



Churchwardens' Training
February 2016

Faculty Jurisdiction Rules 2015

- Came in to force on 1st January 2016
- New national 'Minor Works' list –
Lists A & B
- Consultation with Local Authorities

- List A
 - No consultation

- List B
 - Permission from Archdeacon in consultation with DAC

- Repairs
- Churchyards
 - Benches
 - Repair / rebuilding of walls
 - Lychgates
 - Trees

Local Authority Consultation

- A return to the position prior to the 2013 Rules
- LPA to be consulted on faculty applications where works involve:

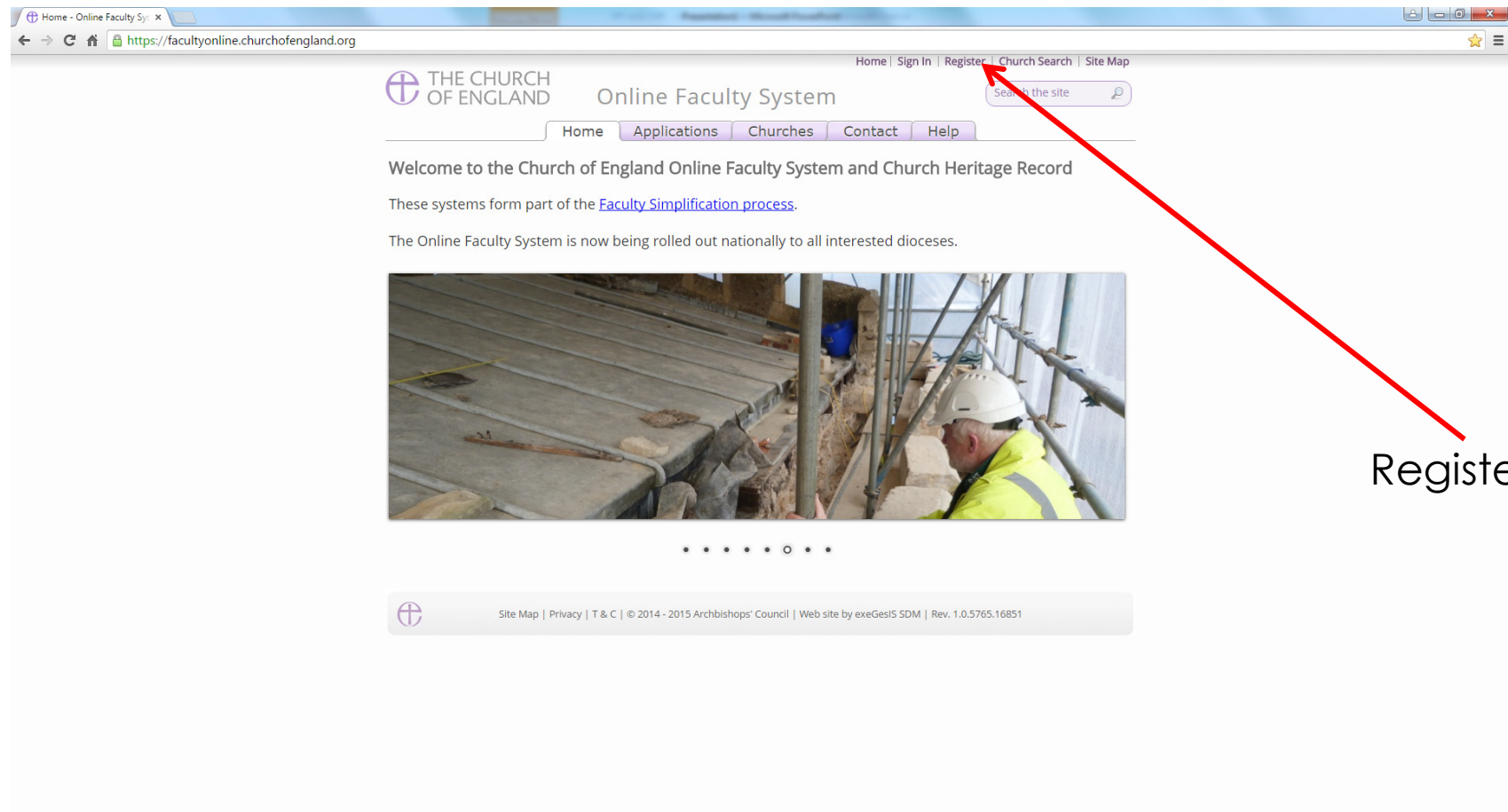
- Demolition of a listed building or
- Its alteration or extension to such an extent as would be likely to affect its character as a building of special architectural or historic interest
- Are likely to affect archaeological importance or remains
- Involve demolition affecting exterior of an unlisted building in a conservation area

THE ONLINE FACULTY SYSTEM

Home page

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

Link through from the Diocesan Website



Register

Registration

Register - Online Faculty : x

https://facultyonline.churchofengland.org/Secure/Register.aspx?returnurl=%2f

Home | Sign In | Register | Church Search | Site Map

THE CHURCH OF ENGLAND Online Faculty System

Create a New Account

Please complete the form below to register for the Online Faculty System. Click [here](#) for instructions.

Your DAC Secretary will be automatically contacted so that they may approve your account. This means that there will be a **short delay** between the time you register and when you can actually sign in to use the system.

To Parishes: click [here](#) for instructions on linking your church building to your online account.

Email

Password

Confirm Password

Title

First Name

Last Name

Daytime telephone

Alternative telephone

Address


Postcode

Email preference
☐ Daily summary
☐ Everytime something happens

Role applied for
☐ Applicant (to submit petitions)
☐ DAC Secretary
☐ Archdeacon
☐ Registrar
☐ Chancellor
☐ CCB (Cathedrals & Church Buildings Division)
☐ Consultee

Diocese
☐ Exeter

Church

 Enter the code shown:

The Church of England collects personal information when you register with the Online Faculty System. We

Sign up as an 'applicant'

Select which churches you are making the application for (**at least one church must be selected**)


OFS and CHR - ev... dac (VED-EXE-FP... Register - Online ... Exeter Diocesan D... Presentation1 - M...

11:55 23/11/2015


- The DAC office will be asked to approve your registration to the system.
- Once registered, you can make applications for faculty, list A and list B works on the Online system.
- Once you've signed in.....

Making an application

Signed in as: Test Account Parish | Home | Sign Out | My Account | Church Search | Site Map

 THE CHURCH OF ENGLAND

Online Faculty System

Search the site 

Home

Applications

Churches

Forms

Contact

Help











Online Faculty System dashboard

From this page you can develop your proposal, receive advice from your DAC, submit full faculty applications for your church, as well as continue existing applications. [Read more](#) about the types of work that require faculty or click [here](#) for help.

Click "Start a new application" to begin a new case file or click go to "Applications requiring your action" and click the icon under the "view" column to continue working on an existing application.

Start a new Application

Messages | Applications requiring your action | Active Cases | Archived Cases

Subject	Date received	Date read	
Faculty System: end of Public Notice for petition ref 2015-000860	Fri 20 Nov 2015	Sat 21 Nov 2015	
Faculty System: end of Public Notice for petition ref 2015-000858	Thu 19 Nov 2015		
Faculty System: petition ref 2015-000952 approval	Wed 18 Nov 2015		
Faculty System: notification of DAC advice re petition ref 2015-000952	Wed 18 Nov 2015		
Faculty System: petition ref 2015-000943 approval	Mon 16 Nov 2015		
Faculty System: notification of DAC advice re petition ref 2015-000943	Mon 16 Nov 2015		
Faculty System: petition ref 2015-000933 approval	Thu 12 Nov 2015		
Faculty System: notification of DAC advice re petition ref 2015-000933	Thu 12 Nov 2015		
Faculty System: petition ref 2015-000933 returned by DAC	Thu 12 Nov 2015		
Faculty System: notification of DAC advice re petition ref 2014-000077	Wed 11 Nov 2015		

Start a new Application



Awaiting List A classification

Application Ref: 2016-001335

Diocese: Exeter

Status: List B application in preparation

Summary: Bench: introduction of bench (donated) in the churchyard

Church: [Chittlehamholt: St John](#)

Archdeaconry: Barnstaple

Logged By: [Revd Dr Michael Grandey \(Thu 21 Jan 2016\)](#)

Step 1

Step 2

Step 3

Recording a List A matter or Applying for a List B item?

1. Specify whether the proposed works affect the interior or exterior of the Church. Read [List A&B](#).

Church buildings etc. includes:

- A1 & B1 – Church buildings etc.
- A2 – Musical instruments
- A3 & B2 – Bells etc.
- A4 & B3 – Clocks
- A5 & B4 – Church content
- A6 – Church halls and similar buildings

Churchyard includes:

- A7 & B5 – Churchyard
- A8 & B6 – Trees

Applying for Faculty?

If you already know that the application requires Full Faculty, it does not matter which option you select.

Area affected by proposed works

☐ Church buildings etc. ☒ Churchyard

[Save & come back later](#)[Cancel](#)[Next](#)

Awaiting List A classification

Application Ref: 2016-001335

Diocese: Exeter

Status: List B application in preparation

Summary: Bench: introduction of bench (donated) in the churchyard

Church: Chittlehamholt: St John

Archdeaconry: Barnstaple

Logged By: Revd Dr Michael Grandey (Thu 21 Jan 2016)

Step 1 Step 2 Step 3

If the proposed works match one of the "List A" items below, you can either select that item and click Next or proceed with the works without further ado.

If the proposed works do not match one of the "List A" items, select "None of the above" to proceed.

If in doubt, contact your DAC Secretary for advice <http://www.churchcare.co.uk/churches/church-buildings-council/who-s-who/dacs/dac-contact-details>

- ☐ (A7-1) The introduction and maintenance of equipment for maintenance of the church and churchyard
- ☐ (A7-2) The repair of paths and other hard-surfaced areas, including resurfacing in the same materials and colour
- ☐ (A7-3) The routine maintenance of, repairs to, and like for like replacement of fences and gates (but not lychgates, walls or historic railings)

Specified conditions:

- The works do not involve any new disturbance below ground level

- ☐ (A7-4) The carrying out of repairs to a notice board and the repainting of a notice board

- ☐ (A7-5) The grant by the incumbent of a licence for grazing in the churchyard

Specified conditions:

- The licence is in a form approved by the chancellor

- ☐ (A8-1) The felling, lopping or topping of a tree the diameter of any stem of which does not exceed 75 millimetres (measured over the bark at a height of 1.5 metres above ground level)

Specified conditions:

- The works do not relate to any tree in respect of which a tree preservation order is in force or which is in a conservation area
- Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards

- ☐ (A8-2) The lopping or topping of any tree:

Specified conditions:

- Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards

- ☐ (A8-3) The removal of dead branches from a living tree

Specified conditions:

- Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards

- ☐ None of the above

Previous

Save & come back later

Cancel

Next



List A?

- ☒ None of the above

Previous

Save & come back later

Cancel

Next

Application Ref: 2016-001335

Diocese: Exeter

Status: List B application in preparation

Summary: Bench: introduction of bench (donated) in the churchyard

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Logged By: [Revd Dr Michael Grandey \(Thu 21 Jan 2016\)](#)

Step 1

Step 2

Step 3

Step 4

Works on this list require the permission of your Archdeacon who will obtain advice from the DAC members or offices before making a decision. The Archdeacon may impose conditions on the works, which must be adhered to.

If the proposed works match one of the "List B" items below, please select that item, otherwise select "None of the above" to apply for full Faculty.

☒ (B5-1) The introduction of benches in a churchyard

Specified conditions:

- *No bench has an inscription on it which would not be permitted on a monument in the churchyard under the applicable churchyard regulations made or approved by the chancellor*

☐ (B5-2) The replacement of gas or oil tanks

Specified conditions:

- *The replacement tank is of similar dimensions and in substantially the same location*
- *No works of excavation are involved*
- *The local planning authority is notified of the proposal*

☐ (B5-3) The routine maintenance, repair or rebuilding of walls

Specified conditions:

- *The works do not relate to any wall which is included in the Schedule maintained for the purposes of the Ancient Monuments and Archaeological Areas Act 1979*
- *The works are identified as routine items of maintenance in the most recent report prepared in respect of the church pursuant to section 1(2) of the Inspection of Churches Measure 1955 (commonly known as the "quinquennial inspection report") or in subsequent written advice from a person registered under the Architects Act 1997 or a member of the Royal Institution of Chartered Surveyors qualified as a chartered building surveyor*
- *Details of any materials to be used are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter*
- *The works do not involve any new disturbance below ground level*
- *The parochial church council's insurers are notified if external scaffolding is to be erected*

☐ (B5-4) The routine maintenance or repair of lychgates

Specified conditions:

- *The lychgate is not separately listed as a building of special architectural or historic interest under the Planning (Listed Buildings and Conservation Areas) Act 1990*

List B?



Online Faculty System

Application Ref: 2016-001752

Diocese: Exeter

Status: Awaiting DAC advice on List B application

Summary: Install Church Tower drainage system and repointing

Church: [Bridford: St Thomas a Becket](#)

Archdeaconry: Exeter

Logged By: [Mr Francis Leversedge \(Fri 12 Feb 2016\)](#)

Your application for proposed work on "List B" has been submitted and is awaiting a decision from your Archdeacon following advice from the DAC.

[Details](#)[Supporting documents and images](#)[History](#)[My Notes](#)[Messages](#)

Summary description of proposed works



List A or List B classification



List B application details



DAC advice

[Submit](#)[Return to Applications dashboard](#)[Abandon](#)[Invite Consultees](#)

Online Faculty System

Application Ref: 2016-001752

Diocese: Exeter

Status: Awaiting DAC advice on List B application

Summary: Install Church Tower drainage system and repointing

Church: [Bridford: St Thomas a Becket](#)

Archdeaconry: Exeter

Logged By: [Mr Francis Leversedge \(Fri 12 Feb 2016\)](#)

Your application for proposed work on "List B" has been submitted and is awaiting a decision from your Archdeacon following advice from the DAC.

[Details](#)

[Supporting documents and images](#)

[History](#)

[My Notes](#)

[Messages](#)

Add a file

[Add](#)



Add a new
document

Application Ref: 2016-001752

Diocese: Exeter

Status: Awaiting DAC advice on List B application

Summary: Install Church Tower drainage system and repointing

Church: [Bridford: St Thomas a Becket](#)

Archdeaconry: Exeter

Logged By: [Mr Francis Leversedge \(Fri 12 Feb 2016\)](#)

Your application for proposed work on "List B" has been submitted and is awaiting a decision from your Archdeacon following advice from the DAC.

[Details](#)

[Supporting documents and images](#)

[History](#)

[My Notes](#)

[Messages](#)

Add a file [Add](#)

Drag and drop a file here

[Select file...](#)

Description




Drag and
drop file into
here


Type name
for file

Faculty application dashboard:

Signed in as: Test Account Parish | Home | Sign Out | My Account | Church Search | Site Map

 THE CHURCH OF ENGLAND

Online Faculty System

Search the site 

Application Ref: 2015-000969

Church: [Penny Hassett: St David \(Test\)](#)

Diocese: [Borchester \(Test\)](#)

Archdeaconry: [Felpersham \(Test\)](#)

Status: [Proposal in Preparation](#)

Logged By: [The Test Account Parish \(Mon 23 Nov 2015\)](#)

Summary: [Re-roofing](#)

Develop your proposal here and send to your DAC for early advice.

1. Fill out the forms below. Click [here](#) for instructions on how to use the Online Faculty System.

You do not have to complete all the forms at once – you can always save your work and return to it later.

You are encouraged to provide a Statement of Significance and a Statement of Needs (although these documents are only essential when proposals involve changes to a listed church). Keep in mind that your decision not to supply the DAC with these documents could lead to a delay in providing you with advice.

2. Attach any other relevant document (including a Statement of Significance or Statement of Needs) to support your proposal under the "Supporting Documents and Images" tab.

Please read the [FAQs](#) for guidance on the type and size of files to upload.

3. Click "Submit" to send to your DAC for early advice (or click "Abandon" to withdraw)

Once you have sent your proposal to your DAC, you will no longer be able to make changes until they return the proposal to you with comments.

For step-by-step, **detailed instructions** on how to use the online faculty system, download the **user manual** [here](#).




Details

Supporting documents and images




History

Messages




Summary description of proposed works






Standard Information






Petition



Statement of Significance



Statement of Needs




Submit

Return to Applications dashboard

Abandon

Invite Consultees



Site Map | Privacy | T & C | © 2014 - 2015 Archbishops' Council | Web site by exeGesIS SDM | Rev. 1.0.5765.16851

Uploading documents

- No file sizes greater than 5MB.
- Drawings no larger than A3. (If larger drawings are necessary, these should be submitted in paper form via the post.)
- Drawings as PDFs where possible.

Consultation

- The online system also allows for consultation with the statutory consultees – LA's, amenity societies, HE etc.
- There is a minor tweak to the system expected this year, which will improve the consultation system, but until then, the **DAC office will undertake all consultation on behalf of PCC's.**

Informal advice

- It is still possible to apply for informal advice from the DAC via the online system.
- Applicants should complete the 'Summary description of proposed works' and 'Standard information' forms, along with as much of the 'Petition' as they can. These can all be updated at a later stage.

Statements of Significance and Need

- These should be completed for **all** projects to make alterations to a listed church.
- They **must** be written (even if in draft form) before any site visits are held.

CHURCH HERITAGE RECORD

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

The screenshot displays the 'Church Heritage Record' website. The browser address bar shows the URL <https://facultyonline.churchofengland.org/churches>. The website header includes the logo for 'THE CHURCH OF ENGLAND' and navigation links: Home, Applications, Churches, Forms, Contact, and Help. A search bar is present with the text 'Search the site'. Below the header, a welcome message states: 'Welcome to the Church Heritage Record. The Church Heritage Record contains over 16,000 entries on church buildings in England covering a wide variety of topics including architectural history, archaeology, art history and the surrounding natural environment. It is continuously being updated and should not be regarded as complete - [find out more](#).' A note indicates: 'Click on a red church symbol in the map to access its record.'

The 'Church search' section features a 'Find a church' form with fields for 'Church name' (containing 'Cullompton: St Andrew') and 'Church code'. Below this is an 'OR: Find a set of churches' option. The 'Map' section shows a map of Cullompton with a red church symbol. A pop-up window displays the following information:

- Church: [Cullompton: St Andrew](#)
- Diocese: Exeter
- Period: Medieval
- Listing Grade: I

The Windows taskbar at the bottom shows several open applications: 'Inbox - evevander...', 'dvc (\\VED-EXE-FP...', 'Microsoft Excel - ...', 'Churches - Onlin...', 'Document1 - Mic...', 'Exeter Diocesan D...', and 'Online faculty sys...'. The system clock indicates the time is 12:50 on 23/11/2015.

Individual church entry:

Cullompton: St Andrew - x

https://facultyonline.churchofengland.org/CHR/ChurchDetails.aspx?id=4928

Signed in as: Eve Van der Steen | Home | Sign Out | My Account | Church Search | Member list | Site Map

THE CHURCH OF ENGLAND Church Heritage Record 615103 Search the site

Core Details | Location | Building | Interior | Churchyard | Significance | Forum | Condition | Audit | Tools

Cullompton: St Andrew

Name: Cullompton: St Andrew

Record Type: Church

Church code: 615103

Diocese: Exeter

Archdeaconry: Exeter

Parish: Cullompton

Statutory Designation Information

Listed Building? This is a Grade I Listed Building
[View more information about this Listed Building on the National Heritage List for England web site](#)

Scheduled Monument? There is no Scheduled Monument within the curtilage or precinct

National Park

The church is not in a National Park

Conservation Area

The church is in the following Conservation Area: Cullompton

Heritage At Risk Status

On Heritage At Risk Register? This church is on the Heritage at Risk Register (data verified 21 Oct 2015)
[View more information about this church on the Heritage at Risk web site](#)

Approximate Date

Approximate Date: Medieval

Exterior Image

