a Faculty whereby:

(here set out the facts of the Petition sufficient to identify clearly the location, nature and details of the project or works thereby intended to be undertaken and (where and as appropriate) state whether or not the Chapter, or the Incumbent, Cleric-in-Charge or Area Dean, the Churchwardens and the Parochial Church Council, as the case may be, are consenting thereto)

now be it known to all that if any person, body or society intend/s to oppose the grant of such Faculty, notice of such opposition shall be given in writing to the Registrar of this Court within fourteen days of the date of publication of this Citation, and in default of such notice the Court will proceed to consider the Petition and to give judgment thereon.

Dated the _____ day of _____ 20 .

(Signed)

Chancellor

Registrar