

Online Faculty System

A DAC Secretary's User Manual

Julie Patenaude

7/20/2016

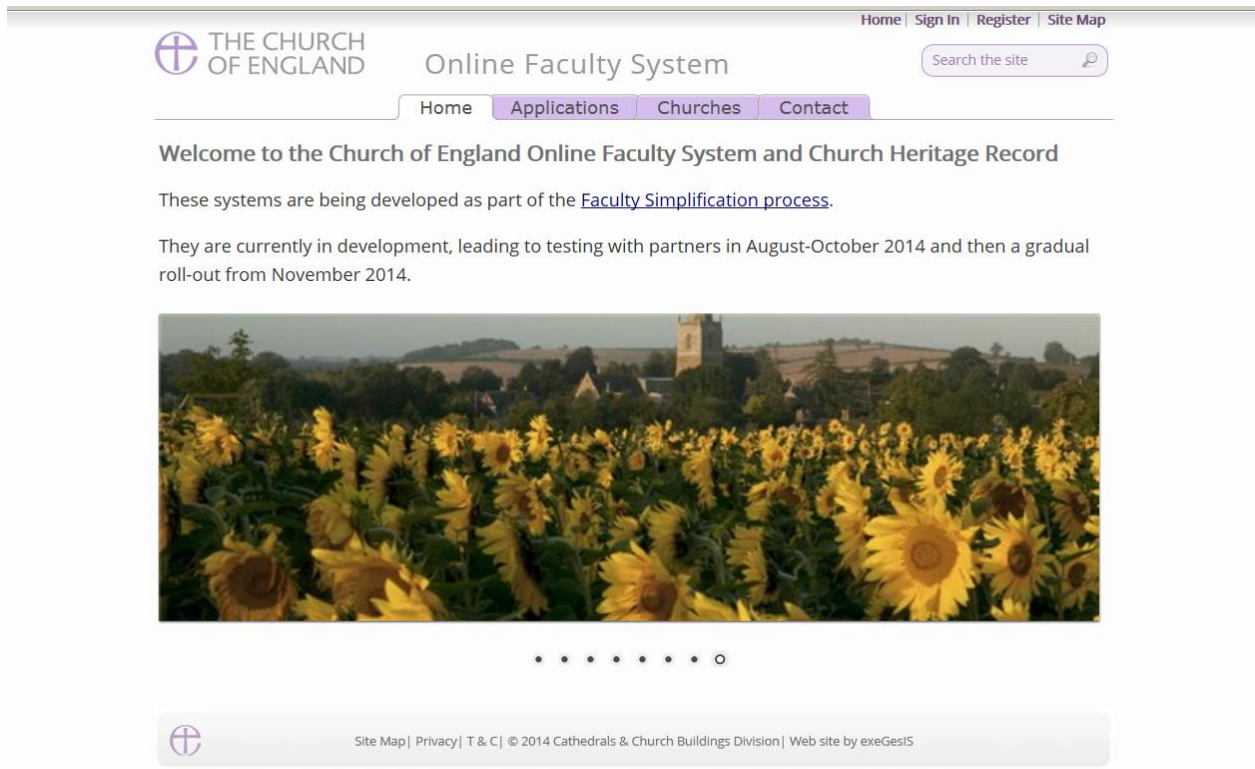
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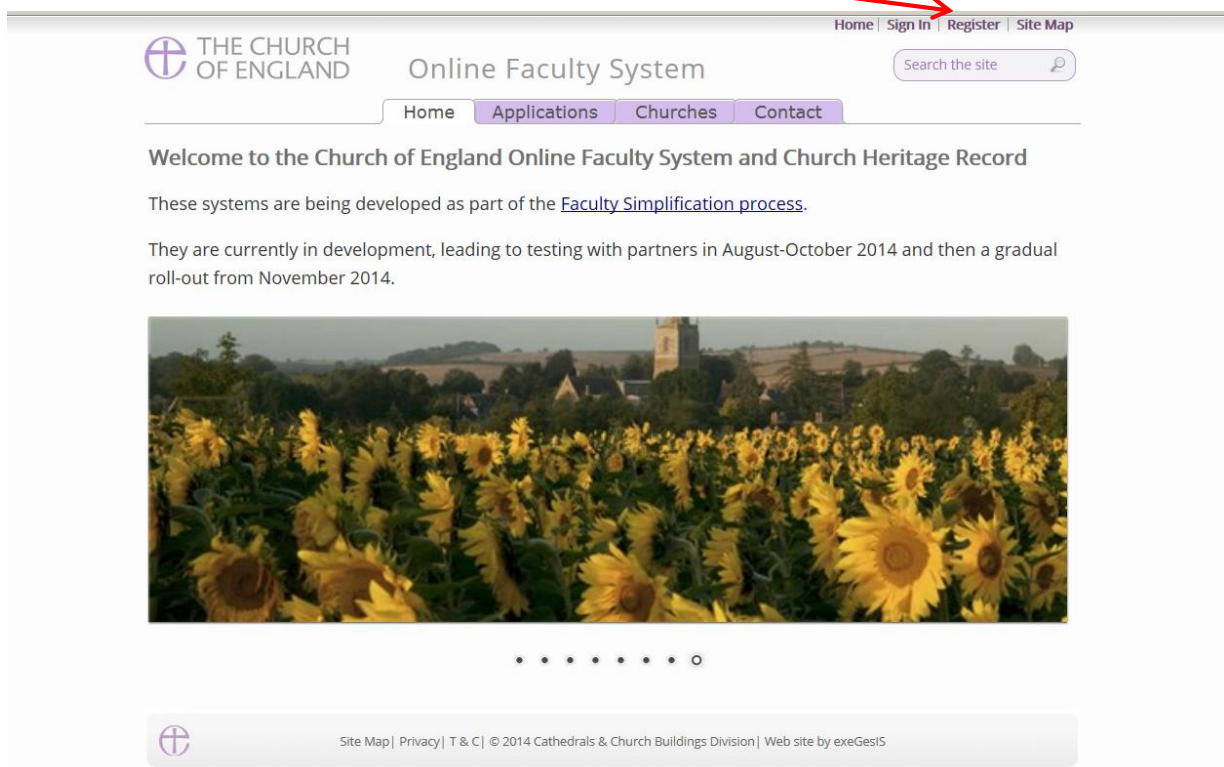
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How to Register as a DAC Secretary

1. Go to the front page of the website (<https://facultyonline.churchofengland.org>). **N.B.** The picture scrolls and so may be different when you open the web page.



2. Click on **Register**



3. This will take you to the **Create a New Account** page.

The screenshot shows a web browser window displaying the 'Create a New Account' page for the 'Online Faculty System' of 'THE CHURCH OF ENGLAND'. The page includes a navigation menu with 'Home', 'Sign In', 'Register', and 'Site Map'. The main heading is 'Create a New Account', followed by the instruction: 'Please complete the form below to register for the Online Faculty System.' The form contains the following fields and options:

- 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

The browser's zoom level is set to 100%.

4. Choose the most suitable email address. This is likely to be your work email.

5. You will need to complete **ALL** your contact details (but only one telephone number is required).

6. **Indicate** whether you wish to receive an email about ALL applications in your diocese:

a. **Daily summary** (received at the end of each day – but only if you need to perform a specific task)

Or

b. **Every time** something changes

7. Select the **role** for which you wish to register (in this case DAC Secretary).

8. When you select **DAC Secretary** and scroll down, you'll get a drop down menu from the Diocese field:

The screenshot shows a registration form with the following fields and options:

- Address:** A large text input field.
- Postcode:** A text input field.
- Email preference:** Radio buttons for:
 - Daily summary
 - Everytime something happens
- Role applied for:** Radio buttons for:
 - Applicant (to submit petitions)
 - DAC Secretary**
 - Archdeacon
 - Registrar
 - Chancellor
 - CCB (Cathedrals & Church Buildings Division)
 - Public (to lodge an objection to an application)
- Diocese:** A dropdown menu with the text "please select..." and a downward arrow. A red arrow points to this dropdown.
- Security Code:** A box showing "MPBX" and a text input field labeled "Enter the code shown:".

Below the form, there is a paragraph of text about data collection, a link to the Privacy Policy and Terms and Conditions, and a checkbox for "I agree to the terms of use." At the bottom is a "Create Account" button.

9. Select your diocese:

The screenshot shows the same registration form as above, but with the Diocese dropdown menu open. The menu lists the following dioceses:

- please select....
- Bath & Wells
- Birmingham
- Blackburn
- Borchester (Test)
- Bristol
- Canterbury
- Carlisle
- Chelmsford
- Chester
- Chichester
- Coventry
- Derby
- Durham
- Ely
- Exeter
- Gloucester
- Guildford
- Hereford
- Leicester
- Lichfield** (highlighted)
- Lincoln
- Liverpool
- London
- Manchester
- Newcastle
- Norwich
- Oxford
- Peterborough
- Portsmouth
- please select....

The rest of the form, including the security code "MPBX" and the "Create Account" button, remains the same.

10. Enter the **security code** as it is shown:

Home Tools Help

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)
 Public (to lodge an objection to an application)

Diocese

MPBX Enter the code shown:

The Church of England collects personal information when you register with the Online Faculty System. We will use this information to confirm your role within the faculty application process and manage your account. We may share your information with, and obtain information about you from other registered users. This is to help registered users deal with faculty applications quickly and to reduce the risk of delay. We will not share your information for marketing purposes with companies outside the Church of England.

Please visit our [Privacy Policy](#) and [Terms and Conditions](#) for further details.

I agree to the terms of use.

11. Please **read the Privacy Policy, Cookie Policy and Terms and Conditions** and tick the box to say you are happy to agree with these.

12. Click on **Create Account**

13. You will receive an email asking you to confirm your registration by clicking a link. This is to prevent other people from registering with your email address.

14. Please **click on the link** to confirm that your email address is yours, has not been hacked and that you wish to be registered user of the database.

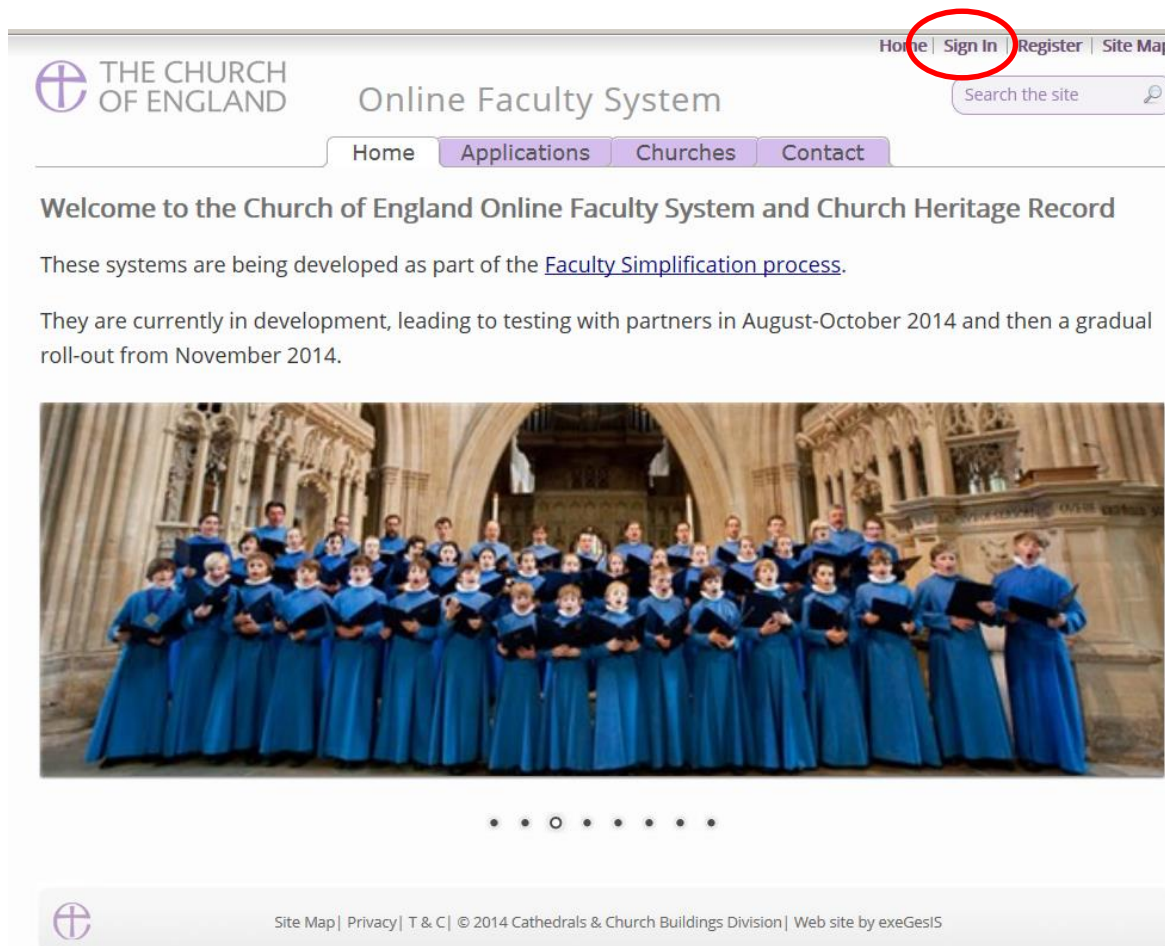
15. The CCB will then be asked to approve your registration.

N.B. The CCB will need to check against their records to verify that you are a DAC Secretary. If not, you will be contacted to check the details of your registration.

16. Once this is done, you will be sent an email saying that your account has been approved and inviting you to sign in at <https://facultyonline.churchofengland.org/Secure/Login.aspx>

Signing In and Out of the Online System

1. Go to the main website <https://facultyonline.churchofengland.org> and click on **Sign In**



THE CHURCH OF ENGLAND Online Faculty System

Home | **Sign In** | Register | Site Map


Search the site

Home Applications Churches Contact

Welcome to the Church of England Online Faculty System and Church Heritage Record

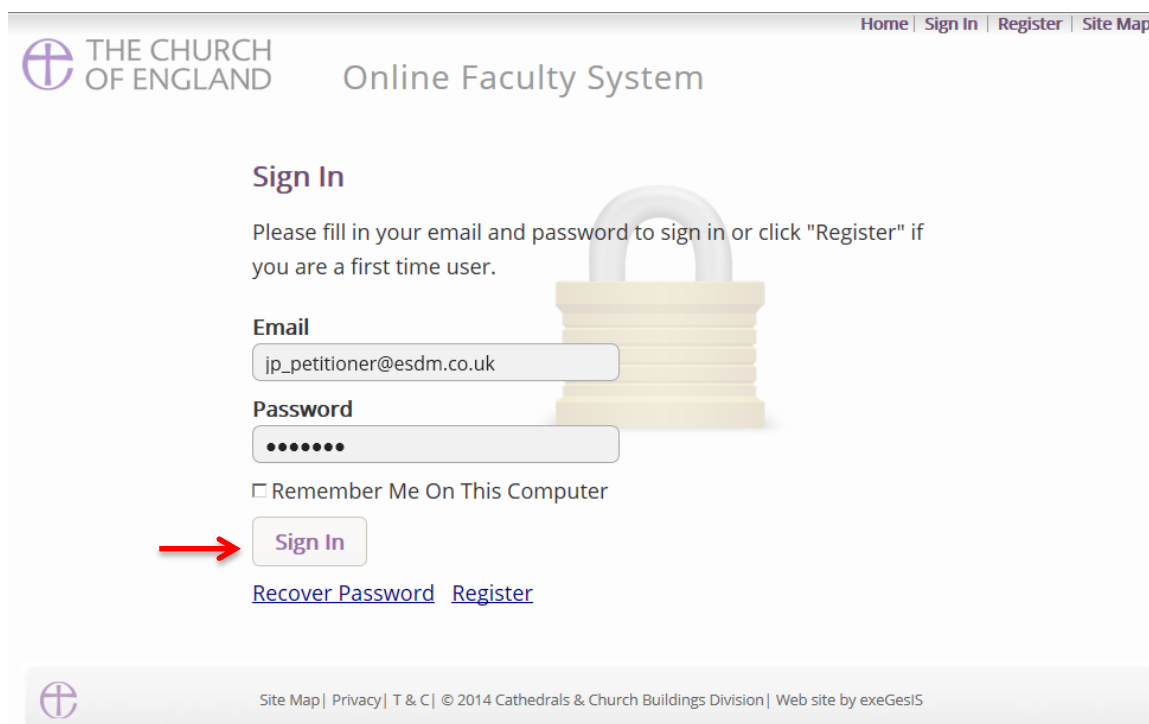
These systems are being developed as part of the [Faculty Simplification process](#).

They are currently in development, leading to testing with partners in August-October 2014 and then a gradual roll-out from November 2014.



Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

2. Enter your **email** address and **password**, and click **Sign In**



THE CHURCH OF ENGLAND Online Faculty System

Home | Sign In | Register | Site Map

Sign In

Please fill in your email and password to sign in or click "Register" if you are a first time user.

Email

Password

Remember Me On This Computer

Sign In

[Recover Password](#) [Register](#)

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2.1 If you tick the box “Remember Me on This Computer” you will remain signed into the website every time you return.

3. The system brings you back to the main page of the website. But now you are signed in!



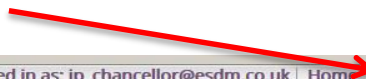
Welcome to the Church of England Online Faculty System and Church Heritage Record

These systems are being developed as part of the [Faculty Simplification process](#).

The Online Faculty System is currently being tested with partners and will launch for a trial period in the Dioceses of Leicester and Truro in December 2014. A gradual roll-out in all other dioceses will begin from February 2015.



4. To exit the system, click **Sign Out**.



Welcome to the Church of England Online Faculty System and Church Heritage Record

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Recovering your Password

1. Go to the sign in page <https://facultyonline.churchofengland.org/Secure/Login.aspx> and click **Recover Password**

Sign In

Please fill in your email and password to sign in or click "Register" if you are a first time user.

Email

Password

Remember Me On This Computer

[Recover Password](#) [Register](#)



2. Enter the **email** address you used to register with the Online Faculty System and click **Next**.

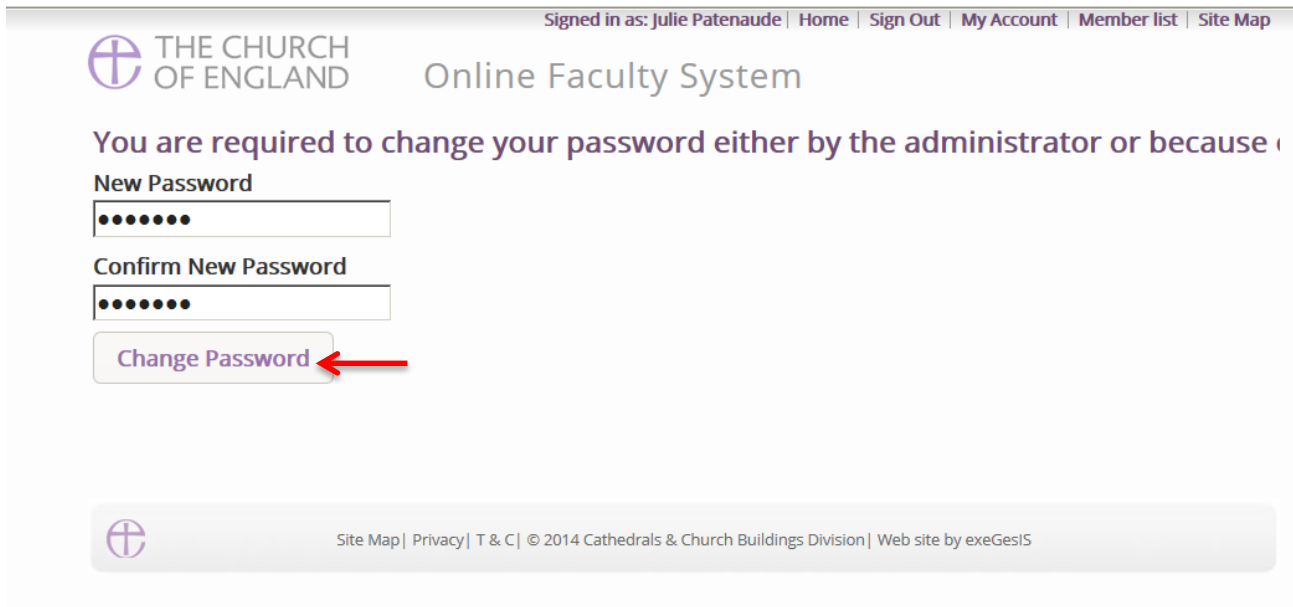
Recover Password

Forgotten Your Password?

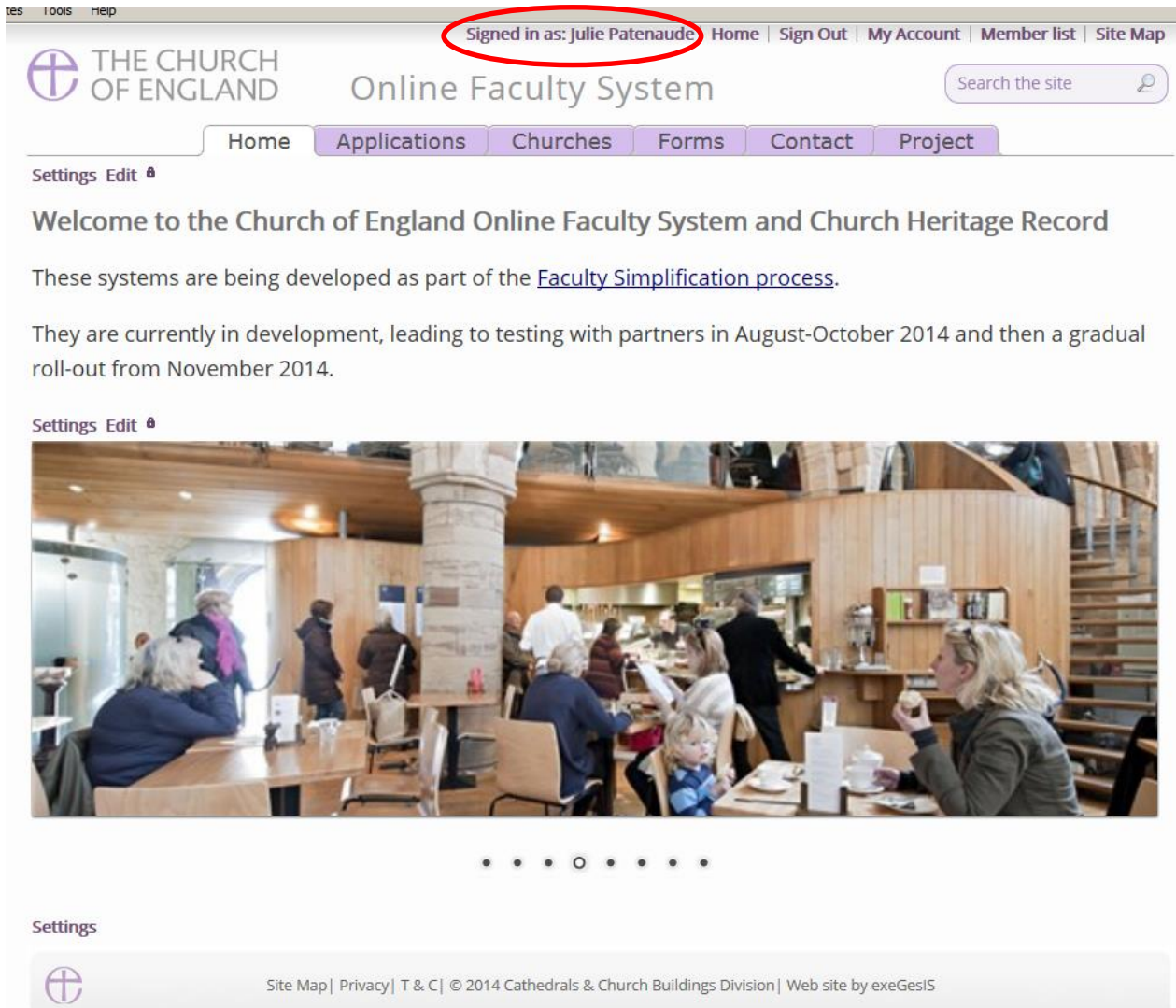
Please enter your email address



3. The system will send you an email with your new password. If you do not receive this email within a few minutes, check your Junk emails (or spam). If you still cannot find it, contact the CCB.
4. Go back to the sign in page <https://facultyonline.churchofengland.org/Secure/Login.aspx> and enter your new password.
5. For safety reasons, the system will ask you for a new password. Create one and click **Change Password**.



6. You will automatically return to the main page and will be signed in.




Managing your Account


Being able to manage your account is important. It gives you the opportunity to update your email address and contact details if they change. It also allows you to change your password and modify the way you receive emails from the Online Faculty System.

1. Go to the main website <https://facultyonline.churchofengland.org>, sign in and click on **My Account**

Signed in as: [jp_chancellor@esdm.co.uk](#) | [Home](#) | [Sign Out](#) | [My Account](#) | [Site Map](#)

 THE CHURCH OF ENGLAND

Online Faculty System


Search the site 

[Home](#) | [Applications](#) | [Churches](#) | [Forms](#) | [Contact](#)


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• • ○ • • • • •

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2. This is the **Security and Identity** tab of your account.

Signed in as: [jp_chancellor@esdm.co.uk](#) | [Home](#) | [Sign Out](#) | [My Account](#) | [Site Map](#)

THE CHURCH OF ENGLAND Online Faculty System

[Home](#) [Applications](#) [Churches](#) [Forms](#) [Contact](#)

My Account

Security/Identity Profile

Display Name

User ID JP Chancellor

Email Address

[Change Password](#)

Do not forget to press update every time you make changes to your account.

Update your email address here

Click here to change your password.

3. This is your **Profile** tab. It holds all your contact details and lets you manage the emails you receive from the system.

My Account

Security/Identity **Profile**

Created 22/07/2014 13:01:36

Time Zone (GMT) Greenwich Mean Time : Dublin, Edinburgh, Lisbon, London

Title Mrs

First Name Julie

Last Name Patenaude

Daytime telephone 020 7898 1860

Alternative telephone

Address Church House
Great Smith Street
London

Postcode SW1P 3AZ

Email preference Daily summary Everytime something happens

Total Posts 0

[View my profile as others see it.](#)

[Change Password](#)

Keep your contact information up-to-date here. Type in your new telephone number or address every time it changes.

Change the way you receive emails from the system. Click Daily Summary or Every time something happens.

Do not forget to update your changes

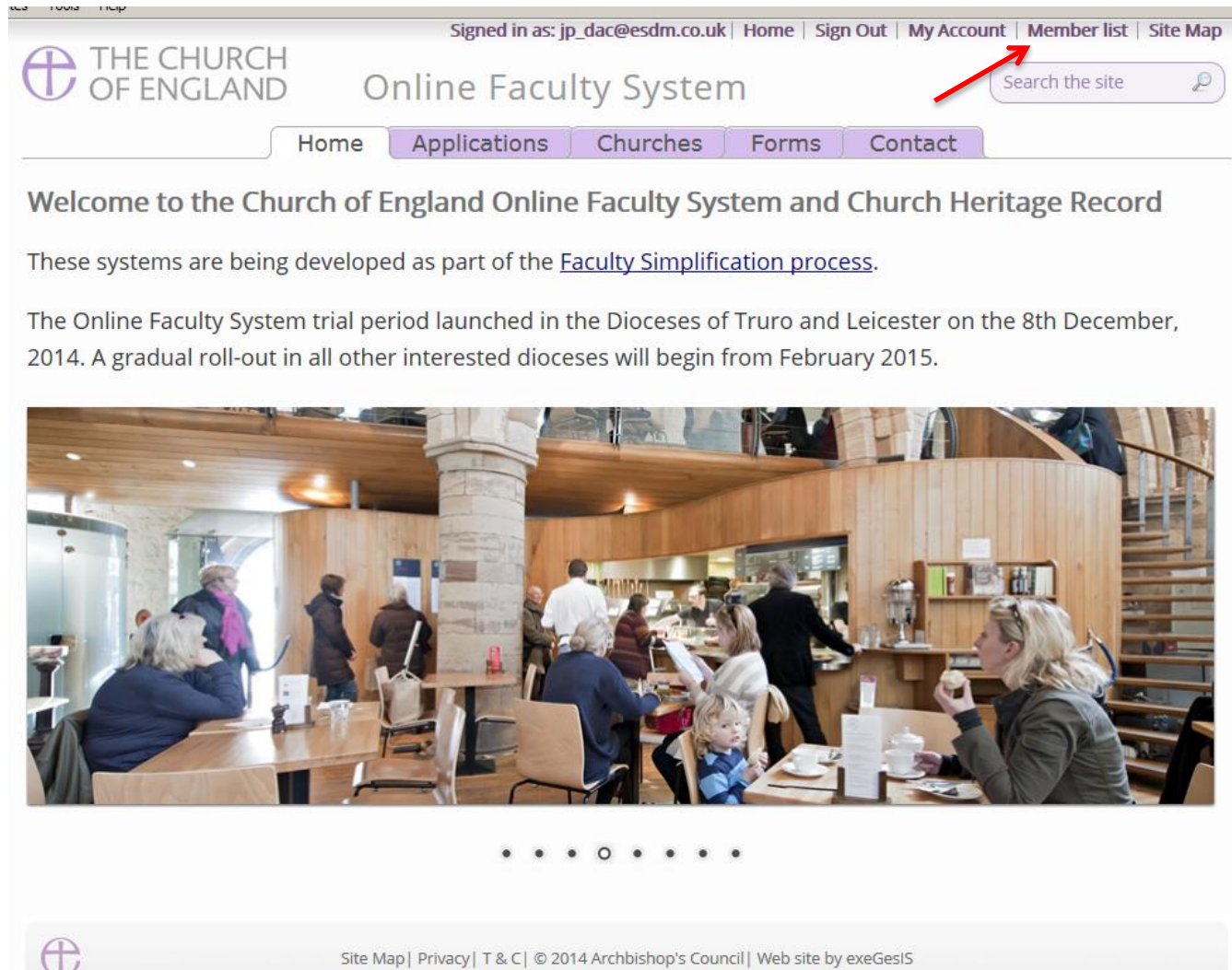
Managing the members List

As DAC Secretary, you are responsible for overseeing user registrations and management in your diocese.

Approving a new user

Every time an individual registers in your diocese, the Online Faculty System will send you an email to let you know.

1. Click on the link supplied and **sign in**
Or
2. Go to the main page (<https://facultyonline.churchofengland.org/>), Sign In, and Click **Members List**



Signed in as: jp_dac@esdm.co.uk | Home | Sign Out | My Account | **Member list** | Site Map

THE CHURCH OF ENGLAND Online Faculty System

Search the site

Home Applications Churches Forms Contact

Welcome to the Church of England Online Faculty System and Church Heritage Record

These systems are being developed as part of the [Faculty Simplification process](#).

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3. Click **Show users waiting for approval**

[Home](#)[Applications](#)[Churches](#)[Forms](#)[Contact](#)





















Find an individual member by entering their first name, last name or email address into the box and clicking search.

You can also filter members by using the letters provide (e.g. looking for John Smith? Click "J")

Don't forget to click "Clear All" when you are done with your search.

 Edit
 Show users waiting approval Show locked out users

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Name	Email	Locked out	Approved	
Darcey Cavendish	FAS_DAC1@esdm.co.uk		✓	 
FAS_Petitioner1@esdm.co.uk	FAS_Petitioner1@esdm.co.uk		✓	 
jp_archdeacon@esdm.co.uk	jp_archdeacon@esdm.co.uk		✓	 
jp_chancellor@esdm.co.uk	jp_chancellor@esdm.co.uk		✓	 
jp_dac@esdm.co.uk	jp_dac@esdm.co.uk		✓	 
jp_petitioner@esdm.co.uk	jp_petitioner@esdm.co.uk		✓	 
jp_registrar@esdm.co.uk	jp_registrar@esdm.co.uk		✓	 
Rupert Allen	ra_petitioner@esdm.co.uk		✓	 
Rupert Allen	ra_dac@esdm.co.uk		✓	 
Rupert Allen	ra_registrar@esdm.co.uk		✓	 









Page size: Page 1 of 2 (17 items)

4. Click the **Edit** icon to open the account of the user you need to approve

Edit

Show users waiting approval Show locked out users

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Name	Email	Locked out	Approved	
Alasdair Clement	alasdair2@btinternet.com			 
Arch Mapper	archmapper@gmail.com	✓		 
John White	jawjawfour@hotmail.com			 
Victor Allsop	vic-hoby@fsmail.net			 



- Go to the user's **profile** page. Make sure that the contact information is correct.
- Make certain that they have applied for the **correct role** (if not change it)

7. If the user has applied for the role of **Applicant**, ensure that he/she has selected ALL the **church buildings** in their care.
8. To find a church building, start typing the **name of the parish**. A list will appear automatically.
9. If you make any changes, click **Update**

Identity **Profile**

Title	Mrs
First Name	Julie
Last Name	Patenaude
Daytime telephone	020 7898 1860
Alternative telephone	
Address	Church House, Great Smith Street, London
Postcode	SW1P 3AZ
Email preference Edit	<input type="radio"/> Daily summary <input checked="" type="radio"/> Everytime something happens
Role applied for Edit	Petitioner
Role Edit	<input checked="" type="radio"/> Applicant (to submit petitions) <input type="radio"/> DAC Secretary <input type="radio"/> Archdeacon <input type="radio"/> Registrar <input type="radio"/> Chancellor <input type="radio"/> CCB (Cathedrals & Church Buildings Division) <input type="radio"/> Consultee
Diocese Edit	Borchester (Test)
Church Edit	Please select a Church <input checked="" type="checkbox"/> Ambridge: St Stephen's (Test) (18439) <input checked="" type="checkbox"/> Penny Hasset: St David (Test) (18448)

Update Member list

N.B. An applicant who has not selected any church buildings will not be able to complete a faculty application.

10. Go to the **Identity** tab
11. Click **Approve**
12. If an individual who is not part of the faculty process applies to use the Online Faculty System in your diocese, click **Lock**

Identity Profile

Display Name Edit

Email Address Edit


Password Edit

User Must Change Password? Edit

Approve This User To Sign In? Edit

Is Locked Out? Lock Edit

Email Is Confirmed? Accept this email address as valid Edit

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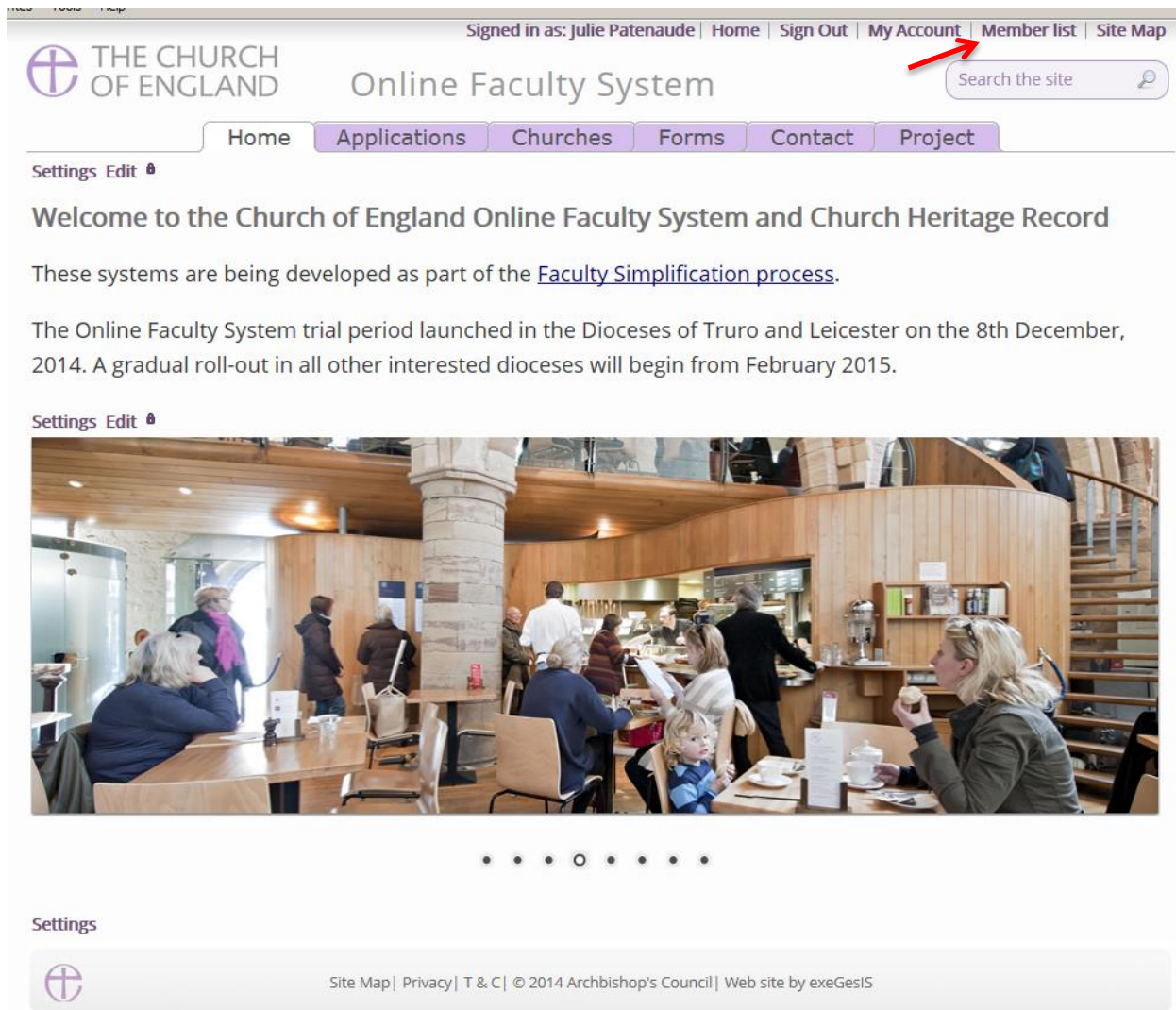
Registration Emails

Users are asked to confirm their email address upon registration. They will automatically receive an email from the Online Faculty System instructing them to click on a link as confirmation.

Should a user lose this confirmation email:

1. Ask them to look into their **spam or junk inbox**
OR
2. Go to the Online Faculty System's main page
3. Sign In

4. And click **Members List**



Signed in as: Julie Patenaude | Home | Sign Out | My Account | **Member list** | Site Map

THE CHURCH OF ENGLAND Online Faculty System

Search the site

Home Applications Churches Forms Contact Project


Settings Edit

Welcome to the Church of England Online Faculty System and Church Heritage Record

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Settings Edit



Settings

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Option 1

5. Search for a user with their **first, last, full name or email address** (This is case sensitive)
6. Click Search

Edit

Show users waiting approval Show locked out users

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Name	Email	Locked out	Approved	
Alan Barr	alan.barr@michelmores.com		✓	
Alan Emberson	alanemberson@virginmedia.com		✓	
Alasdair Clement	alasdair2@btinternet.com			
Alexander McGregor	alexander.mcgregor@churchofengland.org		✓	
Alison Kemp	amckemp@yahoo.co.uk		✓	
Andy Brockbank	andrew.brockbank@leccofe.org		✓	
Arch Mapper	archmapper@gmail.com	✓		

7. Click the Edit icon to open the user's account

Edit

Show users waiting approval Show locked out users

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Name	Email	Locked out	Approved	
Julie Patenaude	julie.patenaude@churchofengland.org		✓	

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Option 2

8. Search for a user by **filtering for the letter for their first name**

Edit
 Show users waiting approval Show locked out users
 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Name	Email	Locked out	Approved	
Alan Barr	alan.barr@michelmores.com		✓	
Alan Emberson	alanemberson@virginmedia.com		✓	
Alasdair Clement	alasdair2@btinternet.com			
Alexander McGregor	alexander.mcgregor@churchofengland.org		✓	
Alison Kemp	amckemp@yahoo.co.uk		✓	
Andy Brockbank	andrew.brockbank@leccofe.org		✓	
Arch Mapper	archmapper@gmail.com	✓		
Barbara Butler	butler_eb40@hotmail.com		✓	
Becky Clark	becky.clark@churchofengland.org		✓	
Bill Heslop	churches@durham.anglican.org		✓	













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9. Scroll through to users using the **Next & Last** buttons


Name	Email	Locked out	Approved	
Jaime Steele	jaime@graphicalagency.com		✓	
Jeremy Sharp	treworyan@btinternet.com		✓	
Jim Cleare	jim.cleare@btinternet.com		✓	
Joanna Rimron	jolie.r@talk21.com		✓	
Jodie Farlow	jfarlow@melton.gov.uk		✓	
Joe Elders	joseph.elders@churchofengland.org		✓	
John Reid	johnbarbara@reidsaltash.fsnet.co.uk		✓	
John White	jawjawfour@hotmail.com			
JP Consultee	jp_consultee@esdm.co.uk		✓	
jp_archdeacon@esdm.co.uk	jp_archdeacon@esdm.co.uk		✓	

Page size: Page 1 of 2 (16 items)

10. Once you have found the specific user you are looking for, click the **Edit** icon to open their account

Name	Email	Locked out	Approved	
jp_ccb@esdm.co.uk	jp_ccb@esdm.co.uk		✓	 
jp_chancellor@esdm.co.uk	jp_chancellor@esdm.co.uk		✓	 
jp_dac@esdm.co.uk	jp_dac@esdm.co.uk		✓	 
jp_petitioner@esdm.co.uk	jp_petitioner@esdm.co.uk		✓	 
jp_registrar@esdm.co.uk	jp_registrar@esdm.co.uk		✓	 
Julie Patenaude	julie.patenaude@churchofengland.org		✓	 

[First](#) [Previous](#) [Next](#) [Last](#)
Page size: Page 2 of 2 (16 items)


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11. Click **Re-send confirmation email**

Manage user: Julie Patenaude

identity

Profile

Display Name [Edit](#)

Email Address [Edit](#)

Password [Edit](#)


User Must Change Password? [Edit](#)

Is Locked Out? [Lock](#) [Edit](#)

Email Is Confirmed? [Accept this email address as valid](#) [Re-send confirmation email](#) [Edit](#)

Update

Member list


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The user will receive their confirmation email again. If they still do not receive it, verify that the email address is entered correctly.

Changing a user's password

As DAC Secretary, you can change a user's password if necessary (e.g. because the user can no longer remember his or her password, or because the account's main administrator has left).

1. Go to the Online Faculty System's main page and Sign In


2. Go to the Members List and find your user (see pages 18-20)
3. Click the **Edit** icon to open a user's account and go to the **Identity** tab

Manage user: Julie Patenaude

Identity Profile

Display Name	<input type="text" value="Julie Patenaude"/>	Edit
Email Address	<input type="text" value="julie.patenaude@churchofengland.org"/>	Edit
Password	<input type="password"/>	Edit
User Must Change Password?	<input type="checkbox"/>	Edit
Is Locked Out?	<input type="checkbox"/> Lock	Edit
Email Is Confirmed?	<input checked="" type="checkbox"/> Accept this email address as valid	Re-send confirmation email Edit

[Update](#) [Member list](#)


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4. Type in a **new password**
5. Tick **User must change password**
6. Click **Update**

Identity Profile

Display Name	<input type="text" value="Julie Patenaude"/>	Edit
Email Address	<input type="text" value="julie.patenaude@churchofengland.org"/>	Edit
Password	<input type="password" value="ABC123"/>	Edit
User Must Change Password?	<input checked="" type="checkbox"/>	Edit
Is Locked Out?	<input type="checkbox"/> Lock	Edit
Email Is Confirmed?	<input checked="" type="checkbox"/> Accept this email address as valid	Re-send confirmation email Edit

Update [Member list](#)

 [Site Map](#) | [Privacy](#) | [T & C](#) | © 2014 Archbishop's Council | Web site by exeGesIS

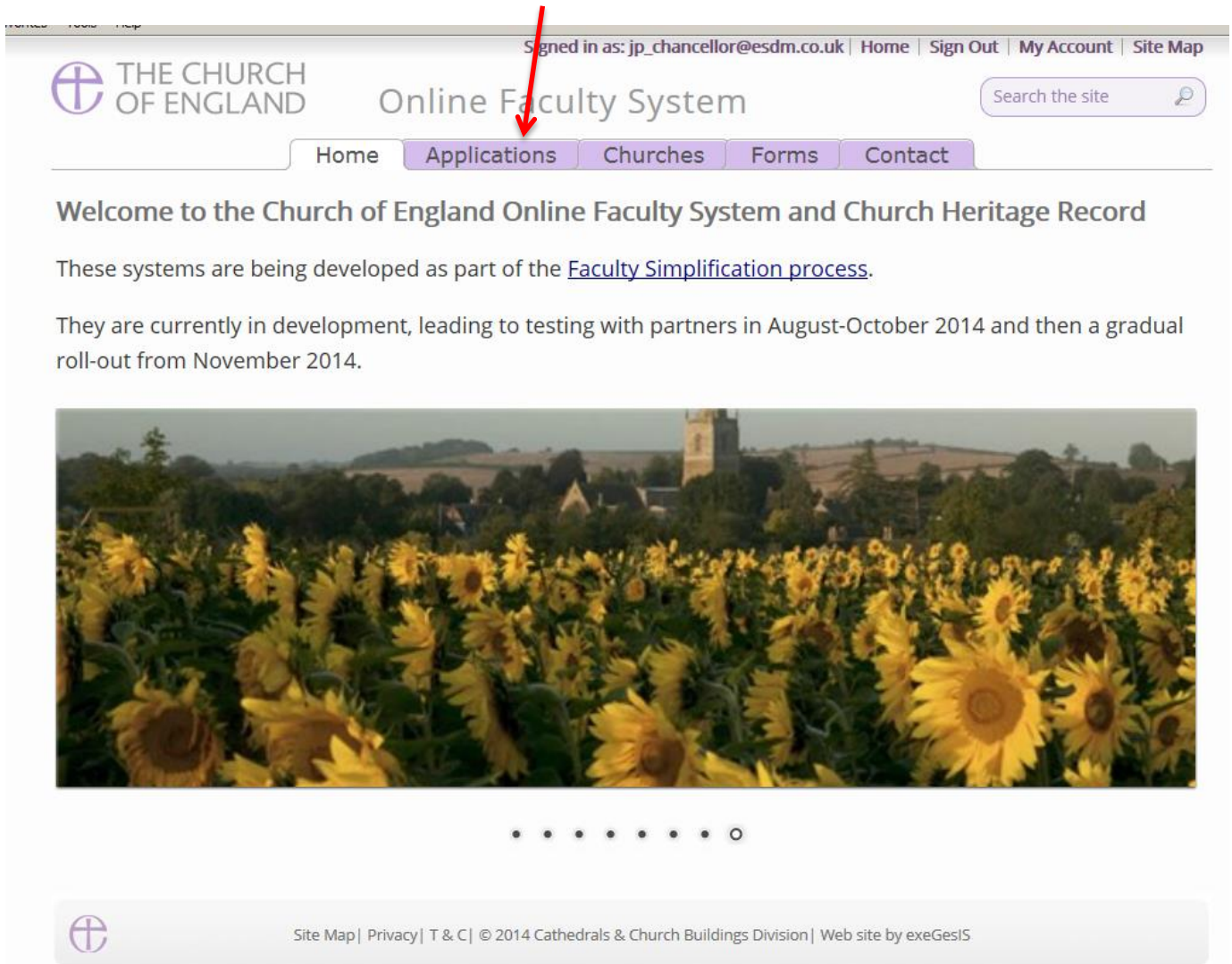
7. **Contact the user** to inform them of their new password
8. The next time they sign in, they will be asked to change it for security purposes.

Navigating your Dashboard

Your dashboard is where you will be able to access all the Faculty proposals and applications for church buildings in your diocese. It is also where all the emails sent to you by the Online Faculty System will be stored (in addition to your in own email account).

Remember to **sign in!**

1. From the main page click on the **Applications** tab.



Signed in as: [jp_chancellor@esdm.co.uk](#) | [Home](#) | [Sign Out](#) | [My Account](#) | [Site Map](#)


THE CHURCH OF ENGLAND Online Faculty System

[Home](#) **[Applications](#)** [Churches](#) [Forms](#) [Contact](#)


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• • • • • • • • ○

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2. This is your dashboard. From here, you can look at all your messages (You will also receive them in your regular email account).

Signed in as: [jp_dac@esdm.co.uk](#) | [Home](#) | [Sign Out](#) | [My Account](#) | [Member list](#) | [Site Map](#)

 THE CHURCH OF ENGLAND Online Faculty System











[Home](#) [Applications](#) [Churches](#) [Forms](#) [Contact](#)

Online Faculty System dashboard

From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework.

Click "view" to open a case file or go to "tools" to run a report.

Messages Applications requiring your action Active Cases Archived Cases Tools

Subject	Date received	Date read	
Faculty System: petition ref 2014-000073 has been determined	Fri 28 Nov 2014		
Faculty System: petition ref 2014-000075 has been determined	Fri 28 Nov 2014		
Faculty System: end of Public Notice for petition ref 2014-000078	Fri 28 Nov 2014		
Faculty System: petition ref 2014-000057 rejection	Fri 28 Nov 2014		
Faculty System: notification of DAC advice re petition ref 2014-000077	Fri 28 Nov 2014		
Faculty System: petition ref 2014-000082 is in preparation	Fri 28 Nov 2014		
Faculty System: petition ref 2014-000081 is in preparation	Fri 28 Nov 2014		
Faculty System: petition ref 2014-000050 submitted to DAC	Fri 28 Nov 2014		
Faculty System: petition ref 2014-000050 returned by DAC	Fri 28 Nov 2014		
Faculty System: petition ref 2014-000050 submitted to DAC	Fri 28 Nov 2014		

[First](#) [Previous](#) [Next](#) [Last](#) Page size: Page 1 of 32 (317 items)

Click on the **View** icon to look at a message

You can arrange your messages by:

- Subject
- or
- Date Received
- or
- Date Read

Click on each title to sort your messages.

3. To access any Faculty application which requires your attention, go to **Applications requiring your action**.

Find an application quickly – sort them by:

- Reference Number
- Church Name
- Status

You can also arrange the applications by:

- Summary of works
- Date Created

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

Signed in as: jp_dac@esdm.co.uk Home Sign Out My Account Member list Site Map

THE CHURCH OF ENGLAND Online Faculty System Search the site




Home Applications Churches Forms Contact

Online Faculty System dashboard

From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework.

Click "view" to open a case file or go to "tools" to run a report.

Messages Applications requiring your action **Active Cases** Archived Cases Tools

App Ref	Summary	Church	Created	Status	View
2014-000072	Please don't use this one as I am using it to write the procedural notes	Ambridge: St Stephen's (Test)	Fri 14 Nov 2014	Awaiting DAC Processing	
2014-000050	JP-prep	Penny Hassett: St David (Test)	Wed 29 Oct 2014	Awaiting DAC recommendation	
2014-000007	help text testing	Ambridge: St Stephen's (Test)	Mon 28 Jul 2014	Awaiting DAC's advice	

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Click the **View** icon to open a Faculty application.

4. To access an determination has not yet been made, go to **Active Cases**

application where a













The functions here are the same as the previous tab.

Click the **View** icon to open an application.

Organise your applications by clicking on:

- App Ref
- Summary
- Church
- Created
- or
- Status

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

App Ref	Summary	Church	Created	Status	View
2014-000076	DAC starting new app test	Penny Hassett: St David (Test)	Mon 17 Nov 2014	Faculty Post-Determination	
2014-000069	Test record to task 24008, i.e. does DAC meeting report work.	Ambridge: St Stephen's (Test)	Thu 13 Nov 2014	Abandoned	
2014-000059	UAT Test DAC - Underfloor heating	Penny Hassett: St David (Test)	Sat 08 Nov 2014	Abandoned	
2014-000053	JP - New Community Center - *Please do not push throughy	Penny Hassett: St David (Test)	Thu 30 Oct 2014	Faculty Post-Determination	
2014-000052	JP - New Extension - ***Please do not push through	Ambridge: St Stephen's (Test)	Thu 30 Oct 2014	Faculty Post-Determination	
2014-000049	Anything	Ambridge: St Stephen's (Test)	Thu 23 Oct 2014	Abandoned	
2014-000045	put on a new roof	Ambridge: St Stephen's (Test)	Wed 15 Oct 2014	Post determination List A	
2014-000044	JP - Modification of help-text	Penny Hassett: St David (Test)	Tue 14 Oct 2014	Faculty Post-Determination	
2014-000033	New toilet	Ambridge: St Stephen's (Test)	Tue 16 Sep 2014	Faculty Post-Determination	
2014-000032	sg	Ambridge: St Stephen's (Test)	Tue 16 Sep 2014	Abandoned	

First Previous Next Last Page size: 10 Page 1 of 3 (24 items)

5. To access old abandoned or where been made, go to **Archived Cases**.

applications which were a determination has



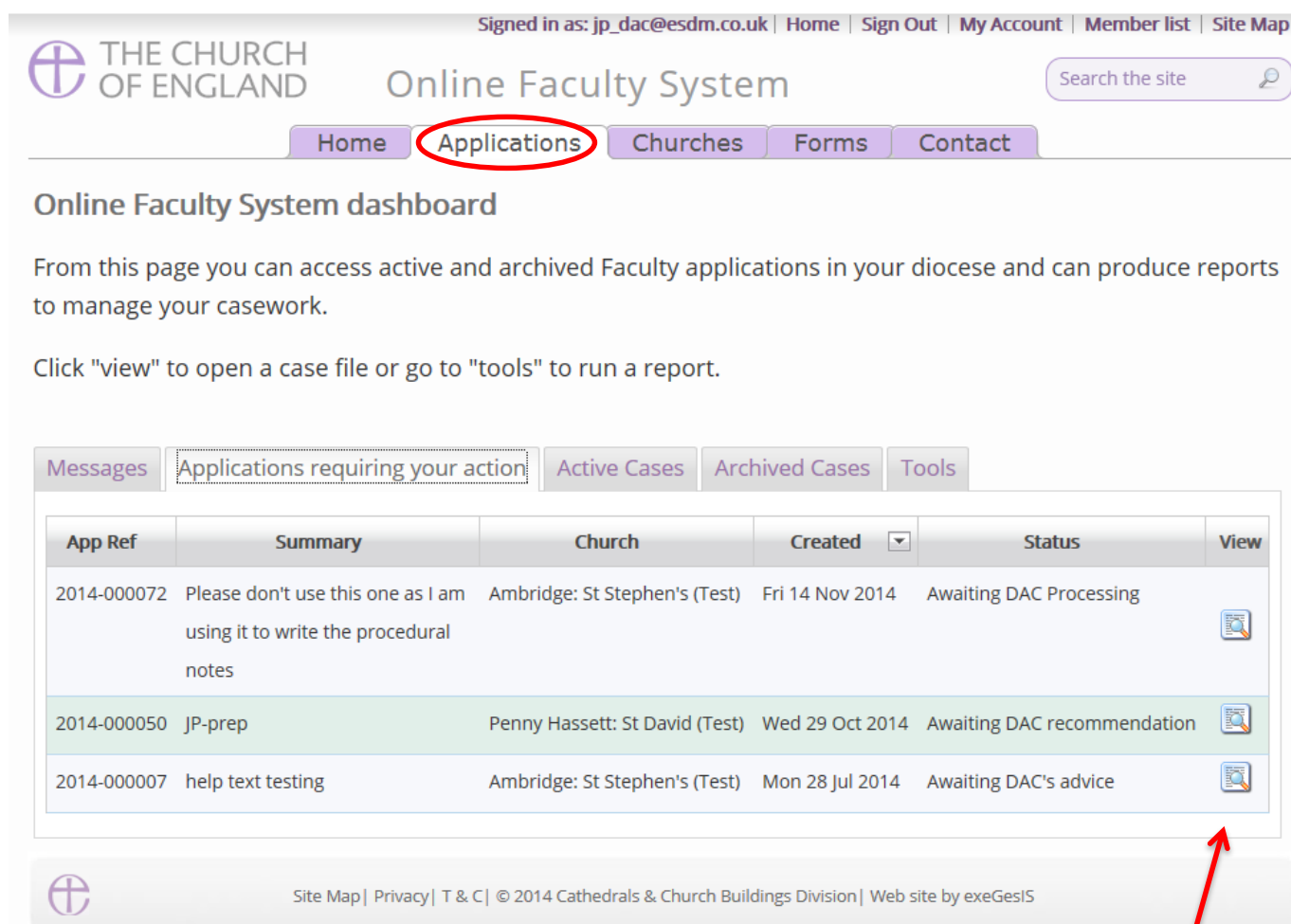
Use the same functions as before to organise and open the applications.

Navigating a Case File

A case file is where you will find all the legal forms and information necessary to assess a parish's proposal and provide your advice. It is also where you can attach any other relevant documents to an application. Each Faculty application has its own case file.

You can access a case file from your dashboard under the **Applications** tab.

For help on where to find different types of case files, see *Navigating your Dashboard* (see page 22).



Signed in as: jp_dac@esdm.co.uk | Home | Sign Out | My Account | Member list | Site Map

THE CHURCH OF ENGLAND Online Faculty System Search the site




Home Applications Churches Forms Contact

Online Faculty System dashboard

From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework.

Click "view" to open a case file or go to "tools" to run a report.

Messages Applications requiring your action Active Cases Archived Cases Tools

App Ref	Summary	Church	Created	Status	View
2014-000072	Please don't use this one as I am using it to write the procedural notes	Ambridge: St Stephen's (Test)	Fri 14 Nov 2014	Awaiting DAC Processing	
2014-000050	JP-prep	Penny Hassett: St David (Test)	Wed 29 Oct 2014	Awaiting DAC recommendation	
2014-000007	help text testing	Ambridge: St Stephen's (Test)	Mon 28 Jul 2014	Awaiting DAC's advice	

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1. To access a case file, click the **View** icon next to the specific case you wish to open.

2. This is a typical case file awaiting DAC processing. The **Details** tab gives you access to all the forms generated by the Online Faculty System.

Basic summary of an application

The screenshot displays the 'Online Faculty System' interface. At the top, it shows the user is signed in as 'jp_dac@esdm.co.uk' with navigation links for Home, Sign Out, My Account, Member list, and Site Map. The main header includes the Church of England logo and the text 'Online Faculty System' with a search bar. Below this is a summary box for application 2014-000072, listing details such as Church (Ambridge: St Stephen's (Test)), Diocese (Borchester (Test)), Status (Awaiting DAC Processing), and Logged By (Mr Rupert Allen (Fri 14 Nov 2014)). A message states 'Your proposal has been sent to the DAC and is being looked at.' Below the message are tabs for 'Details', 'Supporting documents and images', 'History', 'My Notes', and 'Messages'. The 'Details' tab is active and shows a list of forms: 'Summary description of proposed works', 'Standard Information', 'Petition', 'Statement of Significance', 'Statement of Needs', and 'DAC informal feedback on proposal'. Each form has a status icon (green checkmark or blue document) and a 'View' icon (blue magnifying glass). At the bottom, there are buttons for 'Submit', 'Return to Applications dashboard', 'Abandon', and 'Invite Consultees'.

The forms are found here.

Including the DAC informal feedback form

Click the **View** icon to look at a form.


Click the **Edit** icon to make changes to a form.

Click here to **exit** the case file

The status icon tells you if a form is complete or in progress.

3. Under the **Supporting Documents and Images** tab, you can attach any additional information relevant to the application. This could include architectural drawings, photographs, archaeological reports, or advice letters following consultation with amenity societies.


Signed in as: [jp_chancellor@esdm.co.uk](#) | [Home](#) | [Sign Out](#) | [My Account](#) | [Site Map](#)

 THE CHURCH OF ENGLAND Online Faculty System

Application Ref: **2014-000052** Church: **[Ambridge: St Stephen's \(Test\)](#)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Pending submission to Chancellor** Logged By: **[Mrs Julie Patenaude \(Thu 30 Oct 2014\)](#)**
Summary: **JP - New Extension - ***Please do not push through**

You have applied to the court for Faculty.
The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course.
Don't forget to post a signed copy of the [Certificate of Publication](#) to the registrar at the end of the public notice period.


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

File Name	Description	Size	Modified	Uploaded By
 Image of Extension Proposed.JPG	New Extension - Example Image	1005480	30/10/2014 11:36:46	Julie Patenaude

Add a file


Click on a file to open it.

Add a new file

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4. Under the **History** tab, you can see who has been working on an application and when they completed a specific task.

Signed in as: [jp_chancellor@esdm.co.uk](#) | [Home](#) | [Sign Out](#) | [My Account](#) | [Site Map](#)

 THE CHURCH OF ENGLAND Online Faculty System


Application Ref: **2014-000052** Church: **Ambridge: St Stephen's (Test)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Pending submission to Chancellor** Logged By: **Mrs Julie Patenaude (Thu 30 Oct 2014)**
Summary: **JP - New Extension - ***Please do not push through**

You have applied to the court for Faculty.
The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course.
Don't forget to post a signed copy of the [Certificate of Publication](#) to the registrar at the end of the public notice period.

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

Show only status changes Show all

Who	Action	When
Julie Patenaude	Set Public Notice start date	Thu 30 Oct 2014
Julie Patenaude	Set status of proposal - Julie Patenaude set to ready for public notice	Thu 30 Oct 2014
Julie Patenaude	Submitted application	Thu 30 Oct 2014
Julie Patenaude	Submitted proposal to DAC	Thu 30 Oct 2014
Julie Patenaude	Set status of proposal - as Full Faculty	Thu 30 Oct 2014
Julie Patenaude	Created proposal	Thu 30 Oct 2014

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You can choose to see only the details of completed tasks (status changes).

Or
You can choose to see all the details every time some worked on this case file.

See who worked on this application.
What they did.
And when.

5. The **Notes** tab lets you keep track of your thoughts on a specific application.


Type in the information and click **Add** to save your comments.

The screenshot shows the 'Online Faculty System' interface. At the top, it says 'Signed in as: jp_chancellor@esdm.co.uk' with links for Home, Sign Out, My Account, and Site Map. The Church of England logo is on the left, and a search bar is on the right. Below this is a summary box with application details: Application Ref: 2014-000052, Church: Ambridge: St Stephen's (Test), Diocese: Barchester (Test), Archdeaconry: Felpersham (Test), Status: Pending submission to Chancellor, Logged By: Mrs Julie Patenaude (Thu 30 Oct 2014), and Summary: JP - New Extension - ***Please do not push through. A message box below states: 'You have applied to the court for Faculty. The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course. Don't forget to post a signed copy of the Certificate of Publication to the registrar at the end of the public notice period.' The 'Notes' tab is selected, and the 'Add' button is circled in red.

Click **Edit** to make changes or add new information.

This screenshot is similar to the previous one, but the 'Edit' button is circled in red instead of the 'Add' button. The 'Notes' tab is still selected, and the text in the note area is 'Contact registrar about more information.'











6. Finally, the **Messages** tab allows you to find all the emails the Online Faculty System sent to you regarding this particular application.

 THE CHURCH OF ENGLAND Online Faculty System

Application Ref: **2014-000052** Church: **Ambridge: St Stephen's (Test)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Pending submission to Chancellor** Logged By: **Mrs Julie Patenaude (Thu 30 Oct 2014)**
Summary: **JP - New Extension - ***Please do not push through**

You have applied to the court for Faculty.
The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course.
Don't forget to post a signed copy of the [Certificate of Publication](#) to the registrar at the end of the public notice period.

Details | Supporting documents and images | History | Notes | **Messages** | Edit

Recipient	Subject	Date sent	
Julie Patenaude	Faculty System: petition ref 2014-000052 is in preparation	Thu 30 Oct 2014	
Darcey Cavendish	Faculty System: petition ref 2014-000052 is in preparation	Thu 30 Oct 2014	
Sue Thorold	Faculty System: petition ref 2014-000052 is in preparation	Thu 30 Oct 2014	
Julie Patenaude	Faculty System: petition ref 2014-000052 submitted to DAC	Thu 30 Oct 2014	
Darcey Cavendish	Faculty System: petition ref 2014-000052 submitted to DAC	Thu 30 Oct 2014	
Sue Thorold	Faculty System: petition ref 2014-000052 submitted to DAC	Thu 30 Oct 2014	
Julie Patenaude	Faculty System: notification of DAC advice re petition ref 2014-000052	Thu 30 Oct 2014	
Fiona Petty	Faculty System: notification of DAC advice re petition ref 2014-000052	Thu 30 Oct 2014	
Rupert Allen	Faculty System: notification of DAC advice re petition ref 2014-000052	Thu 30 Oct 2014	
Sue Thorold	Faculty System: notification of DAC advice re petition ref 2014-000052	Thu 30 Oct 2014	

First | Previous | **Next** | Last

Page size: Page 1 of 2 (13 items)

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See who received the email, what the subject was, and when it was sent.

Click on the **View** icon to read an email

Change how many emails you see at any one time

Navigate through the pages.

Receiving Emails from the Online Faculty System

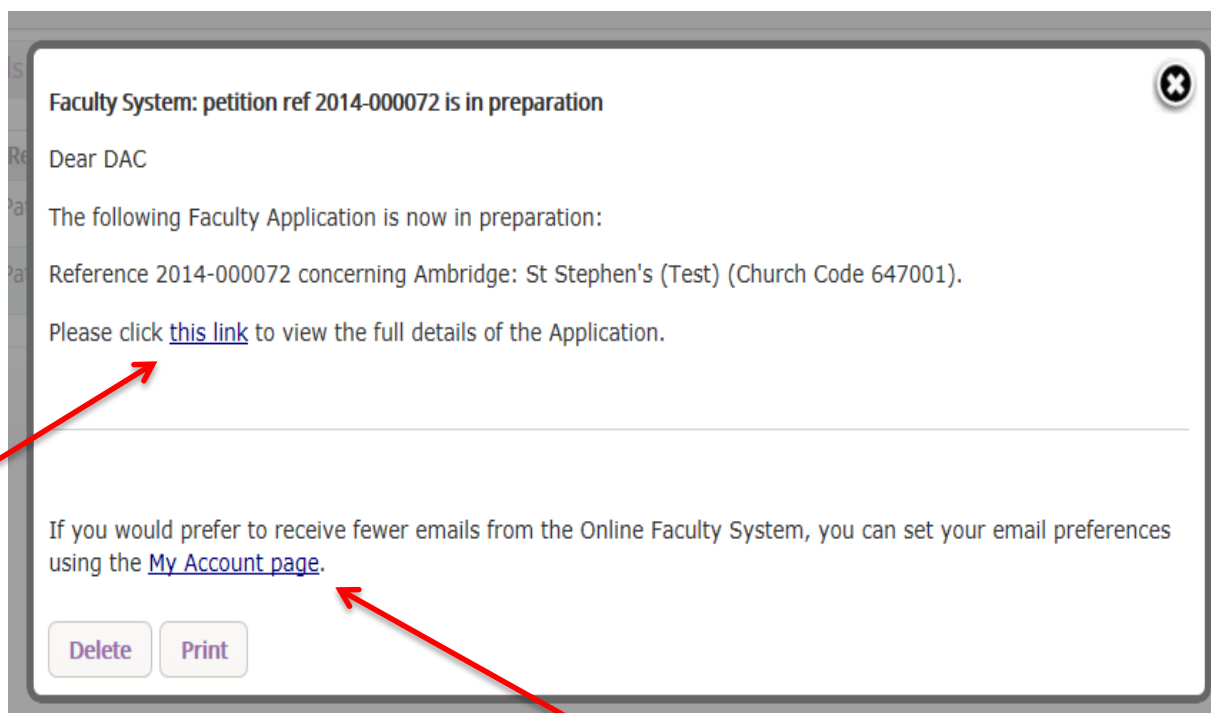
The Online Faculty System automatically sends out emails to the appropriate users at key moments in the faculty process.

You can view your emails in three different locations:

1. In your regular email inbox (e.g. Outlook, Gmail, Hotmail accounts)
2. On your Dashboard under the Messages tab (see *Navigating your Dashboard* page 22)
3. In each individual case file under the Messages tab (see *Navigating a Case File* page 27)

As a DAC Secretary, you will receive an email from the Online Faculty System every time:

1. A parish begins an application for List B or Full Faculty
2. A parish records a List A matter
3. A parish submits an application to you for informal advice
4. A parish submits a formal faculty application to the Registrar & Chancellor
5. At the end of the public notice period
6. When the Registrar informs you of the Chancellor's determination
7. When the Archdeacon approves a List B application



Click on the link to open the application's case file.

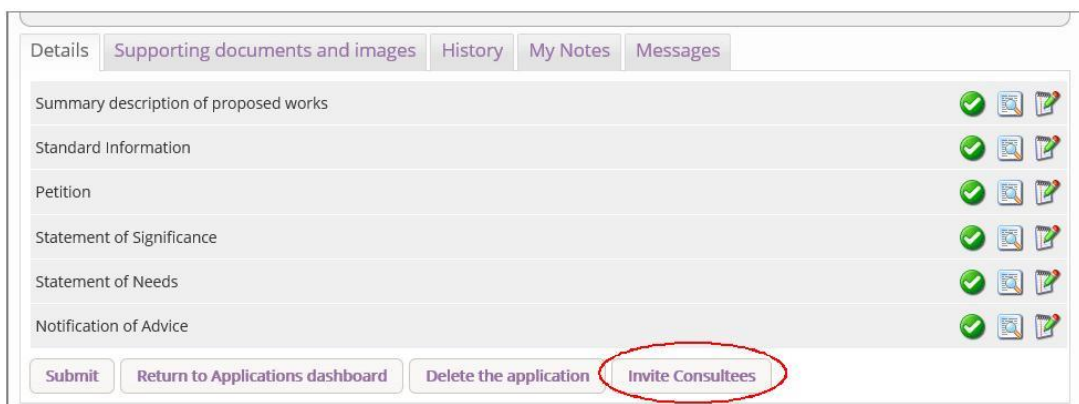
You will be asked to Sign In before you are given access to the documents.

Click here to change the way you receive emails and manage your account.

Inviting External Consultees to View an Application

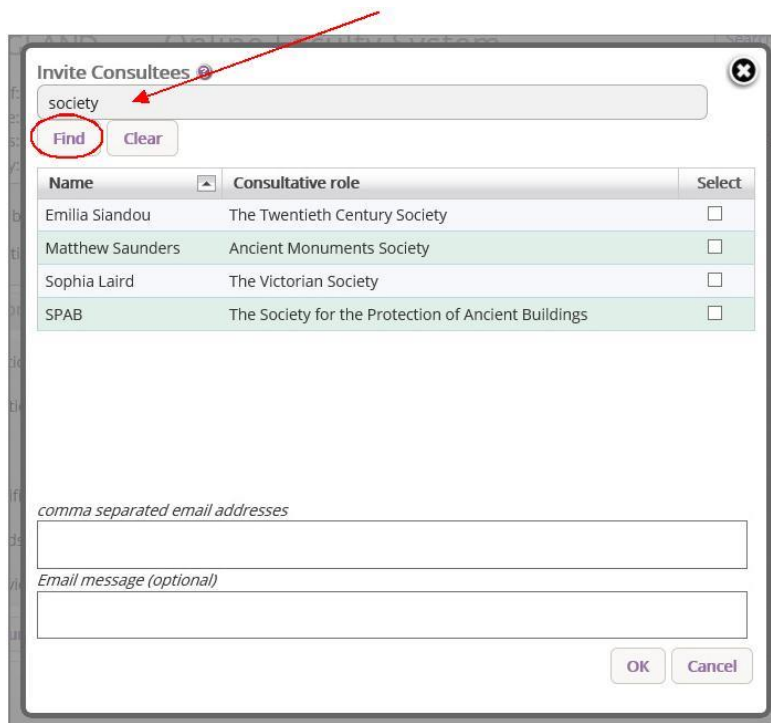
In circumstances where you need to send the application to external members for consultation,

1. Go to an application's case file (see *Navigating a Case File* page 27)
2. Click **Invite Consultee**



The screenshot shows a web interface for an application case file. At the top, there are tabs for 'Details', 'Supporting documents and images', 'History', 'My Notes', and 'Messages'. Below the tabs is a list of sections: 'Summary description of proposed works', 'Standard Information', 'Petition', 'Statement of Significance', 'Statement of Needs', and 'Notification of Advice'. Each section has a green checkmark icon and a document icon. At the bottom, there are four buttons: 'Submit', 'Return to Applications dashboard', 'Delete the application', and 'Invite Consultees'. The 'Invite Consultees' button is circled in red.

3. Search for the consultee by **typing in the name or role** into the text box & clicking **FIND**



The screenshot shows a dialog box titled 'Invite Consultees'. At the top, there is a search input field containing the text 'society'. Below the input field are two buttons: 'Find' and 'Clear'. The 'Find' button is circled in red. Below the buttons is a table with the following data:

Name	Consultative role	Select
Emilia Siandou	The Twentieth Century Society	<input type="checkbox"/>
Matthew Saunders	Ancient Monuments Society	<input type="checkbox"/>
Sophia Laird	The Victorian Society	<input type="checkbox"/>
SPAB	The Society for the Protection of Ancient Buildings	<input type="checkbox"/>

Below the table, there are two text input fields: 'comma separated email addresses' and 'Email message (optional)'. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

4. **Select** the consultee you wish to invite

5. Write an optional **message**

6. Click **OK**

Invite Consultees

society

Find Clear

Name	Consultative role	Select
Emilia Siandou	The Twentieth Century Society	<input checked="" type="checkbox"/>
Matthew Saunders	Ancient Monuments Society	<input type="checkbox"/>
Sophia Laird	The Victorian Society	<input type="checkbox"/>
SPAB	The Society for the Protection of Ancient Buildings	<input checked="" type="checkbox"/>

comma separated email addresses

Email message (optional)

DEAR Emilia and SPAB,
Please look at the documentation.....

OK Cancel

4. If the individual(s) to whom you are sending the application is not already registered, **enter their email address** in the box below and click **Ok** to send.

Invite Consultees

Find a Consultee, enter search term

Find Clear

Name	Consultative role	Select
consultchurchbuildings	Church Buildings Council	<input type="checkbox"/>
Emilia Siandou	The Twentieth Century Society	<input type="checkbox"/>
FAS Petitioner3		<input type="checkbox"/>
James Darwin	The Georgian Group	<input type="checkbox"/>
JP Consultee		<input type="checkbox"/>
Matthew Saunders	Ancient Monuments Society	<input type="checkbox"/>
Sophia Laird	The Victorian Society	<input type="checkbox"/>
SPAB	The Society for the Protection of Ancient Buildings	<input type="checkbox"/>

comma separated email addresses

john@gmail.com,sam@hotmail.com

Email message (optional)

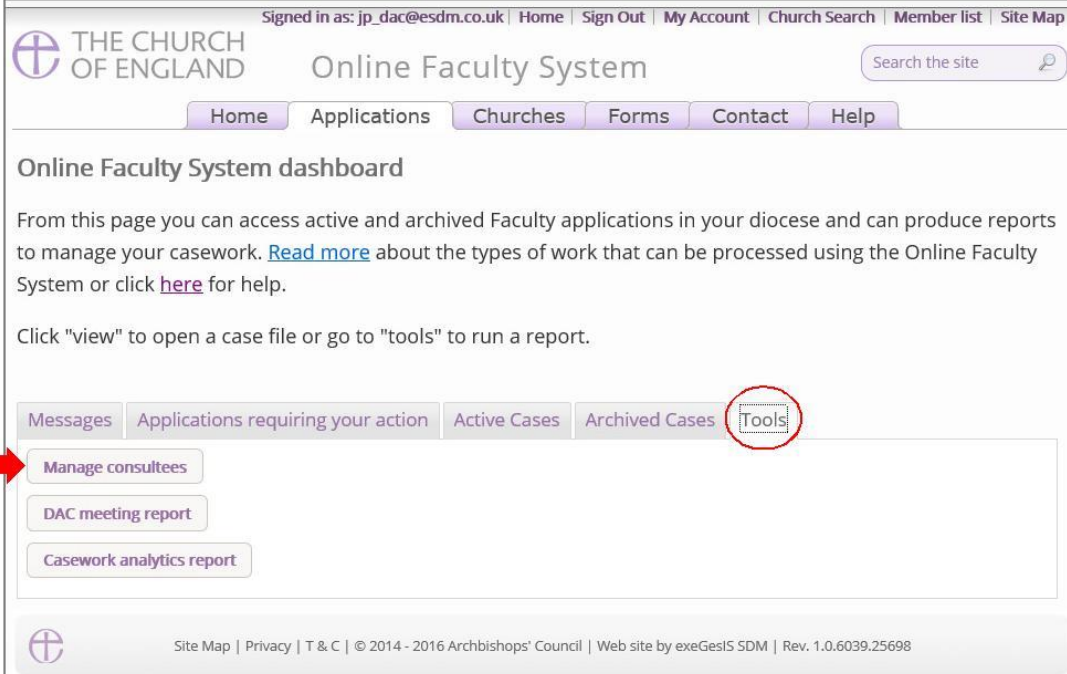
DEAR John & Sam|
Please look at the documentation.....

OK Cancel

Managing your List of Consultees

Tailor your list of consultees. Choose which organisation or individual(s) applicants can have access to on the Online Faculty System.

1. Go to **Applications**
2. Find the **TOOLS** tab
3. **Click** Manage Consultees



Signed in as: jp_dac@esdm.co.uk | Home | Sign Out | My Account | Church Search | Member list | Site Map

THE CHURCH OF ENGLAND Online Faculty System

Home Applications Churches Forms Contact Help

Online Faculty System dashboard

From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework. [Read more](#) about the types of work that can be processed using the Online Faculty System or click [here](#) for help.

Click "view" to open a case file or go to "tools" to run a report.

Messages Applications requiring your action Active Cases Archived Cases **Tools**

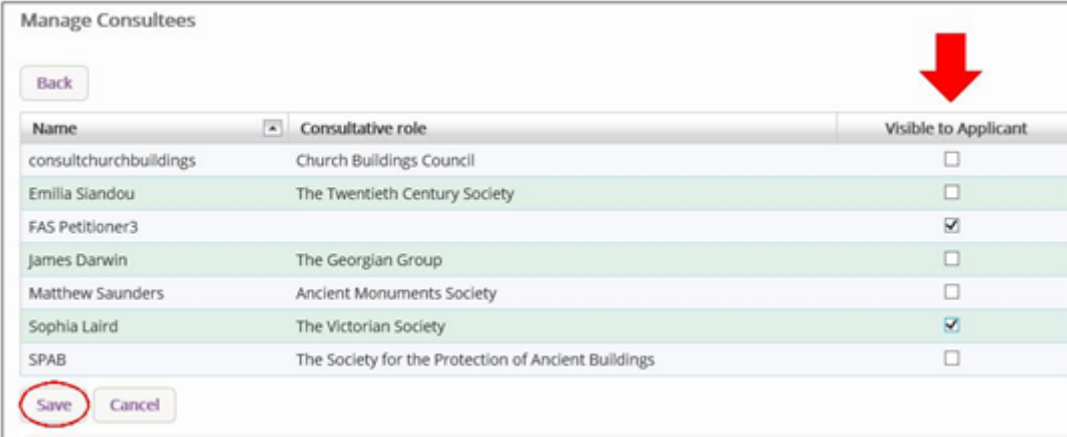
Manage consultees

DAC meeting report

Casework analytics report

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4. **Select** which consultee should be visible to applicants
5. Click **Save**



Manage Consultees

Back

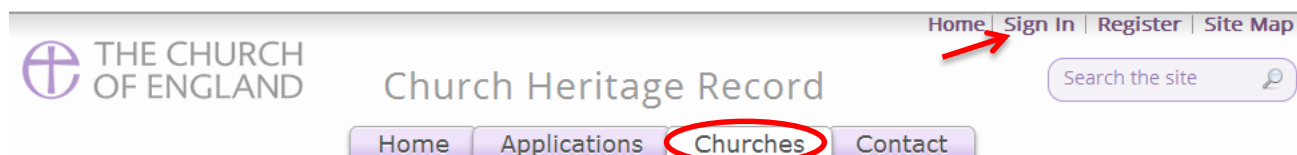
Name	Consultative role	Visible to Applicant
consultchurchbuildings	Church Buildings Council	<input type="checkbox"/>
Emilia Slandou	The Twentieth Century Society	<input type="checkbox"/>
FAS Petitioner3		<input checked="" type="checkbox"/>
James Darwin	The Georgian Group	<input type="checkbox"/>
Matthew Saunders	Ancient Monuments Society	<input type="checkbox"/>
Sophia Laird	The Victorian Society	<input checked="" type="checkbox"/>
SPAB	The Society for the Protection of Ancient Buildings	<input type="checkbox"/>

Save Cancel

Starting Applications on behalf of Parishes

When you are ready to begin a Faculty application on behalf of a parish in your diocese:

1. Go to the **Church Heritage Record** <https://facultyonline.churchofengland.org/churches>
2. **Sign In**

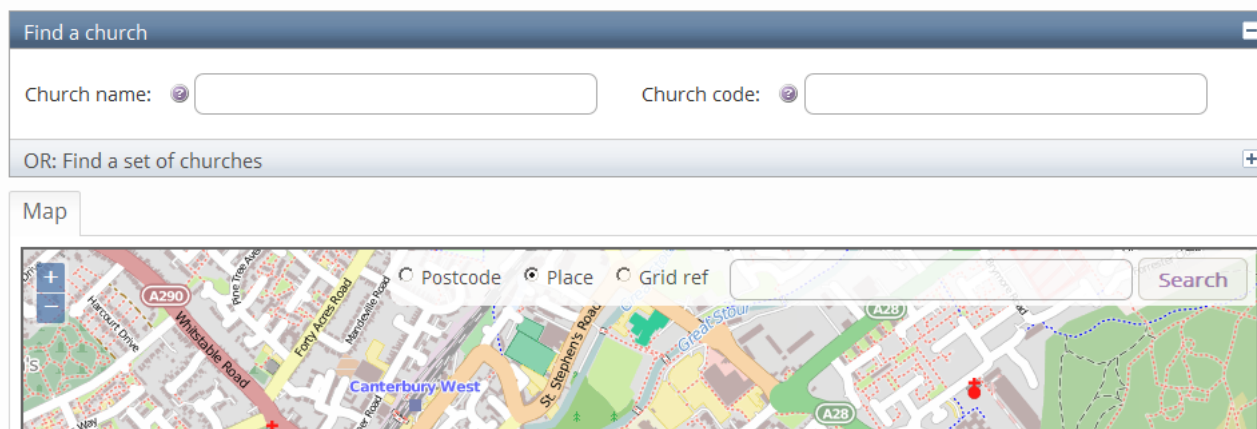


Welcome to the Church Heritage Record

The Church Heritage Record contains over 16,000 entries on church buildings in England covering a wide variety of topics including architectural history, archaeology, worship, and the surrounding natural environment. It is continuously being updated and should not be regarded as complete - [find out more](#).

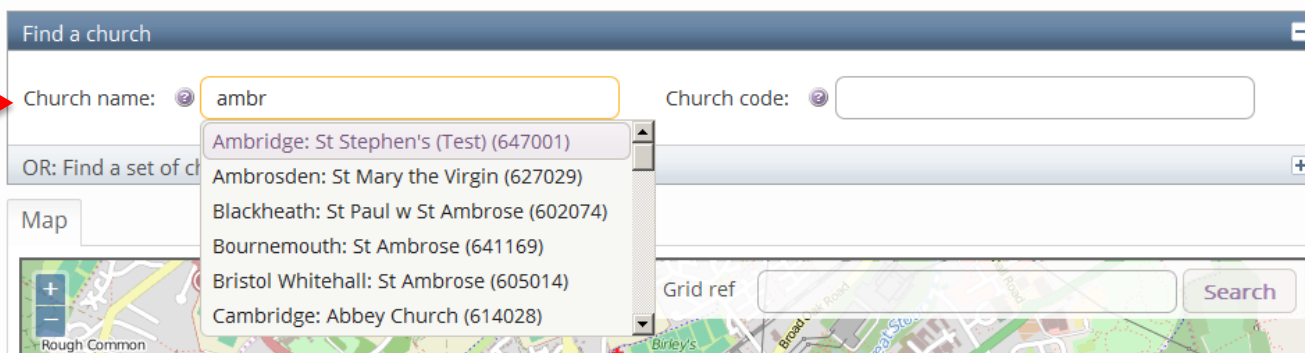
Click on a red church symbol in the map to access its record.

Church search

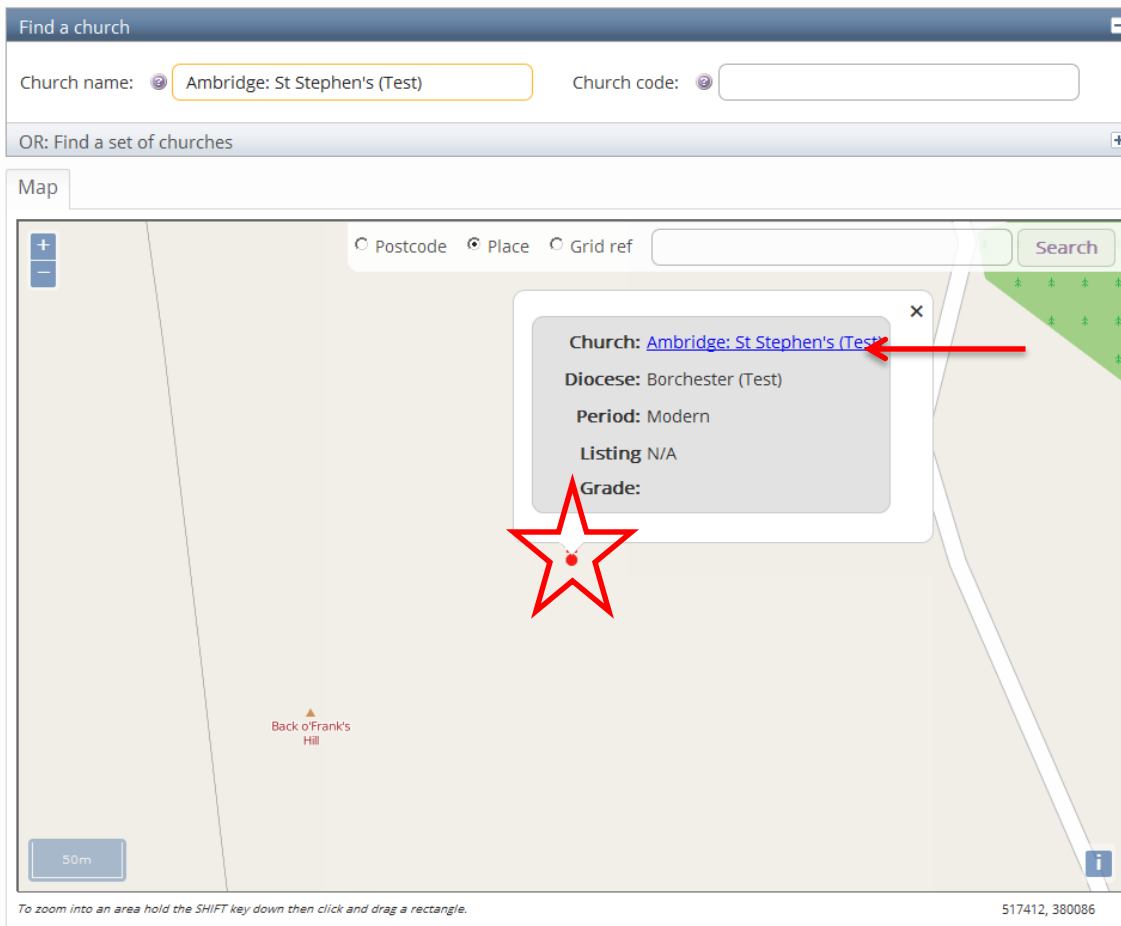


3. Use the Church Search function to locate the specific church building
 - a. Select **Find a church**
 - b. Enter the church's **name** OR
 - c. Enter the church's **code**

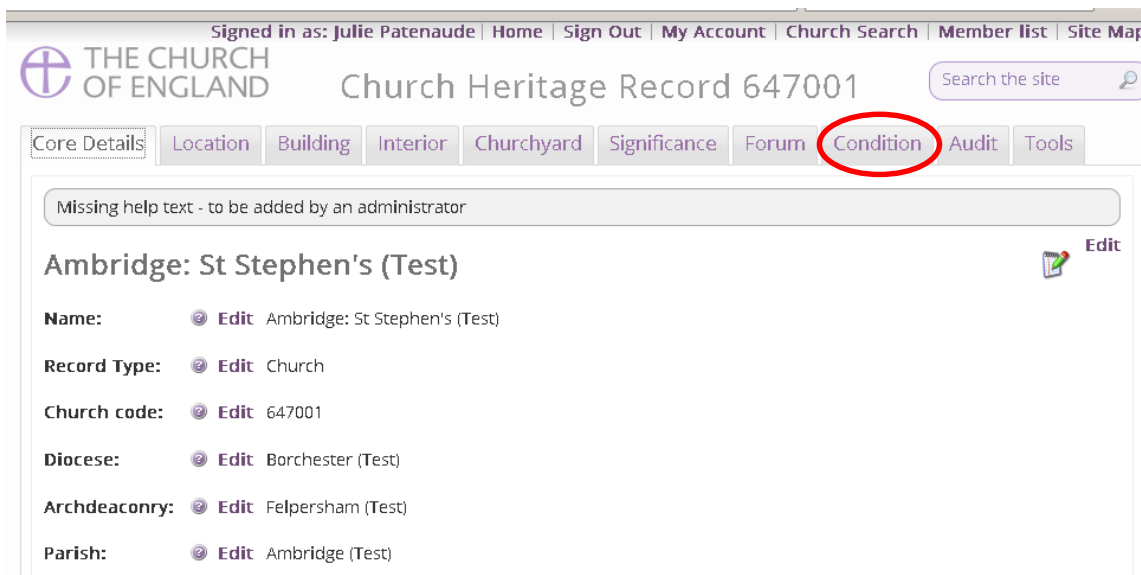
Church search



4. Click on the **red dot** symbolising the church building. This will open a summary information box. Click on the **church's name** to open the record.



5. In the Church Heritage Record for your specific church building, go to the **Condition** tab
*Please note that you will only have access to this tab if you are logged in as DAC Secretary.



6. Scroll down the page to Event Log (Faculty History)
7. Click **Start a new application**







Condition Surveys

 [Edit](#)

 [Add condition survey](#)

Event Log (Faculty History)

[Start a new Application](#)

App Ref	Summary	Church	Created	Status	View
2015-000333	Removal of pews	Ambridge: St Stephen's (Test)	Wed 25 Mar 2015	Faculty Post-Determination	
2015-000331	Multiple repairs in church hall	Ambridge: St Stephen's (Test)	Tue 24 Mar 2015	Faculty Post-Determination	
2015-000319	Flood damage!	Ambridge: St Stephen's (Test)	Wed 18 Mar 2015	Registrar to Issue Faculty	
2015-000313	Building a children's church	Ambridge: St Stephen's (Test)	Thu 12 Mar 2015	Awaiting DAC Processing	
2015-000312	To upgrade the lighting system	Ambridge: St Stephen's (Test)	Thu 12 Mar 2015	Proposal in Preparation	
2015-000308	Take the pews out!. Come on. why not	Ambridge: St Stephen's (Test)	Tue 10 Mar 2015	Registrar to Issue Faculty	

Case File Summary

8. Complete the Case File Summary
 - a. The Case Reference will appear automatically
 - b. The name of the church will appear automatically

Signed in as: Rupert Allen | Home | Sign Out | My Account | Site Map

THE CHURCH OF ENGLAND Online Faculty System

Application Ref: 2014-000064 Church:
Diocese: Archdeaconry:
Status: **Awaiting initial application details** Logged By: **Mr Rupert Allen (Thu 13 Nov 2014)**
Summary:

Case file summary

Case reference 2014-000064

Church

Summary of proposed works

Contact number

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9. Enter a **brief** summary (max 10 words) of the works into the **Summary of proposed works box**
10. Enter a contact telephone number into the next box
11. Click **Finish**

Signed in as: Rupert Allen | Home | Sign Out | My Account | Site Map

THE CHURCH OF ENGLAND Online Faculty System

Application Ref: 2014-000064 Church:
Diocese: Archdeaconry:
Status: **Awaiting initial application details** Logged By: **Mr Rupert Allen (Thu 13 Nov 2014)**
Summary:

Case file summary

Case reference 2014-000064

Church

Summary of proposed works

Contact number

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Recording a List A matter

Is the work you are recording happening to the building or within the churchyard?

Not sure? Read [List A](#) to find out.

Church buildings etc. includes:

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

Churchyard includes:

- A7 – Churchyard
- A8 – Trees

1. Select the appropriate option
2. Click **Next**

The screenshot shows a web form with a progress indicator at the top showing 'Step 1' (active), 'Step 2', and 'Step 3'. Below the indicator is a text box with instructions: 'Please specify whether the proposed works affect the interior or exterior of the Church. If you already know that the application requires Full Faculty, it does not matter which option you select.' Below this is a section titled 'Area affected by proposed works' with an 'Edit' link. There are two radio button options: 'Church buildings etc.' and 'Churchyard'. The 'Churchyard' option is selected, indicated by a red arrow. At the bottom of the form are three buttons: 'Save & come back later', 'Cancel', and 'Next'. The 'Next' button is circled in red. At the very bottom of the page, there is a footer with a cross icon and text: 'Site Map | Privacy | T & C | © 2014 - 2016 Archbishops' Council | Web site by exeGesIS SDM | Rev. 1.0.5842.28744'.

3. Select the appropriate List A matter which you want to record. Don't forget to read the conditions

The screenshot shows a web form with a progress indicator at the top showing 'Step 1', 'Step 2' (active), and 'Step 3'. Below the indicator is a text box with instructions: '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>'. Below this is a section titled 'List A' with three radio button options: '(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', and '(A7-3) The routine maintenance of, repairs to, and like for like replacement of fences and gates (but not lychgates, walls or historic railings)'. The '(A7-3)' option is selected, indicated by a red arrow. Below the options is a section titled 'Specified conditions:' with a bullet point: '• The works do not involve any new disturbance below ground level'. At the bottom right of the form is an 'Edit' link. At the very bottom of the page, there is a footer with a cross icon and text: 'Site Map | Privacy | T & C | © 2014 - 2016 Archbishops' Council | Web site by exeGesIS SDM | Rev. 1.0.5842.28744'.

4. Scroll to the bottom of the page
5. Click **Next**

(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

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6. A message confirms that you have selected a List A matter

Awaiting List A classification

Application Ref: **2015-001075** Church: **Ambridge: St Stephen's (Test)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Awaiting List A item selection** Logged By: **Mrs Fiona Petty (Wed 30 Dec 2015)**
Summary: **testing**

Step 1 > **Step 2** > **Step 3**


You selected an item of work from "List A". Works on this list do not require any permission. You may proceed without further ado.
If in doubt, contact your DAC Secretary <http://www.churchcare.co.uk/churches/church-buildings-council/who-s-who/dacs/dac-contact-details>

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7. If you are **certain** that the work to undertake falls under List A and complies with all specified conditions, click **Finish**.

Step 1 > **Step 2** > **Step 3**

You selected an item of work from "List A". Works on this list do not require any permission. You may proceed without further ado.
If in doubt, contact your DAC Secretary <http://www.churchcare.co.uk/churches/church-buildings-council/who-s-who/dacs/dac-contact-details>

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Applying for a List B matter

You can use the Online Faculty System to apply to your Archdeacon for permission to undertake works, which fall under [List B](#) of the Faculty Jurisdiction Rules.

1. Repeat steps on pages 37 to 40.

N.B. Church buildings etc. includes:

- B1 – Church buildings etc.
- B2 – Bells etc.
- B3 – Clocks
- B4 – Church contents
-

Churchyard includes:

- B5 – Churchyard
- B6 – Trees

2. When you arrive at List A, scroll to the bottom of the page

3. Click **None of the Above**

4. Click **Next**



(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

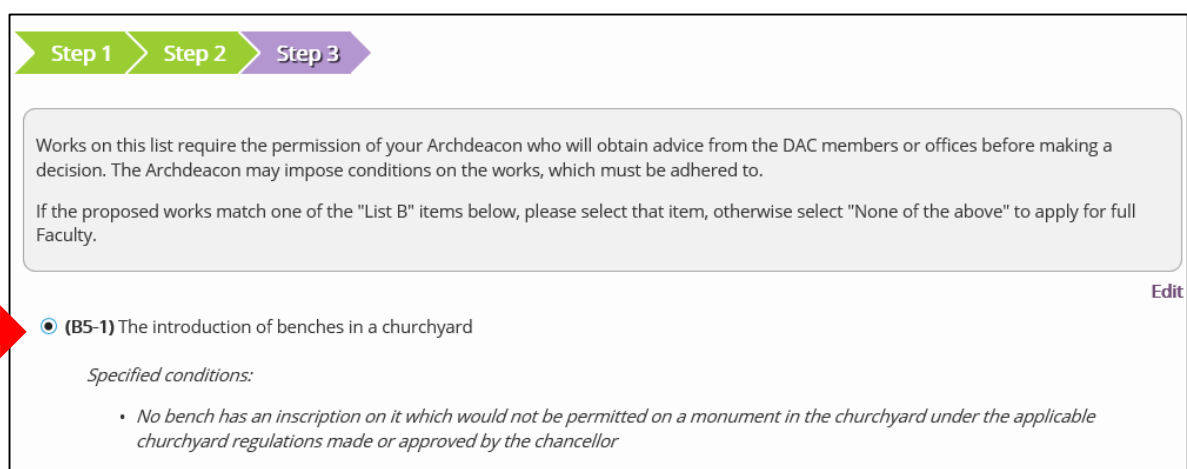
None of the above

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

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5. You will arrive at List B

6. Select the appropriate List B matter which you want to apply for. Don't forget to read the conditions



Step 1 Step 2 Step 3

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

[Edit](#)

7. Scroll to the bottom of the page

8. Click **Finish**

(B6-3) All other works to trees (whether or not prescribed in List A) except felling

Specified conditions:

- If applicable, the law relating to the preservation of trees in respect of which a tree preservation order is in force or which are in a conservation area is complied with
- Regard is had to the 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](#) [Finish](#)




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You have successfully begun a new List B application and created a case file.

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

Summary description of proposed works   




List A or List B classification   




List B application details   




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

9. Click the **Edit** icon to add more details to the application

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

Summary description of proposed works   

List A or List B classification   

List B application details   


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

10. Type additional details about your proposal in the text box

11. Click **Finish**

Application Details

Missing help text - to be added by an administrator [Edit](#)

Details of your proposal  [Edit](#)




Additional information that the Archdeacon might need




[Cancel](#) [Finish](#)




12. Attach any additional files under the **Supporting Documents and Image** tab

13. Click **Submit** to send to the next stage

Details **Supporting documents and images** History Messages Edit

Summary description of proposed works   

List A or List B classification   

List B application details   

Submit Return to Applications dashboard Abandon

Applying for Full Faculty

1. Repeat steps on pages 37 to 40.
2. Arrive at **List A**, scroll to the bottom of the page, click None of the Above and Next.
3. Arrive at **List B**, scroll to the bottom of the page, click **None of the Above**
4. Click **Finish**

(B4-9) The replacement of a grand piano with another grand piano and the disposal of the original grand piano

Specified conditions:

- No piano of historic or artistic interest is disposed of




None of the above




Previous Save & come back later Cancel **Finish**




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You have successfully begun a new faculty proposal and created a case file.




Details **Supporting documents and images** History Messages

Summary description of proposed works   


Standard Information   

Petitioner   

Statement of Significance   

Statement of Needs   

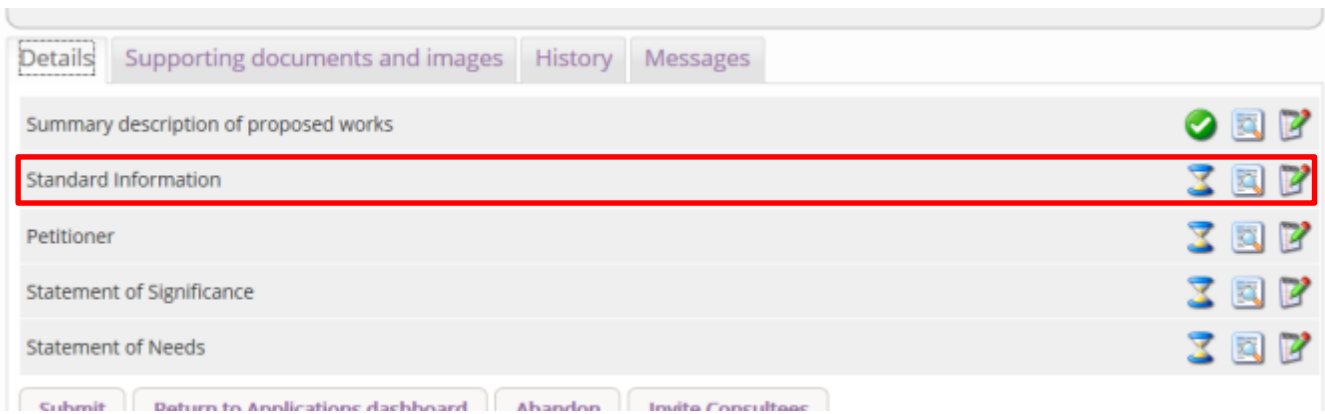
Submit Return to Applications dashboard Abandon Invite Consultees

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For more on navigating a case file, see page 27.

Standard Information

1. Complete the Standard Information Form. Click the **Edit** icon.



2. **First**, click **Reload from Church Heritage Record**. If the church building's record has already been completed by the DAC or the CCB, this information will automatically fill in the Standard Information Form for you.

Signed in as: [jp_petitioner@esdm.co.uk](#) | [Home](#) | [Sign Out](#) | [My Account](#) | [Site Map](#)

THE CHURCH OF ENGLAND Online Faculty System

Application Ref: **2014-000078** Church: **Ambridge: St Stephen's (Test)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Proposal in Preparation** Logged By: **Mrs Fiona Petty (Tue 18 Nov 2014)**
Summary: **SE Test for Form3A Q22**

Form 1A

This form helps us understand your church building. Click "Reload from Church Heritage Record" to fill it in automatically and/or insert the information manually. The online system will remember your data in all future proposals.

1 2 3 4

Approximate date of church

Is the church listed? Yes No

If so, please state whether it is grade I, II* or II

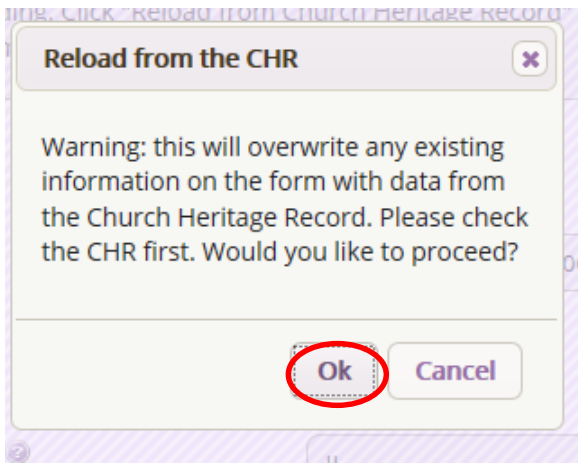
Is the church, churchyard or any adjoining structure wholly or partly scheduled as an ancient monument? Yes No

Is the church, churchyard or any adjoining structure in a conservation area? Yes No

If it is, please state which

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3. You will get this prompt. Any information you have already entered yourself will be overwritten. **Click Ok** to proceed or press cancel to complete the form manually.



4. Insert any missing information manually, and **click Next** to continue on to the next page. At any time, you can save your work and return to it another day by clicking **Save & come back later**

Application No: 2014 000004 Church: Cambridge St. Andrew's Church
Diocese: Barchester (Test) Archdeaconry: Felpersham (Test)
Status: Proposal Application in Preparation Logged By: Mr Rupert Allen (Thu 13 Nov 2014)
Summary: Removal of Pews

Form 1A

This form helps us understand your church building. Click "Reload from Church Heritage Record" to fill it in automatically and/or insert the information manually. The online system will remember your data in all future proposals.

1 2 3 4

Approximate date of church

Is the church listed?

If so, please state whether it is grade I, II* or II

Is the church, churchyard or any adjoining structure wholly or partly scheduled as an ancient monument? Yes No

Is the church, churchyard or any adjoining structure in a conservation area? Yes No

If it is, please state which

Modern (1914AD to Present)
Victorian/Pre-War (1837AD to 1914AD)
Post Medieval (1540AD to 1837AD)
Medieval
Early Medieval (pre 1066AD)

Reload from Church Heritage Record Save & come back later Cancel **Next**

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5. Complete the second page and click **Next**.

Application Ref: 2014-000064 Church: Ambridge: St Stephen's (Test)
 Diocese: Barchester (Test) Archdeaconry: Felpersham (Test)
 Status: Proposal Application in Preparation Logged By: Mr Rupert Allen (Thu 13 Nov 2014)
 Summary: Removal of Pews

Form 1A

This form helps us understand your church building. Click "Reload from Church Heritage Record" to fill it in automatically and/or insert the information manually. The online system will remember your data in all future proposals.

1 2 3 4

Is the church, churchyard or any adjoining structure in a national park? Yes No

If it is, please state which

Is there any evidence that bats use the church, its curtilage or any adjoining structure? Yes No

Please give details of any privately owned chapels, aisles or windows

Name of lay rector, if known

Previous Save & come back later Cancel **Next**

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6. Complete the third page and click **Next**.

Signed in as: Rupert Allen | Home | Sign Out | My Account | Site Map

THE CHURCH OF ENGLAND Online Faculty System Search the site

Application Ref: 2014-000064 Church: Ambridge: St Stephen's (Test)
 Diocese: Barchester (Test) Archdeaconry: Felpersham (Test)
 Status: Proposal Application in Preparation Logged By: Mr Rupert Allen (Thu 13 Nov 2014)
 Summary: Removal of Pews

Form 1A

This form helps us understand your church building. Click "Reload from Church Heritage Record" to fill it in automatically and/or insert the information manually. The online system will remember your data in all future proposals.

1 2 3 4

Is the churchyard or burial ground consecrated? Yes No

Is the churchyard or burial ground still used for burials? Yes No

If the churchyard or burial grounds is no longer used for burials has it been closed by Order in Council? Yes No

If it has, please give the date of the Order

Are there any graves that are identified as war graves by the Commonwealth War Graves Commission? Yes No

Previous Save & come back later Cancel **Next**

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7. Complete the last page and click **Finish**



Application Ref: **2014-000064**
 Diocese: **Borchester (Test)**
 Status: **Proposal Application in Preparation**
 Summary: **Removal of Pews**

Church: **Ambridge: St Stephen's (Test)**
 Archdeaconry: **Felpersham (Test)**
 Logged By: **Mr Rupert Allen (Thu 13 Nov 2014)**

Form 1A

This form helps us understand your church building. Click "Reload from Church Heritage Record" to fill it in automatically and/or insert the information manually. The online system will remember your data in all future proposals.

1 2 3 4

Please identify any historic structures, listed tombs, war memorials or significant trees in the churchyard or burial ground

3 Yew trees with TPOs

Please give the name and address of the architect or surveyor appointed for the church under the Inspection of Churches Measure 1955

Mr Church
Churchtown

Previous

Save & come back later

Cancel

Finish



8. The form is now complete

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



Petition

1. To complete the petition form, click the **Edit** icon to begin

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

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2. Navigate the petition form by selecting a **specific step** on the row of numbers at the top of the page or by clicking **Next** at the bottom of the page.
3. At any time, you can save your work and return to it another day by clicking **Save & come back later**

Signed in as: Rupert Allen | Home | Sign Out | My Account | Site Map

THE CHURCH OF ENGLAND Online Faculty System Search the site

Application Ref: 2014-000071 Church: Ambridge: St Stephen's (Test)
 Diocese: Borchester (Test) Archdeaconry: Felpersham (Test)
 Status: Proposal in Preparation Logged By: Mr Rupert Allen (Fri 14 Nov 2014)
 Summary: Re-moval of Chancel Screen

Form 3A

This is the faculty petition form.

For the purpose of seeking advice from the DAC, you may only need to fill in page 1 (your details) and 2 (details of your proposal). Please check with your [DAC](#) if in doubt. When you have finished go to the last page and click "Finish".

It is only once you formally submit your faculty petition to the court that the legal process has begun. Please make sure you have filled in all required information before you submit to the court in due course.





1 2 3 4 5 6 7 8 9 10 11 12 13 14 15



Petitioners





Name Office Held Email Tel No



Residential Address (including postcode) Preferred


Name Office Held Email Tel No

Name  Office Held  Email  Tel No 


Residential Address  (including postcode) Preferred 

Name  Office Held  Email  Tel No 

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). 

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

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4. Once you have completed as much information as you can, go to **step 15** and click **Finish**.

Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
 Status: **Proposal in Preparation** Logged By: **Mr Rupert Allen (Fri 14 Nov 2014)**
 Summary: **Please don't use this one as I am using it to write the procedural notes**

Form 3A


This is the faculty petition form.


For the purpose of seeking advice from the DAC, you may only need to fill in page 1 (your details) and 2 (details of your proposal). Please check with your [DAC](#) if in doubt. When you have finished go to the last page and click "Finish".


It is only once you formally submit your faculty petition to the court that the legal process has begun. Please make sure you have filled in all required information before you submit to the court in due course.


1 2 3 4 5 6 7 8 9 10 11 12 13 14 15


M. Further information
Please answer this section in every case

21. Will the work affect any graves?  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](#)


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5. The form is now complete

Details Supporting documents and images History Messages

Summary description of proposed works	  
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Petition	  
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Statement of Needs	  

Submit Return to Applications dashboard Abandon Invite Consultees

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Statement of Significance

You are encouraged to provide a **Statement of Significance** (although this document is only essential when proposals involve changes to a listed church).

Click [here](#) for guidance on writing statements of significance.

If you choose **not** to provide a statement of significance:

1. Click the **edit** icon on the statement of significance

Details Supporting documents and images History Messages

Summary description of proposed works	  
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Submit Return to Applications dashboard Abandon Invite Consultees

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2. Go to the **last page** and click **Finish**.

If you choose to **attach** a pre-prepared statement of significance as a Word or PDF document instead of completing the online form:


1. Click the **edit** icon on the statement of significance
2. **Tick** the box indicating that you have chosen to upload a file instead

Statement of Significance Form

For assistance with your statement of significance, please visit the [ChurchCare](#) website and look up your [Church Heritage Record](#).

If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.

1 2 3 4 5 6 7

I have uploaded it as a file instead 

[Save & come back later](#)

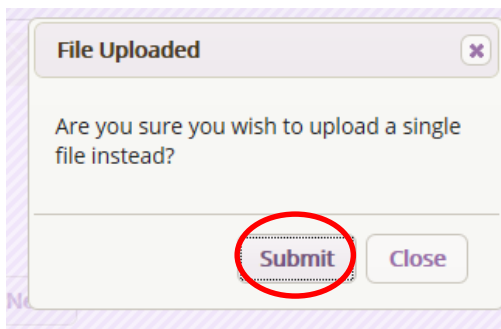
[Cancel](#)

[Next](#)


















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3. You will see this prompt. Click **Submit** to continue or close if you wish to complete the online statement of significance form




4. The form is now complete

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

Summary description of proposed works	  
Standard Information	  
Petitioner	  
Statement of Significance	  
Statement of Needs	  

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









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5. Go to page 59 to find out how to **attach** your pre-prepared statement of significance as a Word or PDF document

If you choose to complete the online statement of significance form:

1. Click the **Edit** icon

Details Supporting documents and images History Messages

Summary description of proposed works	  
Standard Information	  
Petition	  
Statement of Significance	  
Statement of Needs	  

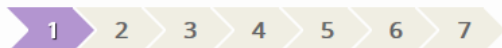
Submit Return to Applications dashboard Abandon Invite Consultees

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2. Ensure that the box remains empty. Click **Next**

Statement of Significance Form

For assistance with your statement of significance, please visit the [ChurchCare](#) website and look up you [Church Heritage Record](#).
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.



I have uploaded it as a file instead

Save & come back later

Cancel

Next



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3. Complete the brief history and description of the church building. Click Next.

Statement of Significance Form

For assistance with your statement of significance, please visit the [ChurchCare](#) website and look up you [Church Heritage Record](#).
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.



Section 1: Brief history and description of the church building(s) contents, churchyard and setting

Constructed in 1954 to designs of Manchester architectural firm, Fairhursts, and was consecrated the following year.

Previous Save & come back later Cancel **Next**

Use the web-editing tools to format your text:

- Copy & Paste
- Print
- Undo & Redo
- Bold
- Italics
- Headings
- Numbering
- Bullets
- Web links

4. Complete steps 3 and 4. Navigate the form using the **Next** button

Statement of Significance Form

For assistance with your statement of significance, please visit the [ChurchCare](#) website and look up you [Church Heritage Record](#).
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.



Section 2: The significance of the church (including its contents and churchyard) in terms of:

- Its special architectural and historical interest
- Any significant features of artistic or archaeological interest

St Luke and its site have low archaeological potential. St Luke's is positioned on a corner site and therefore has some prominence within the local streetscape which is enhanced by the contrasting copper roofs and the vertical accents of the cross affixed to the south porch, and the roofline above the north baptistery. The church was designed by the Fairhursts, a well-regarded firm of local architects, in 1964. It is of low architectural significance. Although many of the contents are contemporary with the building, and therefore of associated interest, they are individually of low significance.

Previous Save & come back later Cancel **Next**

5. **Steps 5 through 7** allow you to upload a plan of the church and photographs of the interior and exterior of the building. Click **Add**

Statement of Significance Form

For assistance with your statement of significance, please visit the [ChurchCare](#) website and look up you [Church Heritage Record](#).

If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.



Interior

Add a file

Add

Previous

Save & come back later

Cancel

Next



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6. Insert your image file

- You can **Drag & Drop** a file into the middle of the box using your computer's mouse
OR
- You can also choose to upload a file by **locating** it on your computer. Click **Select file...**

Statement of Significance Form

For assistance with your statement of significance, please visit the [ChurchCare](#) website and look up you [Church Heritage Record](#).

If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.



Interior

Add a file

Add

Drag and drop a file here

Select file...

Description

Previous

Save & come back later

Cancel

Next



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7. Write a **description** of the image and click **Upload**

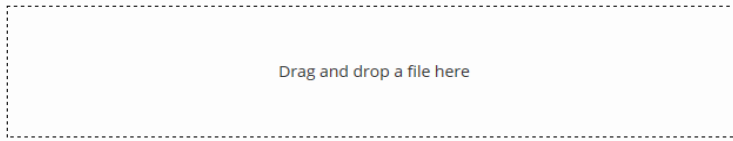
Statement of Significance Form

For assistance with your statement of significance, please visit the [ChurchCare](#) website and look up your [Church Heritage Record](#).
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.



Interior

Add a file



Pews.jpg

Description

Interior of the church

8. Once you have completed step 7, click **Finish**



Exterior

File Name	Description	Size	Modified	Uploaded By
Image of Extension Proposed.JPG	exterior	1005480	14/11/2014 10:04:12	jp_dac@esdm.co.uk

Add a file



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9. The form is now complete

Details | Supporting documents and images | History | Messages

Summary description of proposed works



Standard Information



Petitioner



Statement of Significance



Statement of Needs



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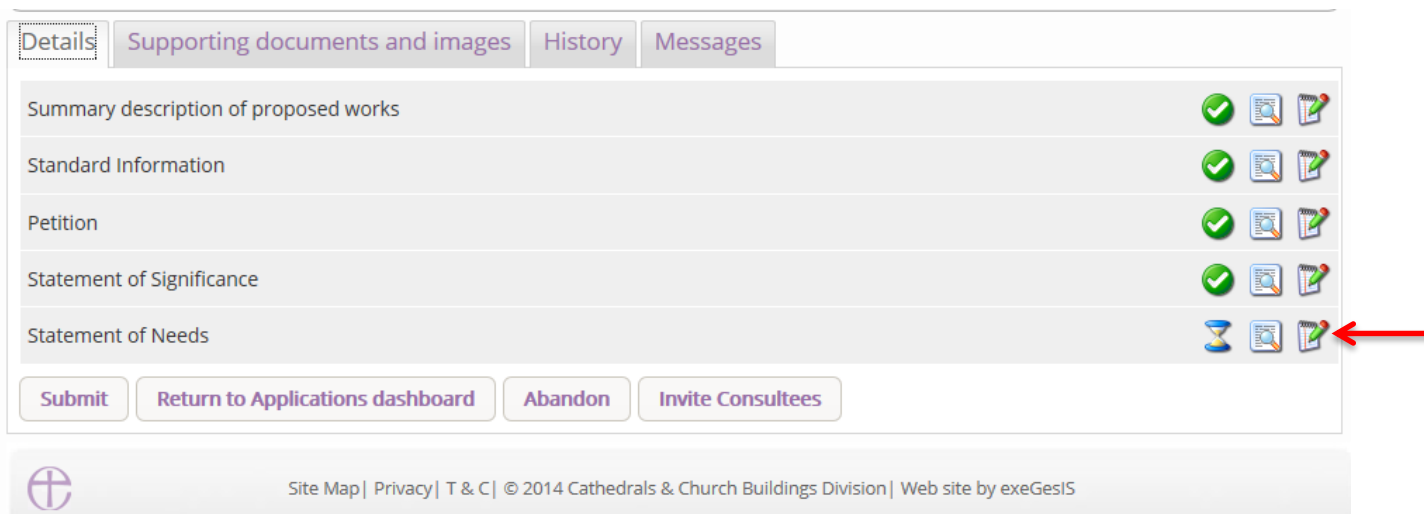
Statement of Needs

You are encouraged to provide a **Statement of Needs** (although this document is only essential when proposals involve changes to a listed church).

Click [here](#) for guidance on writing statements of needs.

If you choose **not** to provide a statement of needs or **attach** a pre-prepared Word or PDF document:

1. Click the **edit** icon on the statement of needs



The screenshot shows a web interface with a top navigation bar containing 'Details', 'Supporting documents and images', 'History', and 'Messages'. Below this is a list of sections: 'Summary description of proposed works', 'Standard Information', 'Petition', 'Statement of Significance', and 'Statement of Needs'. Each section has a green checkmark icon and a document icon. The 'Statement of Needs' section also has a blue hourglass icon and a document icon with a red arrow pointing to it. At the bottom of the dashboard are buttons for 'Submit', 'Return to Applications dashboard', 'Abandon', and 'Invite Consultees'. The footer contains a cross icon, 'Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS'.

2. Go to step 5 and click **Finish**

Statement of Needs Form

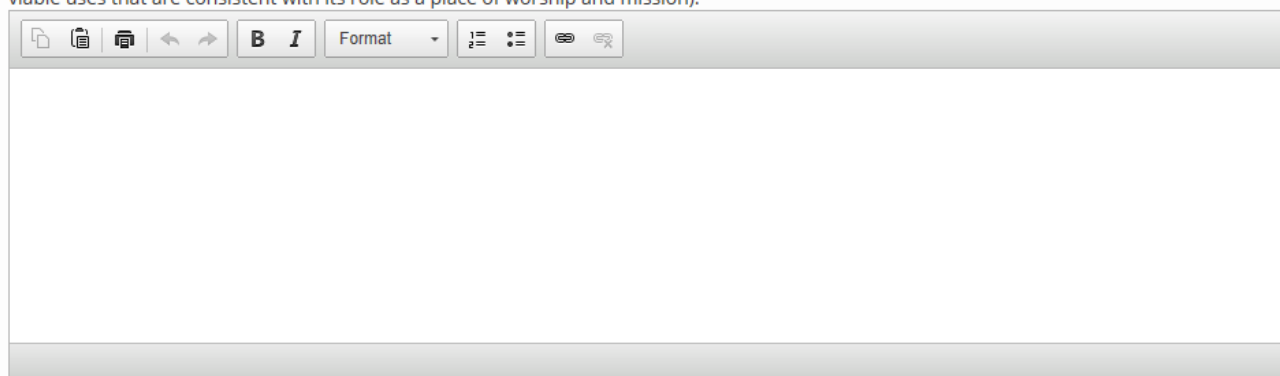
For assistance with your statement of needs, please visit the [ChurchCare](#) website.

If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.



Section 5: Justification

If the proposals are likely to harm the significance outlined in the Statement of significance, explain how the proposals would result in public benefits which outweigh such harm (public benefits include matters such as liturgical freedom, pastoral wellbeing and putting the church to viable uses that are consistent with its role as a place of worship and mission).



A text editor interface with a toolbar containing icons for copy, paste, undo, redo, bold, italic, format, list, and link. Below the toolbar is a large empty text area for input.

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

If you choose to complete the online statement of needs form:

1. Click the **Edit** icon

Details Supporting documents and images History Messages

Summary description of proposed works ✓ [document icon] [edit icon]

Standard Information ✓ [document icon] [edit icon]

Petition ✓ [document icon] [edit icon]

Statement of Significance ✓ [document icon] [edit icon]

Statement of Needs [hourglass icon] [document icon] [edit icon]

Submit Return to Applications dashboard Abandon Invite Consultees

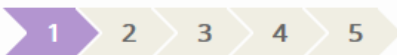
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2. Complete the General Information and click **Next**

Statement of Needs Form

For assistance with your statement of needs, please visit the [ChurchCare](#) website.

If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.



Section 1: General information

This should provide an overview of the parish and the current use of the building.

[document icon] [print icon] [undo icon] [redo icon] **B** *I* Format [bullets icon] [numbering icon] [link icon] [unlink icon]

In summary, the overall picture of attendance at established and „traditional“ services is of gentle decline over the past twenty years. This reflects a significant number of deaths of regular older attendees, plus the less frequent attendance of „regulars“ due to changing social habits, and a slower rate of replacement by newer and younger worshippers.

Save & come back later

Cancel

Next

Use the web-editing tools to format your text:

- Copy & Paste
- Print
- Undo & Redo
- Bold
- Italics
- Headings
- Numbering
- Bullets
- Web Links

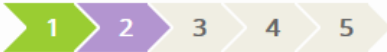
3. Repeat for **steps 2 through 5**



Statement of Needs Form

For assistance with your statement of needs, please visit the [ChurchCare](#) website.

If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.



Section 2: What do you need?

Briefly explain your needs (not your proposals). Append any brief for your architect.

[Previous](#)

[Save & come back later](#)

[Cancel](#)

[Next](#)



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4. Click **Finish**

Statement of Needs Form

For assistance with your statement of needs, please visit the [ChurchCare](#) website.

If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.



Section 5: Justification

If the proposals are likely to harm the significance outlined in the Statement of significance, explain how the proposals would result in public benefits which outweigh such harm (public benefits include matters such as liturgical freedom, pastoral wellbeing and putting the church to viable uses that are consistent with its role as a place of worship and mission).

[Previous](#)

[Save & come back later](#)

[Cancel](#)

[Finish](#)



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5. The form is now complete

Application Ref: **2014-000064**

Diocese: **Borchester (Test)**

Status: **Proposal in Preparation**

Summary: **Removal of Pews**

Church: **Ambridge: St Stephen's (Test)**

Archdeaconry: **Felpersham (Test)**

Logged By: **Mr Rupert Allen (Thu 13 Nov 2014)**

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

Once you are confident that your proposal is ready, click "Submit". It will be sent to the DAC who will provide you with advice. You will no longer be able to make changes to your proposal once you have clicked "Submit".

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). If you choose not to provide these documents, go to the last page of each relevant online form and click "Finish". Keep in mind that your decision not to supply the DAC with these documents could lead to a delay in providing you with advice.

Use the "Supporting documents and images" tab to attach any other relevant document (including a statement of significance or statement of needs) to support your proposal.

If you wish to withdraw your proposal, click "Abandon".

Details | Supporting documents and images | History | Messages

Summary description of proposed works	  
Standard Information	  
Petitioner	  
Statement of Significance	  
Statement of Needs	  



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



Submitting the proposal

You have now completed all forms initially required by the Online Faculty System.

1. If you need to **attach any documents** to the application, see page 59.
2. Make sure that all forms are marked as complete (green check mark). You will not be able to submit your proposal to the DAC if a form is still pending completion (hourglass icon). If a form is not complete:
 - a. Click the Edit icon on that particular form
 - b. Go to the form's last page
 - c. Click the Finish button
3. Once you are certain that the proposal is complete, Click **Submit**

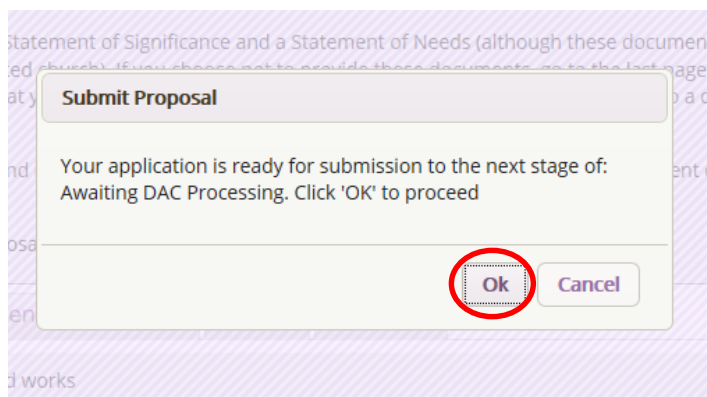
Details Supporting documents and images History Messages

Summary description of proposed works	✓ [icon] [icon]
Standard Information	✓ [icon] [icon]
Petitioner	✓ [icon] [icon]
Statement of Significance	✓ [icon] [icon]
Statement of Needs	✓ [icon] [icon]

Submit Return to Applications dashboard Abandon Invite Consultees

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4. Click **OK** to proceed or Cancel if you change your mind.



N.B. Once you have clicked submit, the applicant will no longer be able to amend the forms until you return the proposal with informal comments.

5. As DAC, you will receive an email to inform you of this application
6. You can monitor the progress of the application anytime by signing into your account (see *Navigating a Case File* page 27).

Attaching Documents

If you need to attach other relevant documents to support the proposal:

1. Go to the application's case file (see *Navigating a Case File* page 27)
2. Click on **Supporting Documents and Images**

The screenshot shows the 'Online Faculty System' interface for 'THE CHURCH OF ENGLAND'. The application details are as follows:

Application Ref: 2014-00064	Church: Ambridge: St Stephen's (Test)
Diocese: Borchester (Test)	Archdeaconry: Felpersham (Test)
Status: Proposal in Preparation	Logged By: Mr Rupert Allen (Thu 13 Nov 2014)
Summary: Removal of Pews	

Instructions for developing the proposal are provided, including a note that the 'Supporting documents and images' tab should be used to attach relevant documents. The 'Supporting documents and images' tab is highlighted with a red circle in the screenshot.

Below the instructions, a table lists the components of the proposal with status indicators (green checkmarks and document icons):

Summary description of proposed works	✓ [Document Icon]
Standard Information	✓ [Document Icon]
Petitioner	✓ [Document Icon]
Statement of Significance	✓ [Document Icon]
Statement of Needs	✓ [Document Icon]

Buttons at the bottom include: **Submit**, **Return to Applications dashboard**, **Abandon**, and **Invite Consultees**.

3. Click **Add**

The screenshot shows the 'Online Faculty System' interface for 'THE CHURCH OF ENGLAND'. The application details are as follows:

Application Ref: 2014-00018	Church: Ambridge: St Stephen's (Test)
Diocese: Borchester (Test)	Archdeaconry: Felpersham (Test)
Status: Awaiting Chancellor's determination	Logged By: Mrs Fiona Petty (Thu 07 Aug 2014)
Summary: A new test (SE)	

The Registrar has submitted the faculty application to the Chancellor for review.

The 'Supporting documents and images' tab is selected, and the 'Add' button is highlighted with a red circle.

Option 1

4. You can **Drag & Drop** a file into the middle of the box using your computer's mouse
5. Insert a summary **description** of the file you have attached (e.g. Plan Drawing)

THE CHURCH OF ENGLAND Online Faculty System

Application Ref: 2014-000018 Church: **Ambridge: St Stephen's (Test)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Awaiting Chancellor's determination** Logged By: **Mrs Fiona Petty (Thu 07 Aug 2014)**
Summary: **A new test (SE)**

The Registrar has submitted the faculty application to the Chancellor for review.

Details Supporting documents and images History Notes Messages Edit

Add a file **Add**

Drag and drop a file here

Select file...

Description
Plan Drawing

6. Notice that the file has uploaded (you can delete it by click on the trash can next to it)
7. Click **Upload**

THE CHURCH OF ENGLAND Online Faculty System

Application Ref: 2014-000018 Church: **Ambridge: St Stephen's (Test)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Awaiting Chancellor's determination** Logged By: **Mrs Fiona Petty (Thu 07 Aug 2014)**
Summary: **A new test (SE)**

The Registrar has submitted the faculty application to the Chancellor for review.

Details Supporting documents and images History Notes Messages Edit

Add a file **Add**

Drag and drop a file here

Select file...

Church Plan.bmp

Upload

Description
Plan Drawing

8. The file has successfully attached.

Signed in as: [jp_chancellor@esdm.co.uk](#) | [Home](#) | [Sign Out](#) | [My Account](#) | [Site Map](#)

THE CHURCH OF ENGLAND Online Faculty System Search the site

Application Ref: **2014-000018** Church: **Ambridge: St Stephen's (Test)**
 Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
 Status: **Awaiting Chancellor's determination** Logged By: **Mrs Fiona Petty (Thu 07 Aug 2014)**
 Summary: **A new test (SE)**

The Registrar has submitted the faculty application to the Chancellor for review.

Details | Supporting documents and images | History | Notes | Messages Edit

File Name	Description	Size	Modified	Uploaded By
Church Plan.bmp	Plan Drawing	151318	04/11/2014 10:43:05	Julie Patenaude

Add a file

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Option 2

9. You can also choose to upload a file by **locating** it on your computer. Click **Select file...**

Signed in as: [jp_chancellor@esdm.co.uk](#) | [Home](#) | [Sign Out](#) | [My Account](#) | [Site Map](#)

THE CHURCH OF ENGLAND Online Faculty System Search the site

Application Ref: **2014-000018** Church: **Ambridge: St Stephen's (Test)**
 Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
 Status: **Awaiting Chancellor's determination** Logged By: **Mrs Fiona Petty (Thu 07 Aug 2014)**
 Summary: **A new test (SE)**

The Registrar has submitted the faculty application to the Chancellor for review.

Details | Supporting documents and images | History | Notes | Messages Edit

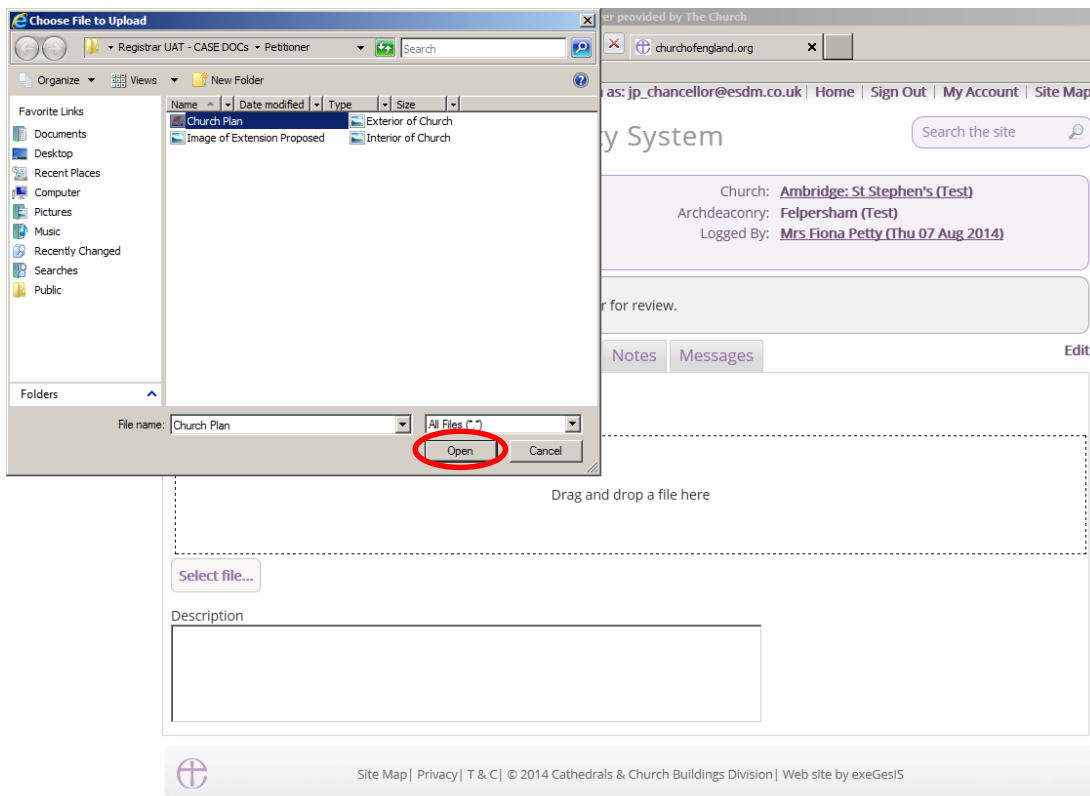
Add a file

Drag and drop a file here

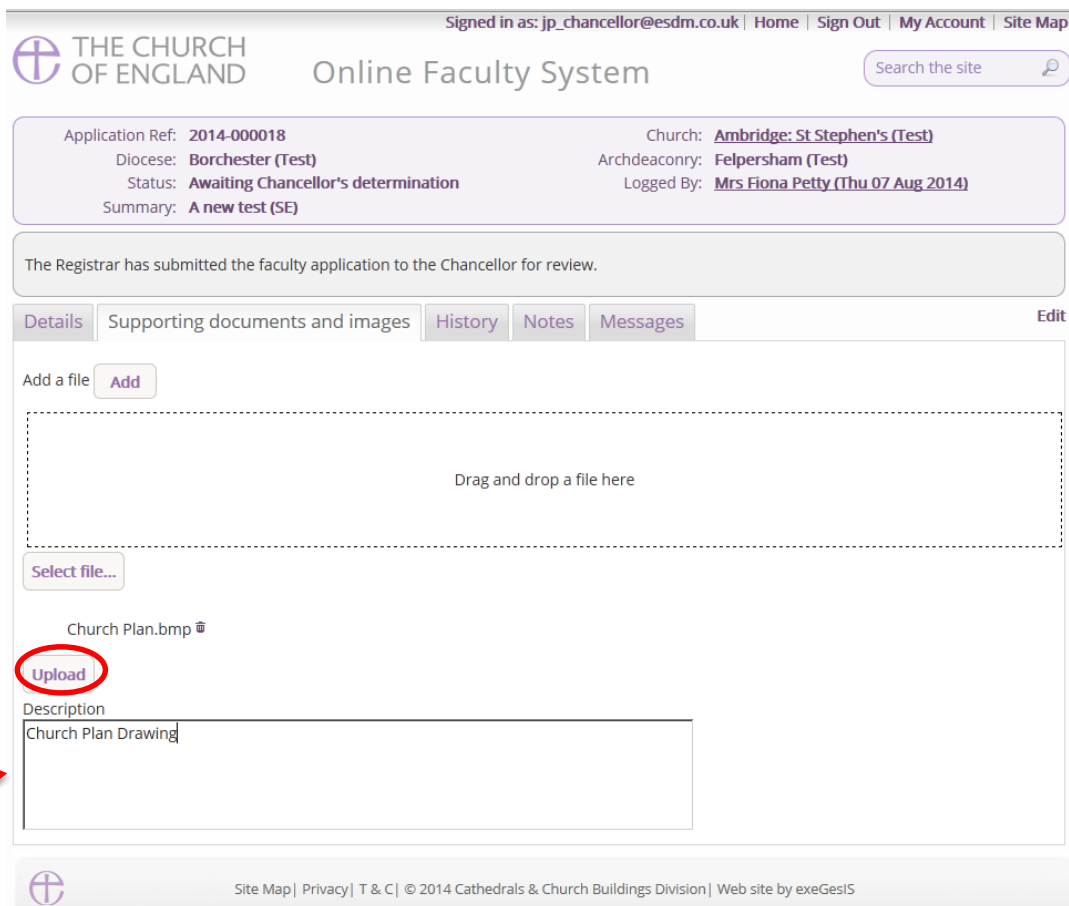
Description

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10. **Locate** the file on your computer. **Select** it. Click **Open**.



11. Insert a summary **description** of the file you have attached (e.g. Archaeological Report)
12. Click **Upload**




13. The file has successfully attached

Application Ref: **2014-000018**
Diocese: **Borchester (Test)**
Status: **Awaiting Chancellor's determination**
Summary: **A new test (SE)**

Church: **[Ambridge: St Stephen's \(Test\)](#)**
Archdeaconry: **[Felpersham \(Test\)](#)**
Logged By: **[Mrs Fiona Petty \(Thu 07 Aug 2014\)](#)**

The Registrar has submitted the faculty application to the Chancellor for review.

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

File Name	Description	Size	Modified	Uploaded By
 Church Plan.bmp	Plan Drawing	151318	04/11/2014 10:43:05	Julie Patenaude

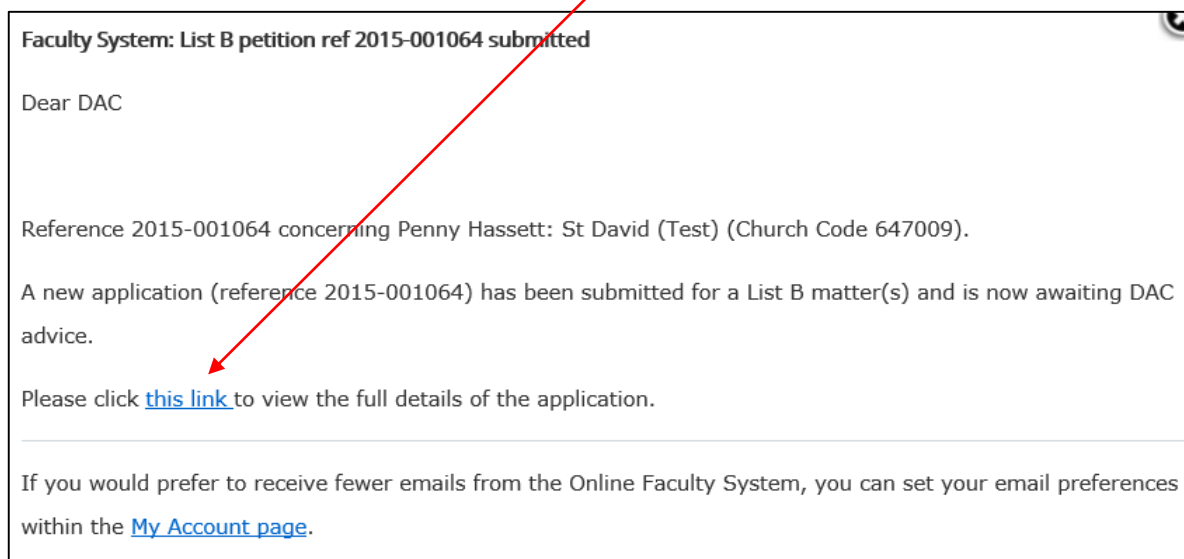
Add a file 



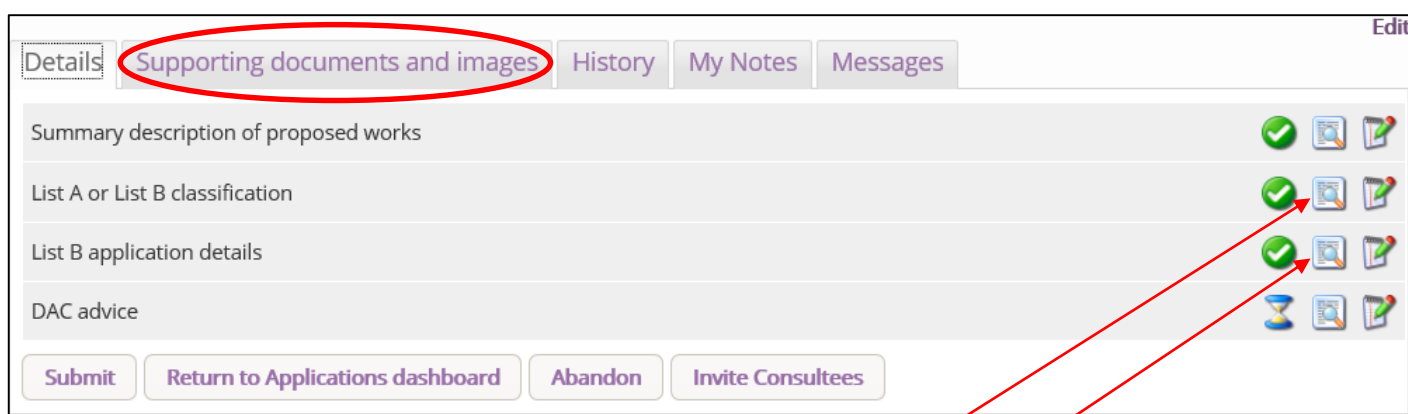
Providing Advice to a List B Application

As DAC, you will be notified by email when a parish submits a List B application for determination by the Archdeacon. You have the option to provide informal advice to assist the Archdeacon with their decision.

1. To access the application, **click** the link



You will arrive at the List B case file



2. Click here to find out which **List B matter** was selected
3. Click here to read more **details** about the application
4. Go to the **Supporting Documents and Images** tab for additional information

5. Click the **Edit** icon to provide advice to the Archdeacon

Details Supporting documents and images History My Notes Messages Edit

Summary description of proposed works ✓ [document icon] [edit icon]

List A or List B classification ✓ [document icon] [edit icon]

List B application details ✓ [document icon] [edit icon]

DAC advice [hourglass icon] [document icon] [edit icon]

Submit Return to Applications dashboard Abandon Invite Consultees

6. Insert your **draft conditions** or **written advice** to the Archdeacon in the box (**N.B.** If you do not wish to comment, write N.A.)
7. Click **Finish**

DAC advice on conditions for application

Missing help text - to be added by an administrator

Draft conditions Edit Archaeological recording exercise should be undertaken Edit

Save & come back later Cancel **Finish**

8. Click Submit to send your comments to the Archdeacon

Details Supporting documents and images History My Notes Messages Edit

Summary description of proposed works ✓ [document icon] [edit icon]

List A or List B classification ✓ [document icon] [edit icon]

List B application details ✓ [document icon] [edit icon]

DAC advice ✓ [document icon] [edit icon]

Submit Return to Applications dashboard Abandon Invite Consultees

Providing Informal Advice to the Applicant for Full Faculty

The Online Faculty System will inform you when the applicant has submitted a faculty proposal for advice.

1. Click on the link found in the email or go to the applications tab (<https://facultyonline.churchofengland.org/applications>)
2. Sign In
3. You can locate the application from your dashboard under **Applications Requiring Your Action** (Click the View icon to open)
4. From the **Supporting Documents and Images** tab you can view all other relevant documents

Details Supporting documents and images History My Notes Messages Edit

Summary description of proposed works	✓ 🔍 📄
Standard Information	✓ 🔍 📄
Petition	✓ 🔍 📄
Statement of Significance	✓ 🔍 📄
Statement of Needs	✓ 🔍 📄
DAC informal feedback on proposal	⌚ 🔍 📄

Submit Return to Applications dashboard Abandon Invite Consultees

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5. From the **Details** tab you can access and read all the forms completed by the parish (Click **View** to open)

Details Supporting documents and images History My Notes Messages Edit

Summary description of proposed works	✓ 🔍 📄
Standard Information	✓ 🔍 📄
Petition	✓ 🔍 📄
Statement of Significance	✓ 🔍 📄
Statement of Needs	✓ 🔍 📄
DAC informal feedback on proposal	⌚ 🔍 📄

Submit Return to Applications dashboard Abandon Invite Consultees

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6. Click the **Open as PDF for printing** to print or export it into a **Word** or **Excel** document.

[Open as PDF for printing](#)

[Return to application details](#)

1 of 1 Find | Next

Ref: 2014-000072 **Church:** Ambridge: St Stephen's (Test)
Diocese: Barchester (Test) **Archdeaconry:** Felpersham (Test)
Created By: Mr Rupert Allen (14/11/2014) **Contact Tel.:** 0116 261 5332
Status: Awaiting DAC Processing

Form 1A

(Rules 3.2 and 4.6)

Standard Information (parish churches etc.)

Diocese of Barchester (Test)

Church of Ambridge: St Stephen's (Test)

In the parish of Ambridge (Test)

Approximate date of church

Is the church listed?

Yes No

If so, please state whether it is grade I, II* or II

Is the church, churchyard or any adjoining structure wholly or partly scheduled as an ancient monument?

Yes No

Is the church, churchyard or any adjoining structure in a conservation area?

Yes No



















If it is, please state which

Is the church, churchyard or any adjoining structure in


Yes No

- Once you have completed your initial assessment of the proposal click the **Edit** icon on the **DAC informal feedback** form. *Note that you can also edit the parish's proposal if necessary.

Details Supporting documents and images History My Notes Messages Edit

Summary description of proposed works	  
Standard Information	  
Petition	  
Statement of Significance	  
Statement of Needs	  
DAC informal feedback on proposal	  

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

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Option 1

- If the **proposal is ready** to go before the DAC committee and no more information is required, Click **YES** and **Finish**

DAC Acceptance Form

Is this proposal ready to proceed? Edit Yes No


Please provide some feedback Edit


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9. The form is now marked as complete

10. Click **Submit** to proceed

Summary description of proposed works	<input checked="" type="checkbox"/>		
Standard Information	<input checked="" type="checkbox"/>		
Petition	<input checked="" type="checkbox"/>		
Statement of Significance	<input checked="" type="checkbox"/>		
Statement of Needs	<input checked="" type="checkbox"/>		
DAC informal feedback on proposal	<input checked="" type="checkbox"/>		


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11. You will get this prompt. Click **Ok** to proceed or Cancel to abort. (go to page 69).

Submit Proposal

The application is ready for submission to the next stage of:
Awaiting DAC Recommendation. Click 'OK' to proceed

Option 2

12. If the **proposal is not ready** to go before the DAC committee and more information is required, click **NO** and enter your comments/feedback to the parish in the box below.


DAC Acceptance Form

Is this proposal ready to proceed? [Edit](#) Yes No

Please provide some feedback [Edit](#)

Site visit required

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

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13. Click **Finish**


DAC Acceptance Form

Is this proposal ready to proceed? [Edit](#) Yes No

Please provide some feedback [Edit](#)



















Site visit required

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


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14. The form is now marked as complete.

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

Summary description of proposed works	  
Standard Information	  
Petition	  
Statement of Significance	  
Statement of Needs	  
DAC informal feedback on proposal	  

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

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15. Click **Submit** to return the application to the parish with your comments.

Details Supporting documents and images History My Notes Messages Edit

Summary description of proposed works	✓	📄	📱
Standard Information	✓	📄	📱
Petition	✓	📄	📱
Statement of Significance	✓	📄	📱
Statement of Needs	✓	📄	📱
DAC informal feedback on proposal	✓	📄	📱

Submit Return to Applications dashboard Abandon Invite Consultees

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16. You will get this prompt. Click **Ok** to proceed or Cancel to abort.

Submit Proposal

The application is ready for submission to the next stage of:
Proposal in Preparation. Click 'OK' to proceed

Ok Cancel

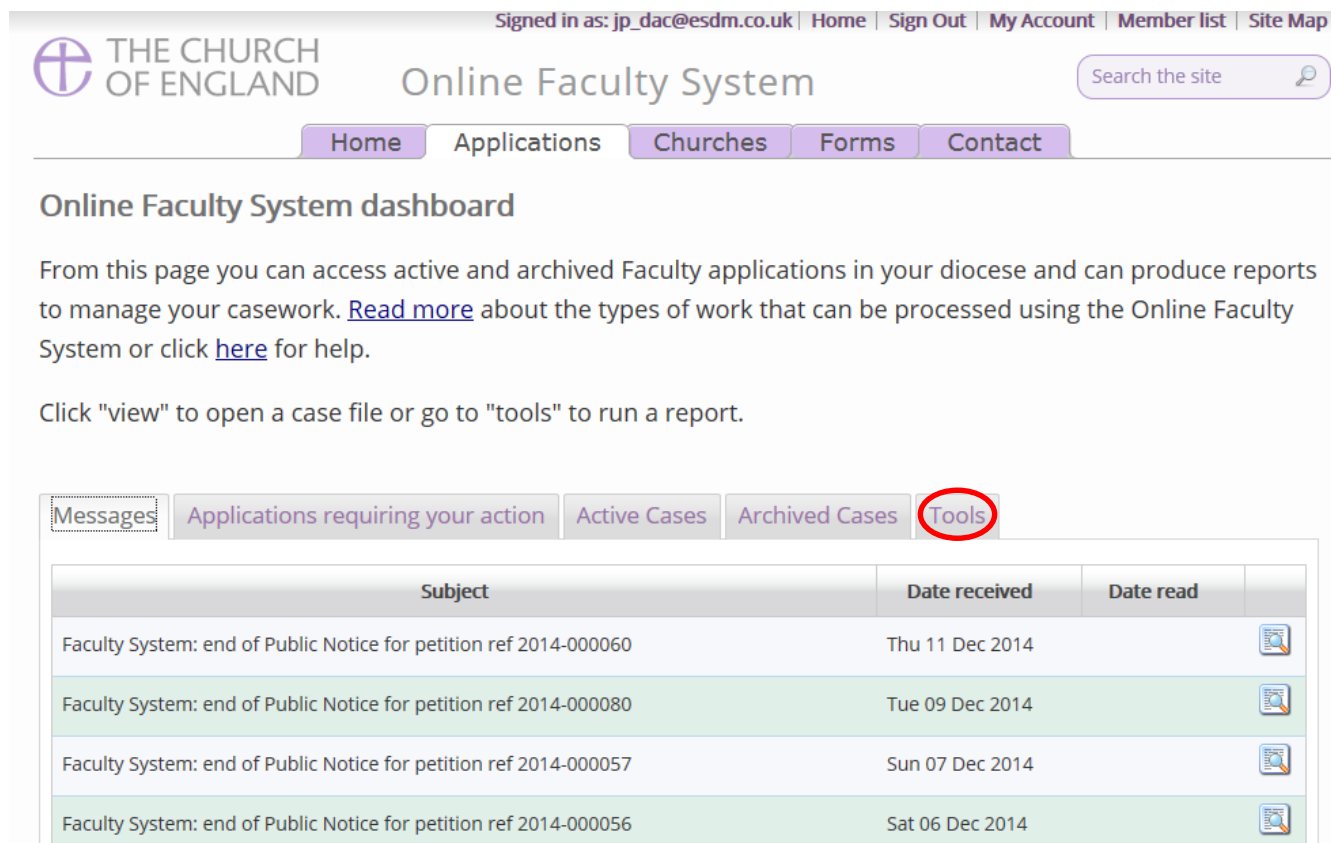
The Parish will receive an email from the Online Faculty System with your comments. Once they have made the necessary changes to their proposal, they can re-submit their proposal to you for further informal advice.

Providing Formal Advice on behalf of the DAC Committee

Generating an Agenda for the DAC Committee Meeting

The Online Faculty System can produce a simple list of all proposals in your diocese which are ready to go to the DAC committee. This can help you, for example, draw up agendas quickly and easily.

1. From your dashboard, go to the **Tools** tab (see *Navigating your Dashboard* on page 22)



Signed in as: jp_dac@esdm.co.uk | Home | Sign Out | My Account | Member list | Site Map

THE CHURCH OF ENGLAND Online Faculty System

Search the site

Home Applications Churches Forms Contact

Online Faculty System dashboard

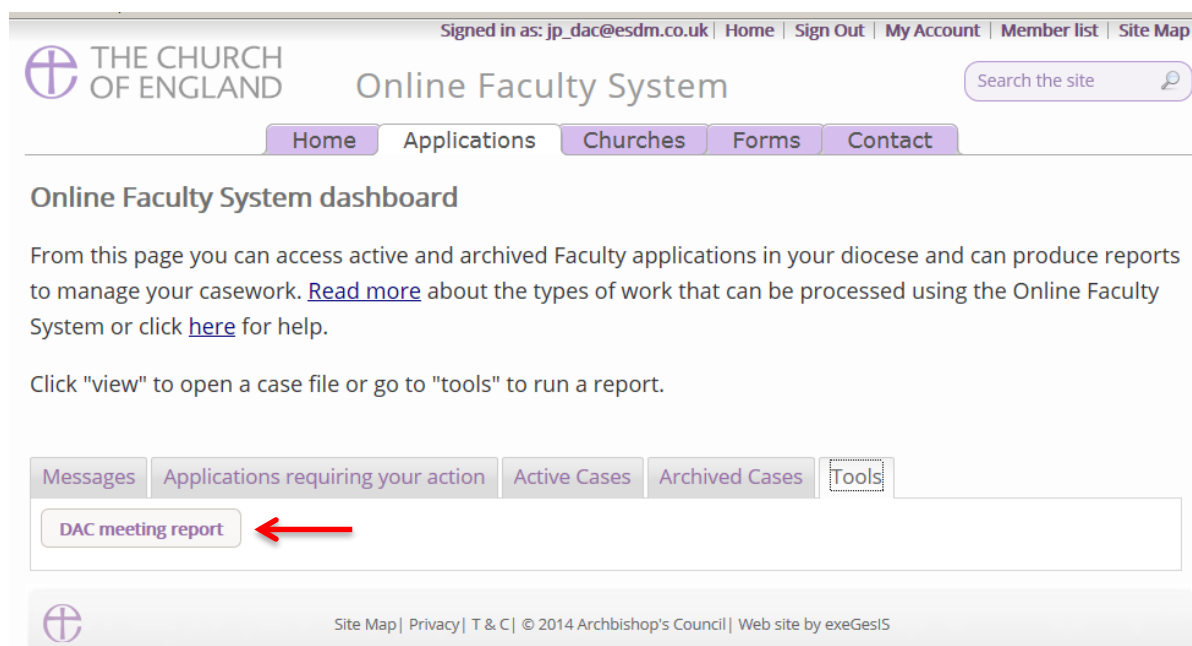
From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework. [Read more](#) about the types of work that can be processed using the Online Faculty System or click [here](#) for help.

Click "view" to open a case file or go to "tools" to run a report.

Messages Applications requiring your action Active Cases Archived Cases **Tools**

Subject	Date received	Date read
Faculty System: end of Public Notice for petition ref 2014-000060	Thu 11 Dec 2014	
Faculty System: end of Public Notice for petition ref 2014-000080	Tue 09 Dec 2014	
Faculty System: end of Public Notice for petition ref 2014-000057	Sun 07 Dec 2014	
Faculty System: end of Public Notice for petition ref 2014-000056	Sat 06 Dec 2014	

2. Click on **DAC meeting report**



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Online Faculty System dashboard

From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework. [Read more](#) about the types of work that can be processed using the Online Faculty System or click [here](#) for help.

Click "view" to open a case file or go to "tools" to run a report.

Messages Applications requiring your action Active Cases Archived Cases Tools

DAC meeting report ←

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3. All the cases with the status **Awaiting DAC Recommendation** in your diocese will appear in a table complete with basic information about the proposal.

[Open as PDF for printing](#)
[Return to Applications dashboard](#)

1 of 1 Find | Next

DAC Committee Report

Case Reference No.:	2014-000072	Case Status:	Awaiting DAC recommendation
Church Code:	647001	Church Name:	Ambridge: St Stephen's (Test)
Archdeaconry:	Felpersham (Test)	Parish:	Ambridge (Test)
Applicant Name:		Submission Date:	11/14/2014
Listing:	Unlisted		
Proposal:	Please don't use this one as I am using it to write the procedural notes		
Case Reference No.:	2014-000077	Case Status:	Awaiting DAC recommendation
Church Code:	647001	Church Name:	Ambridge: St Stephen's (Test)
Archdeaconry:	Felpersham (Test)	Parish:	Ambridge (Test)
Applicant Name:	John Smith	Submission Date:	11/17/2014
Listing:	Yes, Grade 1		
Proposal:	JP_DAC starting new app test 2		

4. Click **Open as PDF for printing** to print the document as seen on your screen.
5. **OR, export it into a Word** document and adapt the tables to fit your diocese's needs.

[Open as PDF for printing](#)
[Return to Applications dashboard](#)

1 of 1 Find | Next

DAC Committee Report



Case Reference No.:	2014-000072	Case Status:	Awaiting DAC recommendation
Church Code:	647001	Church Name:	Ambridge: St Stephen's (Test)
Archdeaconry:	Felpersham (Test)	Parish:	Ambridge (Test)
Applicant Name:		Submission Date:	11/14/2014
Listing:	Unlisted		
Proposal:	Please don't use this one as I am using it to write the procedural notes		
Case Reference No.:	2014-000077	Case Status:	Awaiting DAC recommendation
Church Code:	647001	Church Name:	Ambridge: St Stephen's (Test)
Archdeaconry:	Felpersham (Test)	Parish:	Ambridge (Test)
Applicant Name:	John Smith	Submission Date:	11/17/2014
Listing:	Yes, Grade 1		
Proposal:	JP_DAC starting new app test 2		

The DAC recommends the proposal

Should the Committee recommend the parish's proposal, use the Online Faculty System to complete your Notification of Advice.

1. Go to the main page (<https://facultyonline.churchofengland.org>)
2. Sign In
3. Go to the **Applications** tab
4. From your dashboard, find the proposal under **Applications Requiring your Action**.
5. Click the **View** icon to open the case file.

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 THE CHURCH OF ENGLAND Online Faculty System Search the site 





[Home](#) | [Applications](#) | [Churches](#) | [Forms](#) | [Contact](#)


Online Faculty System dashboard

From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework. [Read more](#) about the types of work that can be processed using the Online Faculty System or click [here](#) for help.

Click "view" to open a case file or go to "tools" to run a report.

[Messages](#) | **[Applications requiring your action](#)** | [Active Cases](#) | [Archived Cases](#) | [Tools](#)

App Ref	Summary	Church	Created	Status	View
2014-000077	JP_DAC starting new app test 2	Ambridge: St Stephen's (Test)	Mon 17 Nov 2014	Awaiting DAC recommendation	 
2014-000072	Please don't use this one as I am using it to write the procedural notes	Ambridge: St Stephen's (Test)	Fri 14 Nov 2014	Awaiting DAC recommendation	
2014-000007	help text testing	Ambridge: St Stephen's (Test)	Mon 28 Jul 2014	Awaiting DAC's advice	


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6. On the case file's details tab, click the **Edit** icon to open the **Notification of Advice** form.

Details | Supporting documents and images | History | My Notes | Messages | Edit

Summary description of proposed works	
Standard Information	
Petition	
Statement of Significance	
Statement of Needs	
Notification of Advice	

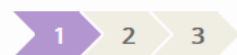
Submit | Return to Applications dashboard | Abandon | Invite Consultees



7. Complete **step 1**

- Enter the **date** of the DAC Committee meeting
- Enter the DAC Committee's **recommendation**
- Insert your **provisos/reasons**
- Click **Next**

Form 2 - Notification of Advice



Diocesan Advisory Committee meeting date

Edit

12/12/2014



The following works or other proposals were considered: Edit

The Committee **recommends** the works or proposals for approval by the court [subject to the provisos entered below:]

The Committee does **not recommend** the works or proposals for approval by the court for the principal reasons entered below:

The Committee **does not object** the works or proposals for approval by the court [subject to the provisos entered below:]

Provisos or reasons Edit

Undertake archaeological assessment



Save & come back later

Cancel

Next



8. Complete **step 2**

9. Click **Next**


Form 2 - Notification of Advice



In the opinion of the Committee the work or part of the work proposed is / is not likely to affect [please specify Yes or No for each of the following]:


The character of the church [or building] as a building of special architectural or historic interest  Edit

Yes No

The archaeological importance of the church [or building]  Edit



Yes No

Archaeological remains existing within the church [or building] or its curtilage  Edit

Yes No

[Previous](#)

[Save & come back later](#)

[Cancel](#)

[Next](#)



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10. Complete **step 3** and click **Finish**

Form 2 - Notification of Advice



The Committee recommends that the intending applicants consult the bodies or persons as indicated below

English Heritage Edit

Yes No

The local planning authority Edit

Yes No

The following national amenity societies Edit

Yes No

Name of society Edit

Name of society Edit

The Church Buildings Council Edit

Yes No

The following body or person Edit

Yes No

Name of body or person Edit

The reason for this recommendation is that in the opinion of the Committee some or all of the works of proposals:

Edit

involve alteration to or the extension of a listed building 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 the archaeological importance of a church or other building or archaeological remains within the building or its curtilage

involve demolition affecting the exterior of an unlisted church in a conservation area

[Previous](#)

[Save & come back later](#)

[Cancel](#)

[Finish](#)



11. The form is now marked as complete. Click **Submit** to send the committee's recommendation to the parish.

Details Supporting documents and images History My Notes Messages Edit

Summary description of proposed works	✓	📄	📝
Standard Information	✓	📄	📝
Petition	✓	📄	📝
Statement of Significance	✓	📄	📝
Statement of Needs	✓	📄	📝
Notification of Advice	✓	📄	📝

Submit Return to Applications dashboard Abandon Invite Consultees

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12. You will get this prompt. Click **Ok** to proceed or Cancel to abort.

Submit Proposal

The application is ready for submission to the next stage of:
Ready for Formal Application. Click 'OK' to proceed

Ok Cancel


See page 87 for more on how to complete the Public Notice form.

The DAC does not object to your proposal

Should the Committee not object to the parish's proposal, use the Online Faculty System to complete your Notification of Advice.

1. Go to the main page (<https://facultyonline.churchofengland.org>)
2. Sign In
3. Go to the **Applications** tab
4. From your dashboard, find the proposal under **Applications Requiring your Action**.
5. Click the **View** icon to open the case file.

Signed in as: [jp_dac@esdm.co.uk](#) | [Home](#) | [Sign Out](#) | [My Account](#) | [Member list](#) | [Site Map](#)

 THE CHURCH OF ENGLAND Online Faculty System




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Online Faculty System dashboard

From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework. [Read more](#) about the types of work that can be processed using the Online Faculty System or click [here](#) for help.

Click "view" to open a case file or go to "tools" to run a report.



















[Messages](#) **Applications requiring your action** [Active Cases](#) [Archived Cases](#) [Tools](#)

App Ref	Summary	Church	Created	Status	View
2014-000077	JP_DAC starting new app test 2	Ambridge: St Stephen's (Test)	Mon 17 Nov 2014	Awaiting DAC recommendation	
2014-000072	Please don't use this one as I am using it to write the procedural notes	Ambridge: St Stephen's (Test)	Fri 14 Nov 2014	Awaiting DAC recommendation	
2014-000007	help text testing	Ambridge: St Stephen's (Test)	Mon 28 Jul 2014	Awaiting DAC's advice	

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6. On the case file's details tab, click the **Edit** icon to open the **Notification of Advice** form.

Details | Supporting documents and images | History | My Notes | Messages | Edit

Summary description of proposed works	  
Standard Information	  
Petition	  
Statement of Significance	  
Statement of Needs	  
Notification of Advice	  

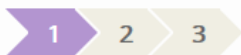
Submit | Return to Applications dashboard | Abandon | Invite Consultees



7. Complete **step 1**

- Enter the **date** of the DAC Committee meeting
- Enter the DAC Committee's **recommendation**
- Insert your **provisos/reasons**
- Click **Next**

Form 2 - Notification of Advice




Diocesan Advisory Committee meeting date

 Edit

12/12/2014




The following works or other proposals were considered:  Edit

The Committee **recommends** the works or proposals for approval by the court [subject to the provisos entered below:]

The Committee **does not recommend** the works or proposals for approval by the court for the principal reasons entered below:



The Committee **does not object** the works or proposals for approval by the court [subject to the provisos entered below:]

Provisos or reasons  Edit



Archaeological assessment required

Save & come back later

Cancel

Next



8. Complete **step 2**

9. Click **Next**

Form 2 - Notification of Advice



In the opinion of the Committee the work or part of the work proposed is / is not likely to affect [please specify Yes or No for each of the following]:

The character of the church [or building] as a building of special architectural or historic interest Edit

Yes No

The archaeological importance of the church [or building] Edit

Yes No

Archaeological remains existing within the church [or building] or its curtilage Edit

Yes No

[Previous](#)

[Save & come back later](#)

[Cancel](#)

[Next](#)



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10. Complete **step 3** and click **Finish**

Form 2 - Notification of Advice



The Committee recommends that the intending applicants consult the bodies or persons as indicated below

English Heritage Edit

Yes No

The local planning authority Edit

Yes No

The following national amenity societies Edit

Yes No

Name of society Edit

Name of society Edit

The Church Buildings Council Edit

Yes No

The following body or person Edit

Yes No

Name of body or person Edit

The reason for this recommendation is that in the opinion of the Committee some or all of the works of proposals:

Edit

involve alteration to or the extension of a listed building 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 the archaeological importance of a church or other building or archaeological remains within the building or its curtilage

involve demolition affecting the exterior of an unlisted church in a conservation area

[Previous](#)

[Save & come back later](#)

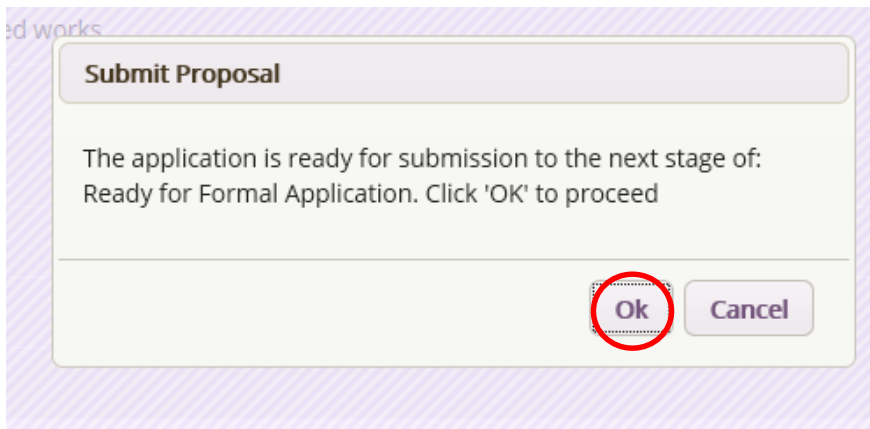
[Cancel](#)

[Finish](#)



11. The form is now marked as complete. Click **Submit** to send the committee's recommendation to the parish.

12. You will get this prompt. Click **Ok** to proceed or Cancel to abort.



See page 87 for more on how to complete the Public Notice form.

The DAC does not recommend your proposal

Should the Committee not recommend the parish's proposal, use the Online Faculty System to complete your Notification of Advice.

1. Go to the main page (<https://facultyonline.churchofengland.org>)
2. Sign In
3. Go to the **Applications** tab
4. From your dashboard, find the proposal under **Applications Requiring your Action**.
5. Click the **View** icon to open the case file.

Online Faculty System dashboard

From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework. [Read more](#) about the types of work that can be processed using the Online Faculty System or click [here](#) for help.

Click "view" to open a case file or go to "tools" to run a report.




Messages

Applications requiring your action

Active Cases

Archived Cases



















Tools

App Ref	Summary	Church	Created	Status	View
2014-000077	JP_DAC starting new app test 2	Ambridge: St Stephen's (Test)	Mon 17 Nov 2014	Awaiting DAC recommendation	
2014-000072	Please don't use this one as I am using it to write the procedural notes	Ambridge: St Stephen's (Test)	Fri 14 Nov 2014	Awaiting DAC recommendation	
2014-000007	help text testing	Ambridge: St Stephen's (Test)	Mon 28 Jul 2014	Awaiting DAC's advice	



6. On the case file's details tab, click the **Edit** icon to open the **Notification of Advice** form.

Details | Supporting documents and images | History | My Notes | Messages | Edit

Summary description of proposed works	  
Standard Information	  
Petition	  
Statement of Significance	  
Statement of Needs	  
Notification of Advice	  

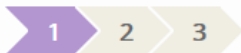
Submit | Return to Applications dashboard | Abandon | Invite Consultees




7. Complete **step 1**


- Enter the **date** of the DAC Committee meeting
- Enter the DAC Committee's **recommendation**
- Insert your **provisos/reasons**
- Click **Next**

Form 2 - Notification of Advice




Diocesan Advisory Committee meeting date  


 Edit


The following works or other proposals were considered:  Edit

The Committee **recommends** the works or proposals for approval by the court [subject to the provisos entered below:]

 The Committee does **not recommend** the works or proposals for approval by the court for the principal reasons entered below:

The Committee **does not object** the works or proposals for approval by the court [subject to the provisos entered below:]

Provisos or reasons  Edit

 Archaeological assessment required

Save & come back later

Cancel

 Next




- Complete **step 2**
- Click **Next**


Form 2 - Notification of Advice




In the opinion of the Committee the work or part of the work proposed is / is not likely to affect [please specify Yes or No for each of the following]:

The character of the church [or building] as a building of special architectural or historic interest  Edit

Yes No

The archaeological importance of the church [or building]  Edit

Yes No

Archaeological remains existing within the church [or building] or its curtilage  Edit

Yes No

[Previous](#)

[Save & come back later](#)

[Cancel](#)

[Next](#)



10. Complete **step 3** and click **Finish**

Form 2 - Notification of Advice



The Committee recommends that the intending applicants consult the bodies or persons as indicated below

English Heritage Edit

Yes No

The local planning authority Edit

Yes No

The following national amenity societies Edit

Yes No

Name of society Edit

Name of society Edit

The Church Buildings Council Edit

Yes No

The following body or person Edit

Yes No

Name of body or person Edit

The reason for this recommendation is that in the opinion of the Committee some or all of the works of proposals:

Edit

involve alteration to or the extension of a listed building 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 the archaeological importance of a church or other building or archaeological remains within the building or its curtilage

involve demolition affecting the exterior of an unlisted church in a conservation area

[Previous](#)

[Save & come back later](#)

[Cancel](#)

[Finish](#)



11. The form is now marked as complete. Click **Submit** to send the committee's recommendation to the parish.

Details Supporting documents and images History My Notes Messages Edit

Summary description of proposed works	✓	📄	📝
Standard Information	✓	📄	📝
Petition	✓	📄	📝
Statement of Significance	✓	📄	📝
Statement of Needs	✓	📄	📝
Notification of Advice	✓	📄	📝

Submit Return to Applications dashboard Abandon Invite Consultees

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12. You will get this prompt. Click **Ok** to proceed or Cancel to abort.

Submit Proposal

The application is ready for submission to the next stage of:
Pending Revision Or Submission. Click 'OK' to proceed

Ok Cancel

Should the DAC Committee not recommend the proposal, the parish will have the option to **revise** their application and continue to seek DAC advice, OR, to **submit** their formal application to the court despite DAC advice.

Summary description of proposed works	 
Standard Information	 
Petition	 
Statement of Significance	 
Statement of Needs	 
Notification of Advice	 

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

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See page 87 for more on how to complete the Public Notice form.

Public Notice Form

The Public Notice must be displayed inside and outside the church building on a notice board or in a prominent position so that it can be read by the public.

It must be displayed no later than on the day the applicant submits their application to the diocesan registry (or on a later day if the chancellor so directs)

And it must be displayed for a continuous period of 28 days (or longer). The online system will send the applicant and the DAC an email reminder when the notice period has ended.

To complete the public notice form on behalf of the parish:

1. Sign in to the Online Faculty System
2. Locate the proposal on your dashboard (see *Navigating your Dashboard* page 22)
3. Click the **Edit** icon

The screenshot shows the 'Details' view of an application in the Online Faculty System. The interface includes a navigation bar with tabs for 'Supporting documents and images', 'History', 'My Notes', and 'Messages', and an 'Edit' button. The main content area lists several sections: 'Summary description of proposed works', 'Standard Information', 'Petition', 'Statement of Significance', 'Statement of Needs', 'Notification of Advice', and 'Public Notice'. Each section has a green checkmark icon and a document icon. The 'Public Notice' section also includes a clock icon and a pencil icon, which is highlighted by a red arrow. Below the list are buttons for 'Submit', 'Return to Applications dashboard', 'Abandon', and 'Invite Consultees'.


4. Indicate **where** a member of the public could view copies of the application's relevant plans and documents
5. Using the **Calendar** function, select the date the applicant will put up the public notice inside and outside the church building
6. Click **Finish**. (You will still be able to make changes if necessary)

Form 4 - Public Notice


Your Public Notice must be displayed inside and outside the church building on a notice board or in a prominent position so that it can be read by the public.


It must be displayed no later than on the day you submit your application to the diocesan registry (or on a later day if the chancellor so directs)

And it must be displayed for a continuous period of 28 days (or longer). The online system will send you an email reminder when the notice period has ended.

Copies of the relevant plans and documents may be examined at 

23 Beverly Road
Bromley, Kent
BR1 8LP

Public notice start date 

Public notice end date 

Calendar for November 2014. The date 28 is highlighted. A red arrow points to the calendar icon next to the start date field.

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Today: November 28, 2014

for the start date

Cancel




















Finish

The Online Faculty System will automatically calculate the end date for you.

To **print** and/or access the Public Notice form:

7. Click the **View** icon

Details | Supporting documents and images | History | My Notes | Messages | Edit

Summary description of proposed works	 
Standard Information	  
Petition	  
Statement of Significance	  
Statement of Needs	  
Notification of Advice	 
Public Notice	  

Submit | Return to Applications dashboard | Abandon | Invite Consultees

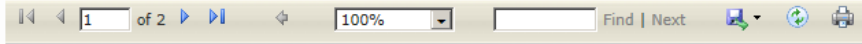
8. Click **Open as PDF for printing**

*Please note that this function will only work if you have installed Adobe Acrobat Reader software on your computer. This software is free to download and can be obtained by click this link <http://get.adobe.com/uk/reader/>

The report below can be opened as a PDF or saved in a variety of formats including Microsoft Word.

[Open as PDF for printing](#)

[Return to application details](#)



Ref: 2014-000070 **Church:** Penny Hassett: St David (Test)
Diocese: Borchester (Test) **Archdeaconry:** Felpersham (Test)
Created By: Mrs Julie Patenaude (14/11/2014) **Contact Tel.:** 65651
Status: Ready for formal application

Form 4B

(Rule 5.2)

Public Notice

(building included in list under Care of Places of Worship Measure 1999)

In the Consistory Court of the Diocese of Borchester (Test)

Name or description of building: Penny Hassett: St David (Test)

NOTICE IS GIVEN that we are applying to the Consistory Court of the diocese for permission to carry out the following:

Copies of the relevant plans and documents may be examined at

23 Beverly Road
Bromley, Kent
BR1 8LP

(If changes to the building are proposed, a copy of the petition and of any designs, plans, photographs and other documents that were submitted with it must be displayed in the building or at another place where they may be conveniently inspected by the public.)

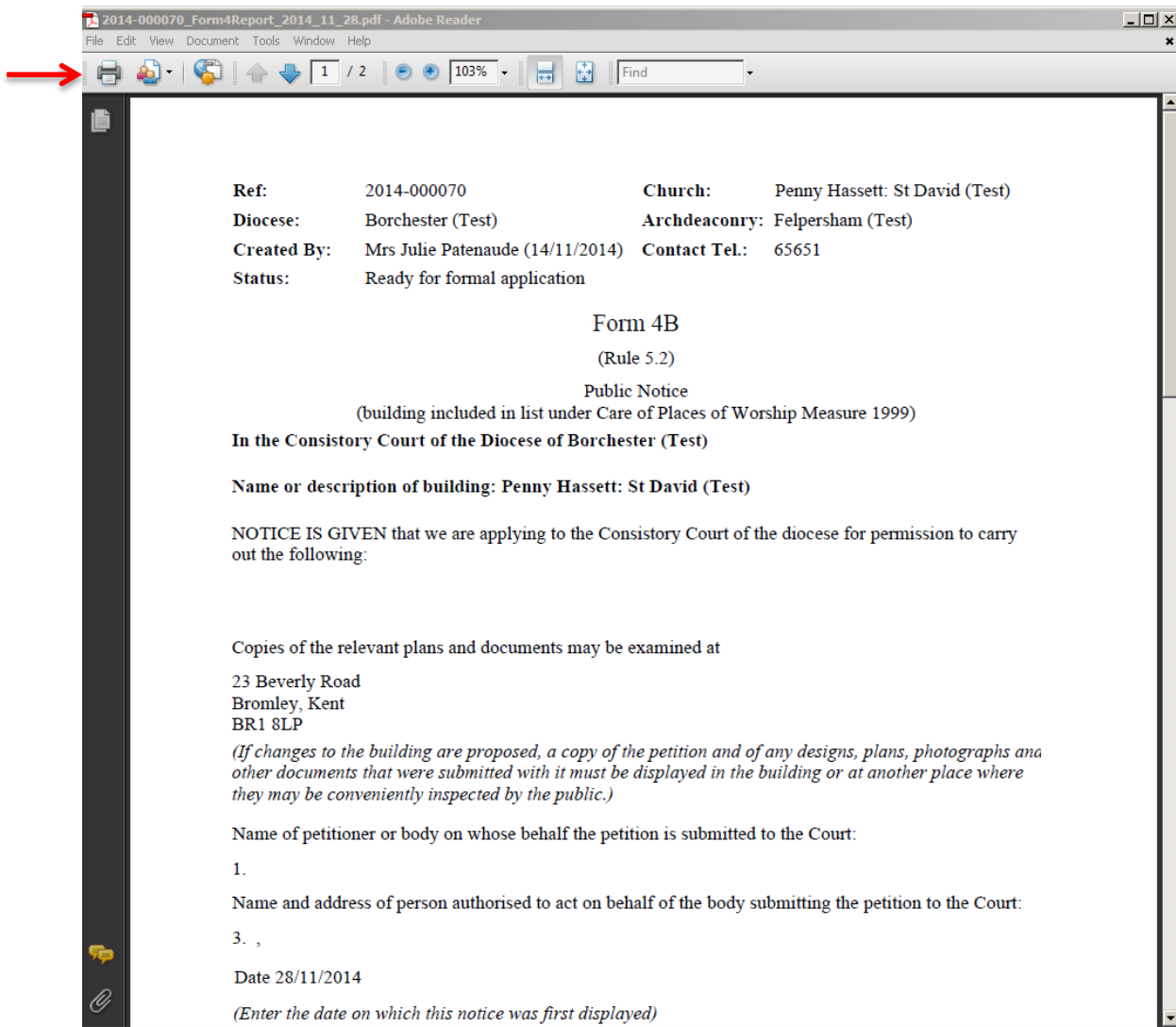
Name of petitioner or body on whose behalf the petition is submitted to the Court:

1.

Name and address of person authorised to act on behalf of the body submitting the petition to the Court:

9. The Public Notice form will open as a PDF. Click **Print**

*Please note this process might be slightly different according to individual computers and operating systems.



Do not forget to click **submit** to send the application to the Registrar.

The Online Faculty System will automatically send the applicant and the DAC an email at the end of the public notice period.


Do not forget to take down the Public Notice form, remove and fill in the Certificate of Publication, and post it to the Diocesan Registry at the end of the public notice period.

Monitoring the Progress of a Faculty Application

You can easily monitor the progress of a faculty application while it is being assessed by the Registrar and Chancellor.

1. Sign in to the Online Faculty System
2. Locate the application using your Dashboard under **Active Cases** (see page 22)
3. Find the **Status** icons on the Registrar's remarks and Chancellor's determination forms.



















Signed in as: [jp_petitioner@esdm.co.uk](#) | [Home](#) | [Sign Out](#) | [My Account](#) | [Site Map](#)

 THE CHURCH OF ENGLAND Online Faculty System


Application Ref: **2014-000078** Church: **Ambridge: St Stephen's (Test)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Application with Registrar** Logged By: **Mrs Fiona Petty (Tue 18 Nov 2014)**
Summary: **SE Test for Form3A Q22**

Current Status: You have applied to the court for a Faculty.
The Registrar is reviewing your application and you will receive the Chancellor's determination in due course.
Do not forget to post a signed copy of the Public Notice and the [Certificate of Publication](#) to the registrar at the end of the public notice period if you have not already done so.

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

Summary description of proposed works	 
Standard Information	 
Petition	 
Statement of Significance	 
Statement of Needs	 
Notification of Advice	 
Public Notice	 
Registrar's remarks to Chancellor	 
Chancellor's determination and judgement	 

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




















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Faculty Approved


In cases where the Chancellor approves the faculty application, the Registrar will contact the applicant and the DAC through the Online Faculty System to inform them of the decision.

1. Sign in to the Online Faculty System
2. Locate the application using your Dashboard under **Archived Cases** (see page 22)
3. Click the **View** icon on the Faculty Form

Details Supporting documents and images History Messages

Summary description of proposed works	 
Standard Information	 
Petition	 
Statement of Significance	 
Statement of Needs	 
Notification of Advice	 
Public Notice	 
Registrar's remarks to Chancellor	
Chancellor's determination and judgement	
Faculty	  

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4. Click **Open as PDF for printing**

The report below can be opened as a PDF or saved in a variety of formats including Microsoft Word.

[Open as PDF for printing](#)

[Return to application details](#)



Ref: 2014-000076 **Church:** Penny Hasset: St David (Test)
Diocese: Borchester (Test) **Archdeaconry:** Felpersham (Test)
Created By: Mrs Julie Patenaude (17/11/2014) **Contact Tel.:** 4654655444
Status: Faculty Post-Determination

Form 6
 (Rule 6.4)
 Faculty

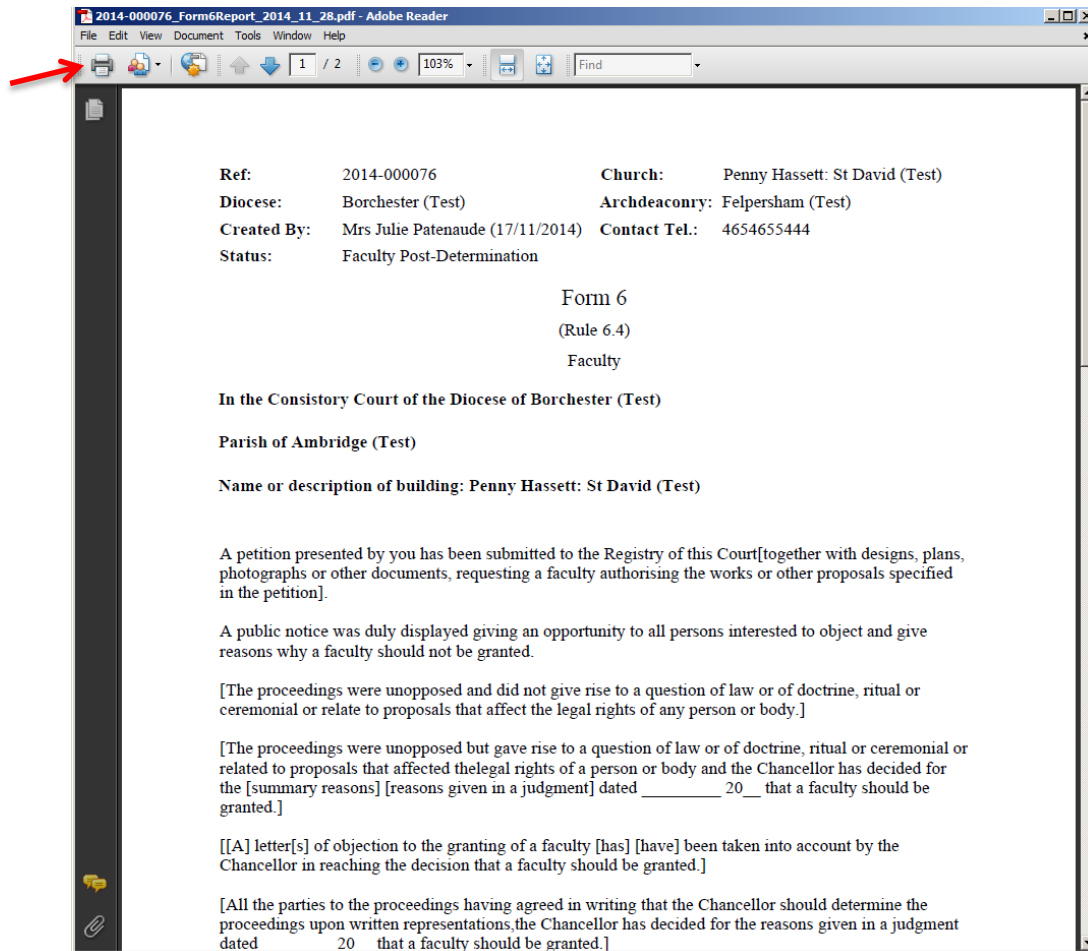
In the Consistory Court of the Diocese of Borchester (Test)

Parish of Ambridge (Test)

Name or description of building: Penny Hasset: St David (Test)

A petition presented by you has been submitted to the Registry of this Court[together with designs, plans, photographs or other documents, requesting a faculty authorising the works or other proposals specified in the petition].

5. Click **Print**




Faculty Refused

In cases where the Chancellor refuses the faculty application, the Registrar will contact the applicant and the DAC through the Online Faculty System to inform them of the decision.

1. Sign in to the Online Faculty System
2. Locate the application using your Dashboard under **Archived Cases** (see page 22)
3. Click the **View** icon on the Faculty Refusal Letter to read the Registrar's comments
4. Go to the **Supporting documents and images** Tab to find the Chancellor's judgement




















Signed in as: [jp_petitioner@esdm.co.uk](#) | [Home](#) | [Sign Out](#) | [My Account](#) | [Site Map](#)

 THE CHURCH OF ENGLAND Online Faculty System


Application Ref: **2014-000044** Church: **[Penny Hasset: St David \(Test\)](#)**
Diocese: **Borchester (Test)** Archdeaconry: **[Felpersham \(Test\)](#)**
Status: **Faculty Post-Determination** Logged By: **[Mrs Julie Patenaude \(Tue 14 Oct 2014\)](#)**
Summary: **JP - Modification of help-text**

Your Faculty application is complete.

[Details](#) | **[Supporting documents and images](#)** | [History](#) | [Messages](#)

Summary description of proposed works	 
Standard Information	 
Petition	 
Statement of Significance	 
Statement of Needs	 
Notification of Advice	 
Public Notice	 
Registrar's remarks to Chancellor	
Chancellor's determination and judgement	
Faculty Refusal Letter	  

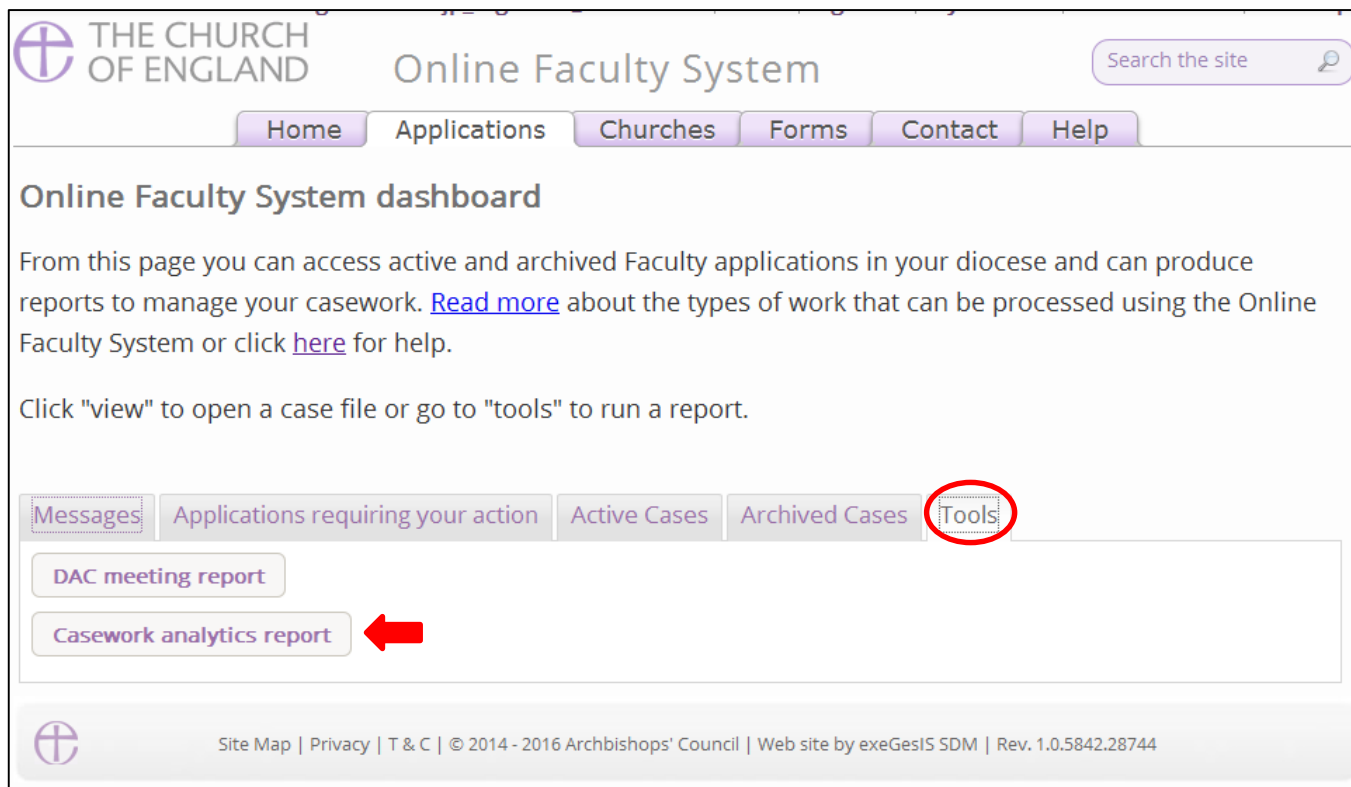
[Return to Applications dashboard](#) | [Abandon](#) | [Invite Consultees](#)

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Casework Analytics Report

This tool allows you to find out how many applications have come through the Online Faculty System in your Diocese.

1. Go to the **Applications** tab
2. Go to the **Tools** tab on your Dashboard
3. Click **Casework Analytics Report**



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 access active and archived Faculty applications in your diocese and can produce reports to manage your casework. [Read more](#) about the types of work that can be processed using the Online Faculty System or click [here](#) for help.

Click "view" to open a case file or go to "tools" to run a report.

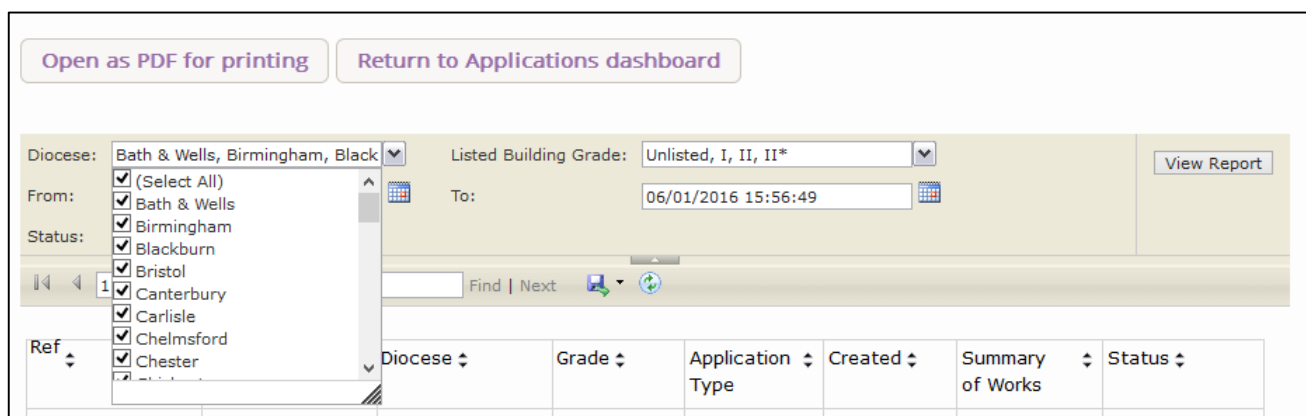
Messages Applications requiring your action Active Cases Archived Cases **Tools**

DAC meeting report

Casework analytics report

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4. Select your **Diocese** from the Drop down menu



Open as PDF for printing Return to Applications dashboard

Diocese: Bath & Wells, Birmingham, Black Listed Building Grade: Unlisted, I, II, II* View Report

From: (Select All) Bath & Wells Birmingham Blackburn Bristol Canterbury Carlisle Chelmsford Chester

To: 06/01/2016 15:56:49

Find | Next

Ref	Diocese	Grade	Application Type	Created	Summary of Works	Status
-----	---------	-------	------------------	---------	------------------	--------

5. Filter by listed building grade (if required)

Open as PDF for printing Return to Applications dashboard

Diocese: Bath & Wells, Birmingham, Black Listed Building Grade: Unlisted, I, II, II* View Report

From: 07/12/2015 15:56:49 To: (Select All)
 Unlisted
 I
 II
 II*

Status: Open

1 of 5 Find | Next

Ref	Church	Diocese	Grade	Application Type	Created	Summary of Works	Status

6. Select a **start and end date** for your search using both calendars

Open as PDF for printing Return to Applications dashboard

Diocese: Bath & Wells, Birmingham, Black Listed Building Grade: Unlisted, I, II, II* View Report

From: 07/12/2015 15:56:49 To: 06/01/2016 15:56:49

Status: December 2015

Ref	Church	Diocese	Grade	Application Type	Created	Summary of Works	Status
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31	1	2	3	
2015-00	Derby		II	Full Faculty	07 Dec 2015	Provide and fit metal safety	Proposal in preparation

Today is 06 January 2016

7. Filter by **Open** (active) cases or **Closed** (archived) cases.

Open as PDF for printing Return to Applications dashboard

Diocese: Bath & Wells, Birmingham, Black Listed Building Grade: Unlisted, I, II, II* View Report

From: 07/12/2015 15:56:49 To: 06/01/2016 15:56:49

Status: Open
 Open
 Closed

Ref	Church	Diocese	Grade	Application Type	Created	Summary of Works	Status

8. Click **View Report** to obtain your results

Open as PDF for printing Return to Applications dashboard

Diocese: Bath & Wells, Birmingham, Black Listed Building Grade: Unlisted, I, II, II* **View Report**

From: 07/12/2015 15:56:49 To: 06/01/2016 15:56:49

Status: Open

1 of 5 Find | Next

9. Use the floppy disk icon to **export your results** into different file format types.

Diocese: Listed Building Grade:

From: To:

Status:

1 of 5 Find | Next

Ref	Church	Diocese	Grade	Created	Summary of Works	Status
2015-001016	Hazelwood: St John the Evangelist (612243)	Derby	II	7 Dec 2015	Provide and fit metal safety handrail to Vestry steps.	Proposal in preparation

- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel
- TIFF file
- Word

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, are experiencing technical difficulties with the Online Faculty System or have an emergency, contact the Project Officer at the CCB:

julie.patenaude@churchofengland.org

020 7898 1860

or click on <https://facultyonline.churchofengland.org/contact>