

Online Faculty System

A Parish's User Manual
Petition Form

2020 Rules

James Miles
1st April 2020

Notification of Advice

With the consultation received, the DAC will review the comments and meet to discuss the proposals. Once the meeting has taken place, the DAC secretary will then issue their Notification of Advice which will be sent to you via email. Importantly, the schedule of works or other proposals included in the Petition document and the Public Notice, must be described in the manner recommended by the Diocesan Advisory Committee. The schedule of works agreed by the DAC will therefore prepopulate the remaining forms that are submitted to the Registry, so it is important these works are reviewed, as they may differ from the schedule of works submitted to the DAC.


















Petition Document (Form 3)

Once the notification of advice has been given by the DAC, the petition form will be made available to you to complete in full. Selecting the edit button will allow you to edit this form.


Summary: **testing**


Await applicant completion of Petition form

Details | Supporting documents and images | History | Messages | Archived Forms

Summary description of proposed works	 
Standard Information	 
DAC Review Pre-Formal Consultation	 
Application Formal Consultation Responses	 
DAC Review Post-Consultation	 
DAC Review Consultation Changes	 
Notification of Advice	 
Petition	  

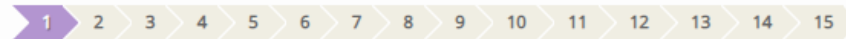
[Submit](#) [Return to Applications dashboard](#) [Delete the application](#) [Download All Forms & Documents](#)

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Once the editable form is shown, the details that were entered earlier in the Petition Details form will automatically be shown. These may be edited as required. Clicking next at the bottom of each page will then show the next page.

Form 3A



Petitioners

Full Name	Office Held	Email	Tel No
<input type="text" value="James Miles"/>	<input type="text" value="Incumbent"/>	<input type="text" value="james.miles@churchofengland.uk"/>	<input type="text" value="123456789"/>

Residential Address
(including postcode)

Preferred



Full Name	Office Held	Email	Tel No
<input type="text" value="James Miles 2"/>	<input type="text" value="Church Warden"/>	<input type="text" value="james@church.org"/>	<input type="text" value="123456"/>

Residential Address
(including postcode)

Preferred



Full Name	Office Held	Email	Tel No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Residential Address
(including postcode)

Preferred



Please use capital letters

Please indicate here which of the above should be regarded as the contact address. A telephone number and email address should also be provided where possible.

Usually the minister and churchwardens should be the petitioners. Where that is not the case, please provide an explanation here (including details of the interest which it is said that a person who is not the minister or a churchwarden has in the matter).

As mentioned in the full guidance, the schedule of works that are listed in the Notification of Advice will be shown on page 2 of the online petition form, and this cannot be edited, unless done so by the DAC secretary.

summary: test 1

Form 3A



We petition the Court for a faculty to authorise the following...

Please describe the works or other proposals for which a faculty is sought in the way recommended by the Diocesan Advisory Committee in its Notification of Advice

Schedule of works or proposals This is where the schedule of works be listed

Copies of the Standard Information Form and any drawings, plans, specifications, photographs or other documents showing the proposals must be provided with this petition.



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Once all of the questions have been answered, the last page will show the **Finish Form** button which will then allow for the form to be completed. Currently each question is not required to be answered as part of this online process, but in time, we will be making each question compulsory so that

incomplete forms are not submitted to the Registry. Nationally this happens frequently, and it causes delay and frustrating for parishes. To move away from this, forcing each question to be compulsory (or listed as Not Applicable) will mean that incomplete applications are not submitted, and the Registry can process the application faster.

Form 3A



M. Further information

Please answer this section in every case

21. a. Could the work affect any human remains? Yes No

21. b. Could the work affect any monuments? Yes No

22. Are any private rights (including rights in seats in the church) affected by the works or proposals? Yes No

23. If the answer to question 21 or 22 is yes, please provide details in the schedule of works or proposals.

24. Is the information about the church and churchyard included in the most recent quinquennial inspection report still accurate? Yes No

25. If there is any further information that the petitioners would like the court to take into account, details should be set out in a letter or statement included with this petition.

[Previous](#) [Save & come back later](#) [Cancel](#) [Finish Form](#)



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Once the form is complete, the green tick will be shown against the form in the main application page. Pressing submit will move the case forward to the creation of the Public Notice form.

Await applicant completion of Petition form

Details **Supporting documents and images** History Messages Archived Forms

Summary description of proposed works	<input checked="" type="checkbox"/>	
Standard Information	<input checked="" type="checkbox"/>	
Statement of Significance	<input checked="" type="checkbox"/>	
Statement of Needs	<input checked="" type="checkbox"/>	
DAC Review Pre-Formal Consultation	<input checked="" type="checkbox"/>	
Application Formal Consultation Responses	<input checked="" type="checkbox"/>	
DAC Review Post-Consultation	<input checked="" type="checkbox"/>	
DAC Review Consultation Changes		
Notification of Advice	<input checked="" type="checkbox"/>	
Petition	<input checked="" type="checkbox"/>	

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Getting Help

If you have any problems navigating the Online Faculty System, please read the [Frequently Asked Questions](#) section on the website.

If you cannot find an answer to your question, please contact the DAC Secretary in your diocese for further advice.

If you are experiencing technical difficulties with the Online Faculty System or have an emergency, contact the Admin team at <https://facultyonline.churchofengland.org/contact>
