

Faculty required

The PCC discusses the proposals and agrees to proceed.

The PCC decides on the need for professional advice - ie, whether to appoint an architect, engineer, surveyor or other adviser.
If appointed, a professional will be able to help with the development of the proposals and provide much of the information required for the Faculty application.
Advice on professional appointments is available from the Diocesan website and the websites of the professional organisations such as the RIBA

The PCC decides whether to seek a Preliminary Consultation with the DAC prior to making the application or to proceed straight to a Faculty Application. (the DAC nearly always recommends a Preliminary Consultation)

Preliminary Consultation

The PCC obtains and fills out an 'Application for Preliminary Advice' form and sends to the DAC
There is no fee payable - it is free of charge.

The DAC will probably seek to arrange a meeting with the PCC and members of the DAC at the Church to discuss the proposals.

A DAC member (usually the Archdeacon) prepares a report of the meeting which is tabled at the next DAC.

If endorsed by the DAC, the report is issued to the PCC
If not, further discussions are usually held.

The PCC decides whether or not to proceed with a Faculty Application.

Faculty Application

The PCC obtains and fills out a 'DAC Notification of Advice' form (the 'Faculty Petition' is made later) and prepares supporting information necessary
There is a fee payable to cover statutory costs.

The supporting information varies depending on complexity of the proposals
Refer to separate guidance on information required.

The PCC submits the application and supporting information and fee to the DAC.
The PCC may also pass the information to other organisations for consultation, such as Heritage England, the Amenity Societies, Planning Authorities etc
The consultees then pass comments to the PCC & DAC.

The DAC checks the application and confirms that it is valid. If necessary further information is requested.

The DAC discusses the proposals at a meeting and comes to a decision

The DAC may request further information if something is unclear or arrange a site meeting if necessary. The application discussed again at the next possible meeting.
The DAC may also forward the proposals for comments from other organisations if not consulted by the PCC.

RECOMMENDATION

OBJECTION

If the DAC recommends the proposals, a 'DAC Notification of Advice' is issued to the PCC & Registrar.
A Petition for a Faculty can now be made.

Even if the DAC objects to the proposal the PCC may still petition for a Faculty, although the DAC's views are made known to the Chancellor.

The PCC obtains the 'Faculty Petition' form and 'Public Notice' form from the Registrar, completes them and displays the Public Notice at the Church for 28 days.

At the end of 28 days the PCC completes the 'Certificate of Publication' (on the back of the Notice) and sends it and the 'Faculty Petition' to the Registrar.

The Registrar checks the Petition and, if in order, sends it to the Chancellor for determination

If there are no objections the Chancellor usually issues the Faculty, perhaps subject to conditions.
The PCC satisfactorily addresses the conditions, if any.

If objections are made, the Chancellor will decide within 28 days either to proceed by written representations or, in rare cases, a Consistory Court hearing.

WORK PROCEEDS