

## CARLISLE DIOCESAN ADVISORY COMMITTEE

## APPLICATION FOR FORMAL DAC ADVICE

Use this form if you want to apply for a Faculty to carry out work at your Church.  
A fee is payable: Cheques should be made payable to Carlisle Diocesan Board of Finance.  
Please speak to your Archdeacon before completing this form to see whether it would be helpful for the DAC to visit your Church before an application is made.

**THE CHURCH**

Church	
Parish	
Archdeaconry	
Listing Grade	Grade I, Grade II*, Grade II, Not Listed (delete as appropriate)

**THE APPLICANT**

Name & Office held	
Address	
Phone	
Email	

**APPOINTED PROFESSIONAL (Architect/Surveyor) AND CONTRACTOR (if applicable)**

Name	
Address	
Phone	
Email	

You ought normally to consult your Architect/Surveyor, and if not, be able to explain why not.

**Form 1A / Standard Information Form**

Before your Application can be considered, we need to be sure that the information for your church in Form 1A / the Standard Information Form is correct. Please check that it is correct; if it is, please tick the box; if it is not, please tell DAC Secretariat at Church House of any corrections needing to be made.

Form 1A is correct

On the website, click on Parishes & Churches / your Deanery / your Parish and Church; and then on the right hand side of the page click on Form 1A / SIF

Send or email this form with supporting documents to:

**DAC Administrative Secretary, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR**  
**dac@carlisle-diocese.org.uk**

**THE PROPOSALS** (list all the items for which a faculty is sought)

In numbered headings	
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**SUPPORTING INFORMATION** (Please list and number the documents provided)

	Tick if doct. attached	List of documents
<b>General Statement of Significance</b>		This is the Form1A / SIF for your church, on the Diocesan website – but what is already held can be improved!
<b>Statement of Need</b>		The Statement of Need sets out why you need or want to do this work, and the options considered.
<b>Specific Statement of Significance and Impact Assessment</b>		This sets out the significance of the particular item(s) to be changed, and what will be the impact on it/them, and on other items, of the proposed changes.
These three documents are the most important documents for your application: please see the Diocesan website : <a href="http://www.carlisle-diocese.org.uk/our-diocese/diocesan-committees/diocesan-advisory-committee/faculties-and-planning-permission.html">www.carlisle-diocese.org.uk/our-diocese/diocesan-committees/diocesan-advisory-committee/faculties-and-planning-permission.html</a>		
List of Drawings (eg plan of Church and/or Churchyard showing proposed works; size, style, layout of wording for headstone)		
Specifications (eg details of materials, fabrics, colours used)		
Photographs		
Other Information (eg copy of PCC Resolution showing voting; cheque for fee)		

**CONSULTATION WITH ARCHITECT**

Have you consulted your architect?	Yes / No ( <i>please delete as appropriate</i> )
Please state reasons if you haven't consulted your architect	

**OTHER CONSULTEES** (Historic England, Victorian Soc, Georgian Soc, SPAB, etc: if consulted by the PCC)

Consultee and their response	please provide copies of their responses

## THE FACULTY APPLICATION PROCESS

Once the DAC has considered the proposals, the applicant will receive “Notification of Advice.” This will be provided on what is known as “Form 2” within 10-14 days of the DAC meeting.

The DAC Secretariat will send the Diocesan Registrar a copy of “Form 2” along with all supporting information. Once the Registrar has received that form and information, she will send the applicant a formal “Petition for Faculty” application form (Form 3) along with Public Notices etc.

There are flowcharts and further information on the Diocesan website about the process.

## 2019 INFORMATION

### DAC MEETING DATES

Applications should be received in Church House before noon on the “Last Date for Submission”

#### **Last Date for Submission:**

Thursday 11 December 2018

Thursday 21 February 2019

Thursday 4 April 2019

Thursday 16 May 2019

Thursday 27 June 2019

Thursday 15 August 2019

Thursday 26 September 2019

Thursday 7 November 2019

#### **Meeting Date:**

Thursday 31 January 2019

Thursday 14 March 2019

Thursday 25 April 2019

Thursday 6 June 2019

Thursday 18 July 2019

Thursday 5 September 2019

Thursday 17 October 2019

Thursday 28 November 2019

Late applications will be considered where possible, but may be held over to the following meeting.

## THE COST

For applications to be considered - the fee is £205.

Cheques to be made payable to Carlisle Diocese Board of Finance.