

Online Faculty System

A Consultee User Manual

2020 Rules

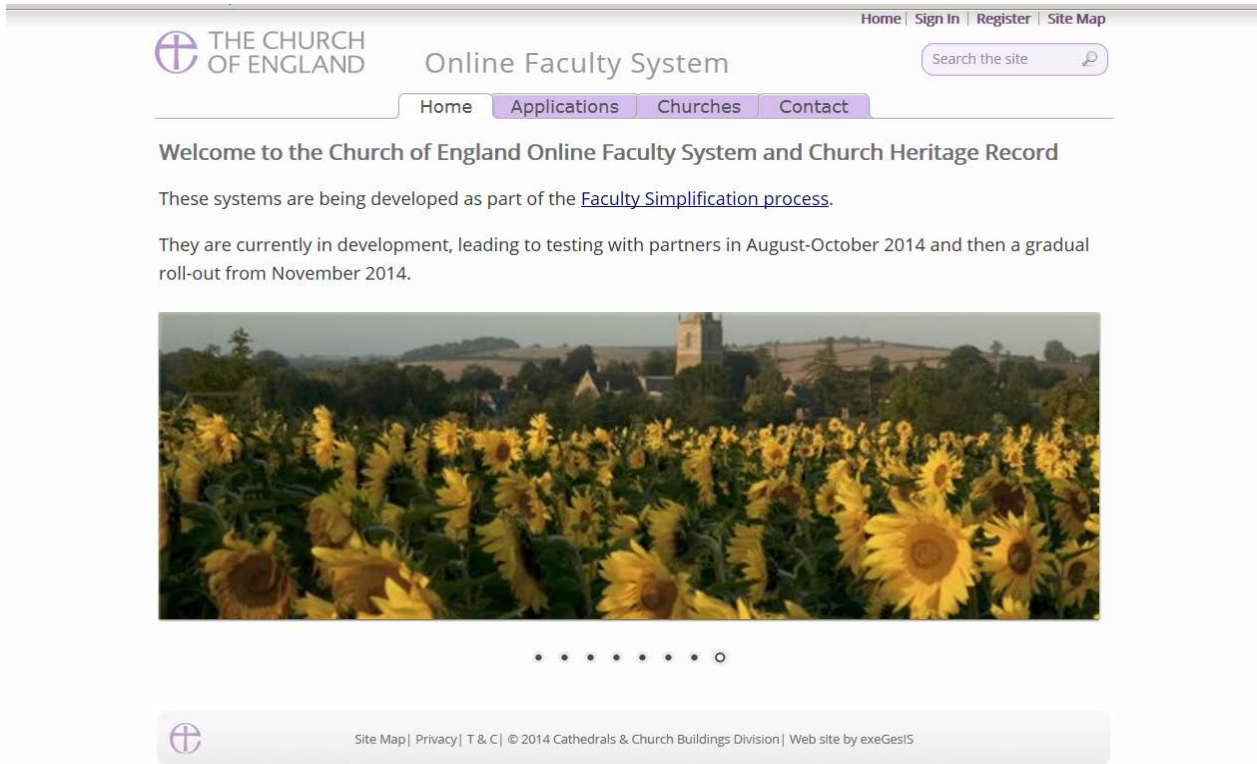
James Miles
1st April 2020

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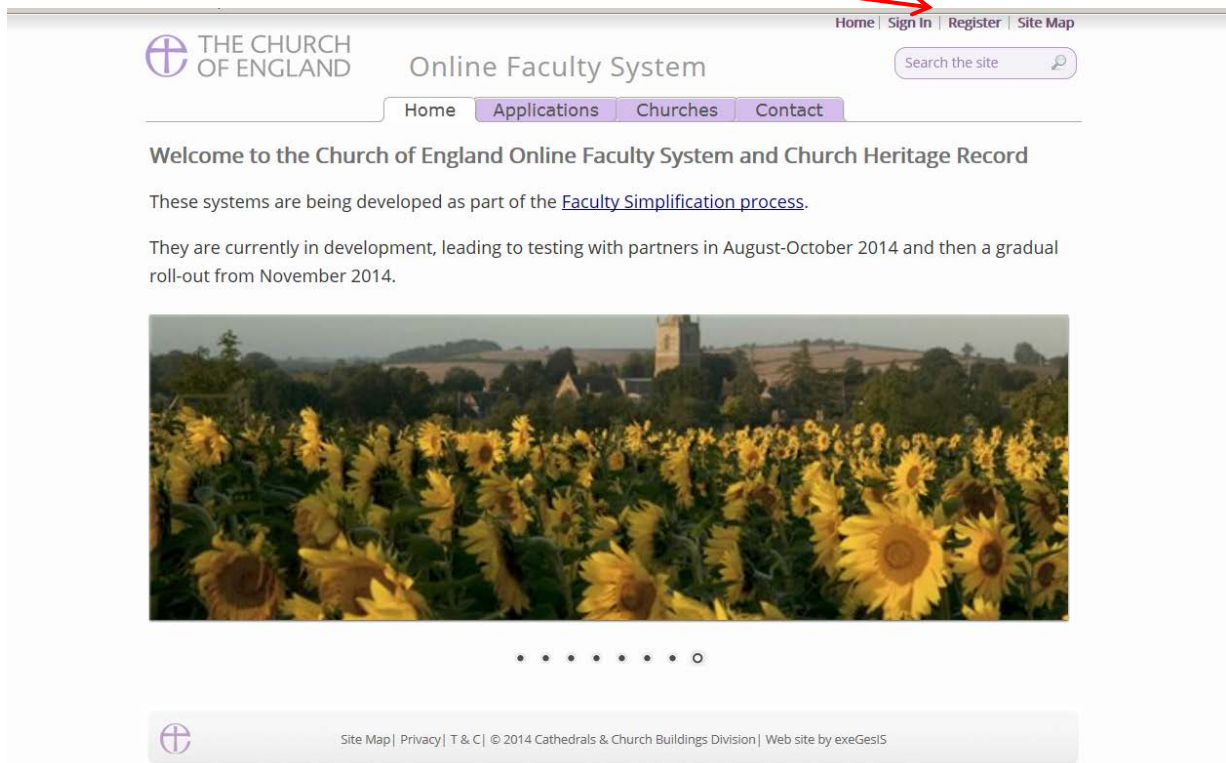
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How to Register as a Consultee

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 the 'Create a New Account' page for the Online Faculty System. At the top left is the logo for 'THE CHURCH OF ENGLAND' and the text 'Online Faculty System'. At the top right are links for 'Home', 'Sign In', 'Register', and 'Site Map'. The main heading is 'Create a New Account'. Below this is the instruction: 'Please complete the form below to register for the Online Faculty System.' The form consists of several input fields: 'Email', 'Password', 'Confirm Password', 'Title', 'First Name', 'Last Name', 'Daytime telephone', 'Alternative telephone', 'Address' (a large text area), and 'Postcode'. Below the input fields are two sections with radio button options: 'Email preference' with options 'Daily summary' (selected), 'Everytime something happens', and 'Daily Digest' (selected); and 'Role applied for' with options 'Applicant (to submit petitions)' (selected), 'DAC Secretary', and 'Archdeacon'. At the bottom right of the page, there is a zoom level indicator set to '100%'.

4. Choose the most suitable email address. This could be your personal or work email or a central administrative emails.

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 related to your church(es) building(s) either as:

- a. **Daily summary** (received at the end of each day – but only if you need to perform a task) Or
- b. **Every time** something changes (an email that is sent everytime something happens)
- c. **Daily Digest** (an email that is sent once a day which groups these everytime something happens emails into one)

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

8. Select **Consultee**:

Address

Postcode

Email preference Daily summary
 Everytime something happens

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

9. Insert your role as Consultee (This is what people will see they want to consult you)

Consultative role Consultee (e.g. DAC member, Historic England)
 Heritage Recorder

Diocese

10. **Select** all the **Dioceses** for whom you act as Consultee

Consultative role


Diocese

Bath & Wells
 Birmingham
 Blackburn
 Borchester (Test)
 Bristol
 Canterbury
 Carlisle

PGAZ Enter the code shown

The Church of England collects personal information which will be used in the Online Faculty System to manage your account. We will use this information to confirm your role and share your information with, and obtain information from, other registered users. This is to help you and to avoid any delay. We will not share

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

12. 

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

14. Click on **Create Account**

15. 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.

16. 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.

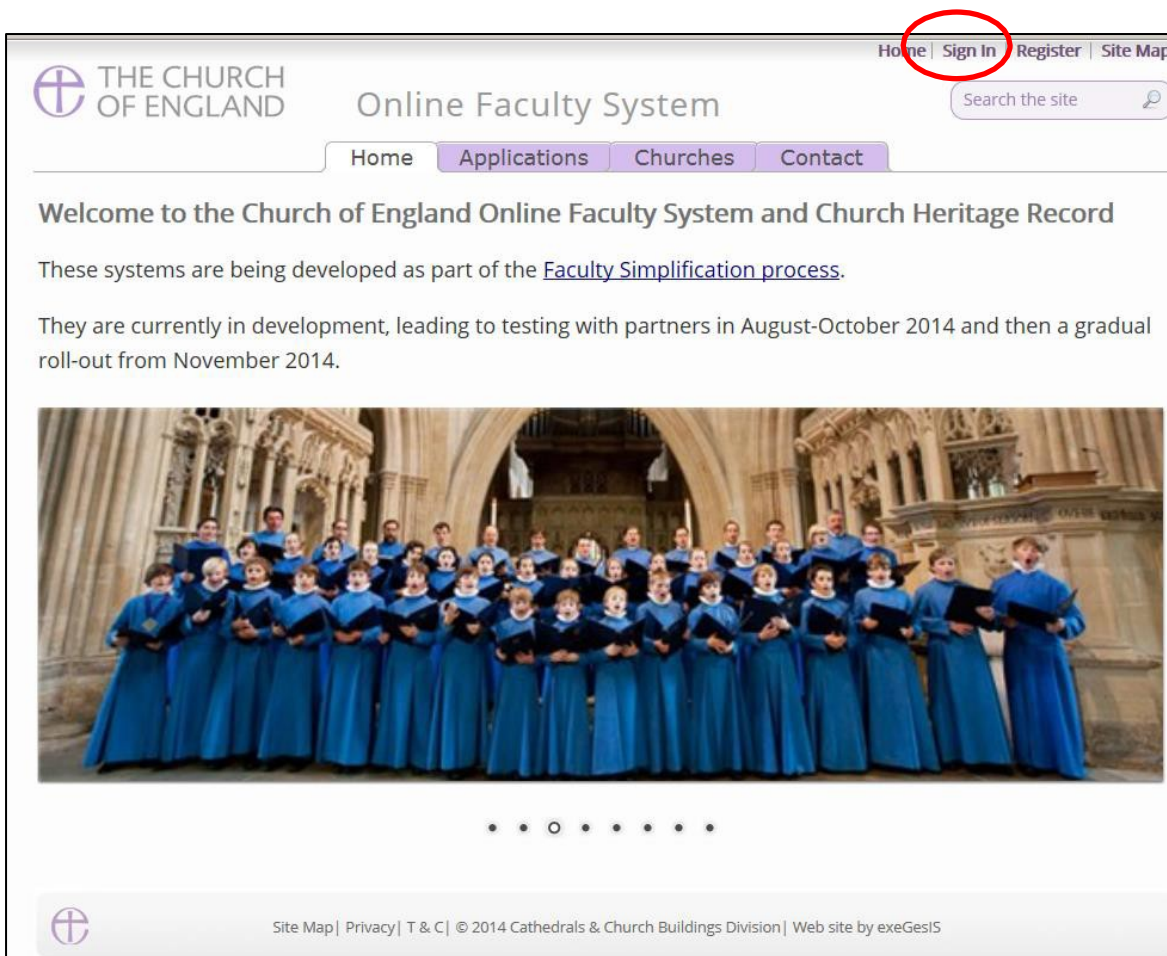
17. The CCB will then be asked to approve your registration.

N.B. The CCB will need to check against the Diocesan Database and other records to verify that you are a consultee. If not, you will be contacted to check the details of your registration.

18. 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 screenshot shows the homepage of the Church of England Online Faculty System. At the top right, the navigation menu includes 'Home', 'Sign In', 'Register', and 'Site Map'. The 'Sign In' link is circled in red. Below the navigation is a search bar with the text 'Search the site'. The main heading is 'Online Faculty System'. Below this is a secondary navigation bar with 'Home', 'Applications', 'Churches', and 'Contact'. The main content area features a welcome message: 'Welcome to the Church of England Online Faculty System and Church Heritage Record'. It states that the systems are being developed as part of the 'Faculty Simplification process' and are currently in development, leading to testing with partners in August-October 2014 and a gradual roll-out from November 2014. Below the text is a large photograph of a choir in blue robes singing in a cathedral. At the bottom of the page, there is a footer with a small cross icon, '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**

Home | Sign In | Register | Site Map

THE CHURCH OF ENGLAND Online Faculty System

Sign In

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

Email
jp_petitioner@esdm.co.uk

Password
••••••

Remember Me On This Computer

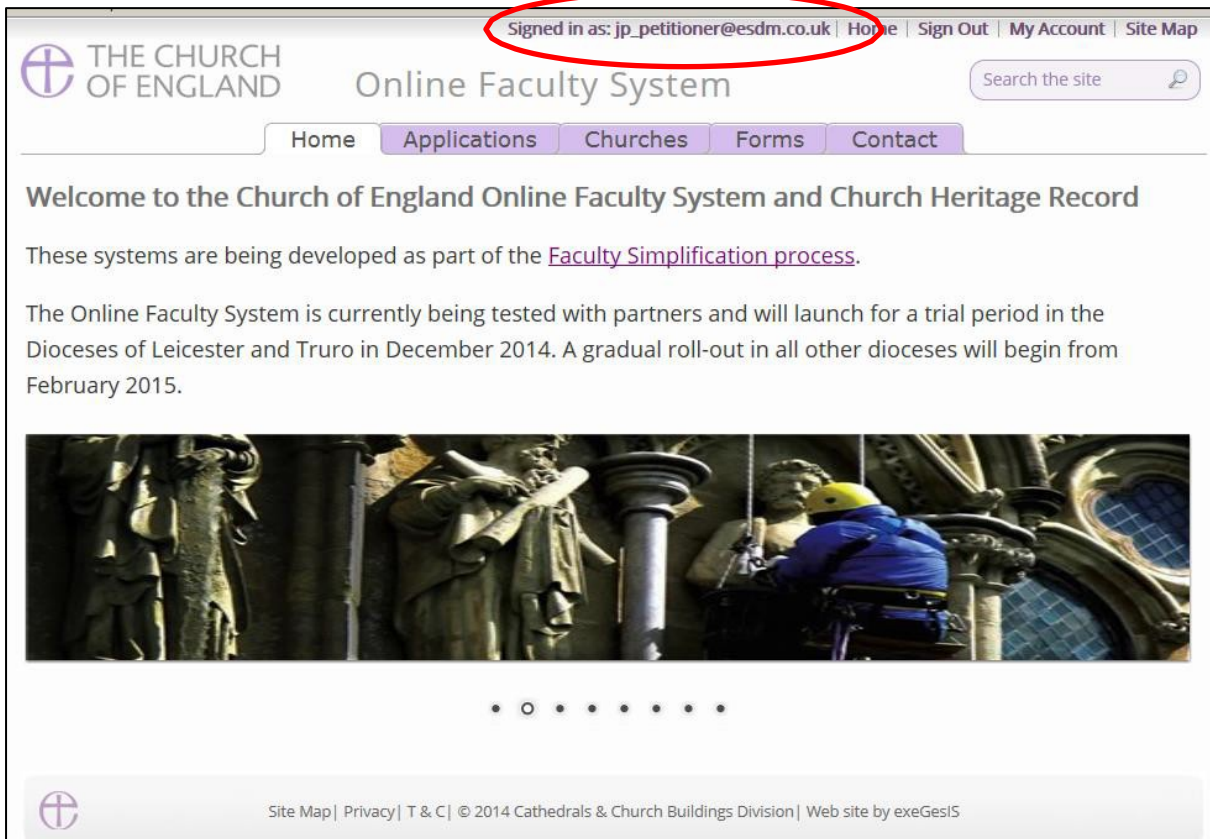
Sign In

[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!



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

THE CHURCH OF ENGLAND Online Faculty System


Home Applications Churches Forms Contact

Search the site

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.



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



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

Search the site

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.

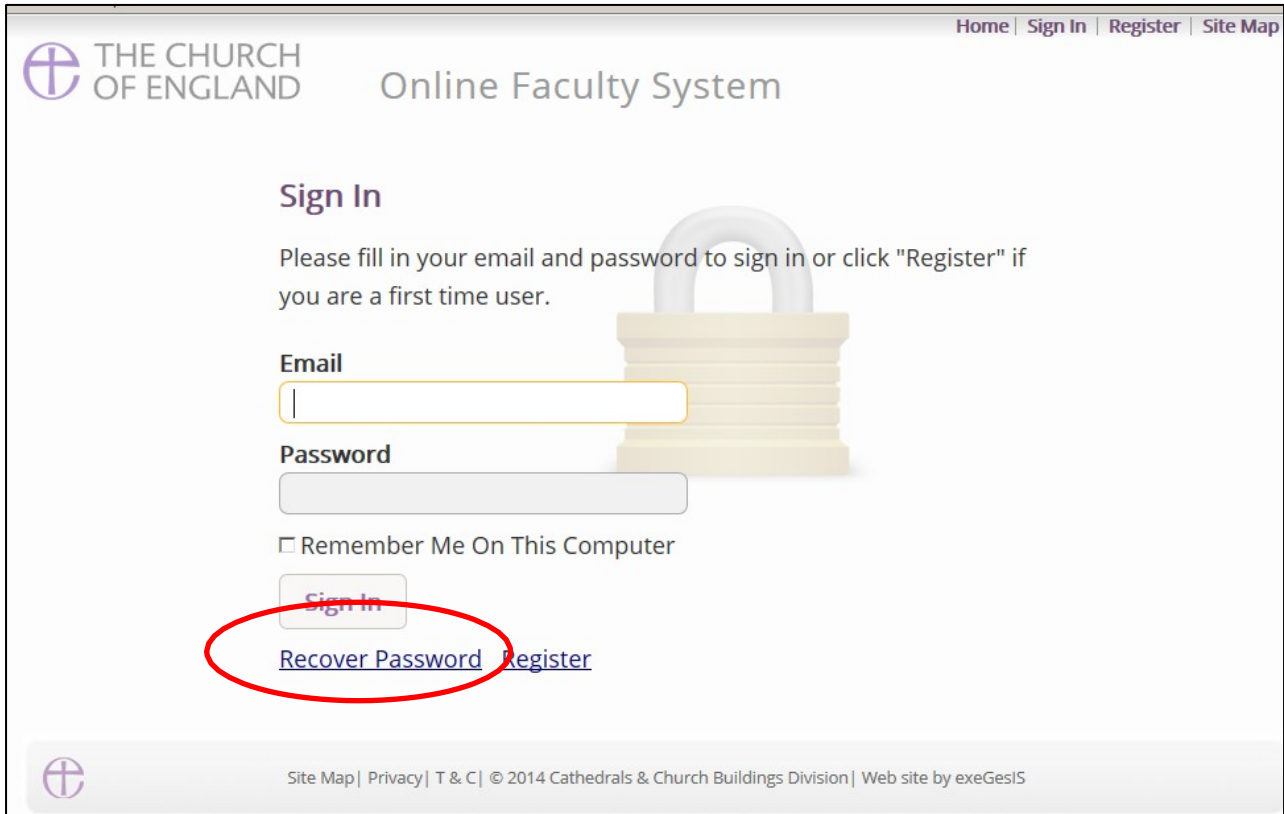


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Recovering your Password

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



Home | [Sign In](#) | [Register](#) | [Site Map](#)

 THE CHURCH OF ENGLAND Online Faculty System

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](#)

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

THE CHURCH OF ENGLAND Online Faculty System

Home | Sign In | Register | Site Map

Recover Password

Forgotten Your Password?

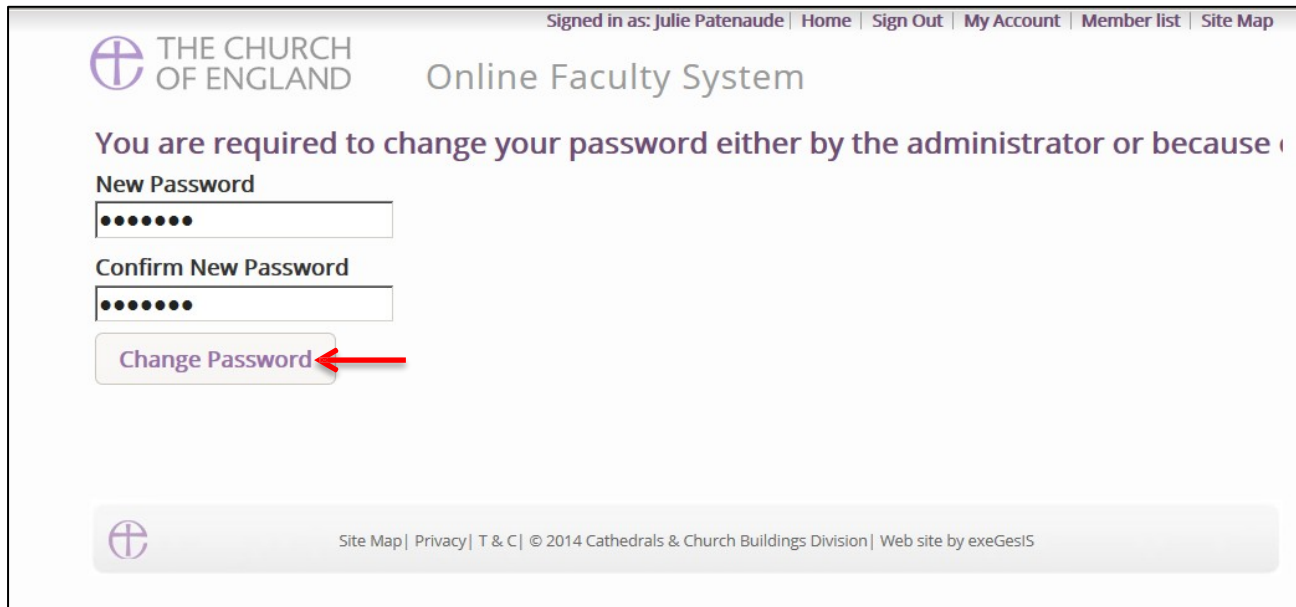
Please enter your email address

Next

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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 your DAC.
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**.



The screenshot shows the 'Online Faculty System' interface for 'THE CHURCH OF ENGLAND'. At the top right, it indicates the user is signed in as 'Julie Patenaude' and provides links for 'Home', 'Sign Out', 'My Account', 'Member list', and 'Site Map'. The main heading is 'Online Faculty System'. Below this, a message states: 'You are required to change your password either by the administrator or because...'. There are two input fields: 'New Password' and 'Confirm New Password', both containing seven black dots. A 'Change Password' button is located below the second field, with a red arrow pointing to it from the right. At the bottom of the page, there is a footer with a small cross icon, a 'Site Map' link, and copyright information: '© 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS'.

6. You will automatically return to the main page and will be signed in.
- 7.

Tools Help

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

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.

Settings Edit



Settings

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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**

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.



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 jp_chancellor@esdm.co.uk

User ID JP Chancellor

Email Address jp_chancellor@esdm.co.uk

Update 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](#)

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Keep your contact information up-to-date here.

Type in your new telephone

Change the way you receive emails from the system.

Click Daily Summary or Every time something

Do not forget to update your changes

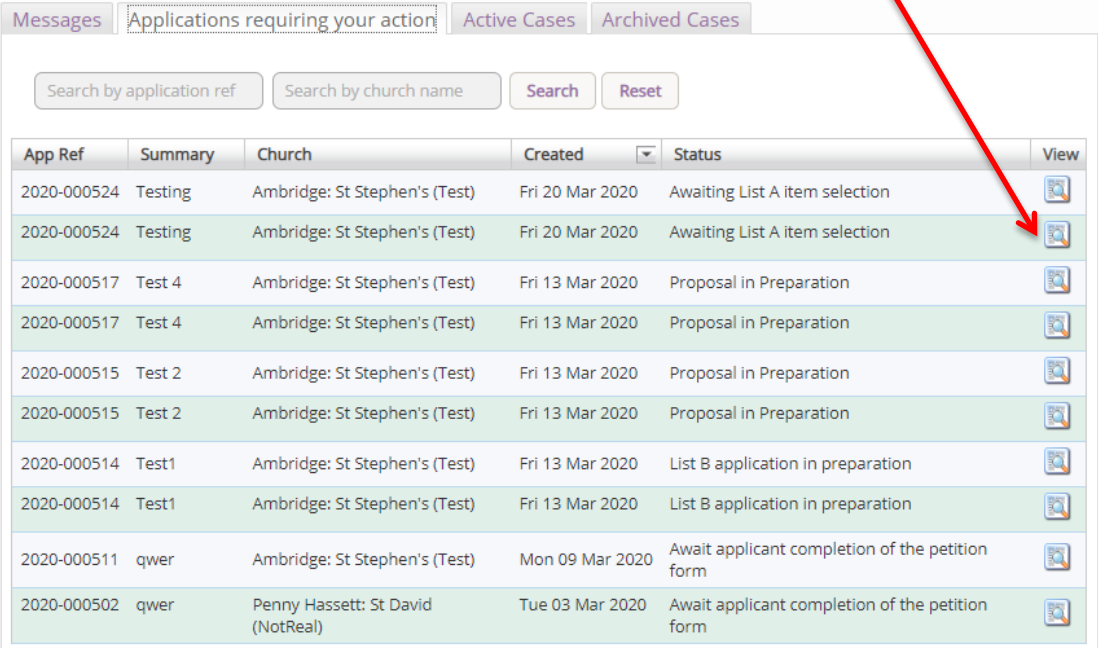
Navigating a Case File

A case file is where you will find all the necessary legal forms to develop your proposal. It is also where you can attach any other relevant document to support your 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*.

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



The screenshot shows a dashboard interface with several tabs: Messages, Applications requiring your action (selected), Active Cases, and Archived Cases. Below the tabs are search filters for 'Search by application ref' and 'Search by church name', along with 'Search' and 'Reset' buttons. A table lists various applications with columns for App Ref, Summary, Church, Created, Status, and View. A red arrow points to the 'View' icon in the second row of the table.

App Ref	Summary	Church	Created	Status	View
2020-000524	Testing	Ambridge: St Stephen's (Test)	Fri 20 Mar 2020	Awaiting List A item selection	
2020-000524	Testing	Ambridge: St Stephen's (Test)	Fri 20 Mar 2020	Awaiting List A item selection	
2020-000517	Test 4	Ambridge: St Stephen's (Test)	Fri 13 Mar 2020	Proposal in Preparation	
2020-000517	Test 4	Ambridge: St Stephen's (Test)	Fri 13 Mar 2020	Proposal in Preparation	
2020-000515	Test 2	Ambridge: St Stephen's (Test)	Fri 13 Mar 2020	Proposal in Preparation	
2020-000515	Test 2	Ambridge: St Stephen's (Test)	Fri 13 Mar 2020	Proposal in Preparation	
2020-000514	Test1	Ambridge: St Stephen's (Test)	Fri 13 Mar 2020	List B application in preparation	
2020-000514	Test1	Ambridge: St Stephen's (Test)	Fri 13 Mar 2020	List B application in preparation	
2020-000511	qwer	Ambridge: St Stephen's (Test)	Mon 09 Mar 2020	Await applicant completion of the petition form	
2020-000502	qwer	Penny Hasset: St David (NotReal)	Tue 03 Mar 2020	Await applicant completion of the petition form	

2. This is a typical case file which has passed through the necessary steps and has been submitted to the registrar. The **Details** tab gives you access to all the forms generated by the Online Faculty System. These forms will be released as the cases progresses and stops any form being completed too early or unnecessarily.

Basic summary of an application

Application Ref: 2020-000509 Church: Penny Hassett, St David (NotReal)
Diocese: Borchester (Test) Archdeaconry: Felpersham (Test)
Status: Registrar to Issue Faculty Logged By: Mr Test Dac (Thu 05 Mar 2020)
Summary: summary 1

Details Supporting documents and images History Messages Archived Forms

Summary description of proposed works	✓	📄
Standard Information	✓	📄
DAC Form Selection	✓	📄
Statement of Significance	✓	📄
Statement of Needs	✓	📄
DAC Review Pre-Formal Consultation	✓	📄
Application Formal Consultation Responses	✓	📄
DAC Review Post-Consultation	✓	📄
DAC Review Consultation Changes	✓	📄
Notification of Advice	✓	📄
Petition	✓	📄
Public Notice	✓	📄
Public Notice Certificate	✓	📄
Registrar's remarks to Chancellor	✓	
Chancellor's determination and judgment	✓	
Faculty	🕒	📄

Return to Applications dashboard Delete the application Download All Forms & Documents


Click the **View** icon to look at 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 to support your 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

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Add a new file

Click on a file to open it.

Add a new file

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.

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

The screenshot shows the 'Online Faculty System' interface for 'THE CHURCH OF ENGLAND'. At the top, there is a search bar and a header with the church's name. Below the header, a summary box contains application details: Application Ref: 2014-000052, Church: Ambridge: St Stephen's (Test), Diocese: Borchester (Test), Status: Pending submission to Chancellor, Summary: JP - New Extension - ***Please do not push through, Archdeaconry: Felpersham (Test), and Logged By: Mrs Julie Patenaude (Thu 30 Oct 2014). A message box 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.' Below this, there are tabs for 'Details', 'Supporting documents and images', 'History', 'Notes', and 'Messages' (which is circled in red). An 'Edit' link is also present. The 'Messages' tab displays a table with columns for Recipient, Subject, Date sent, and a View icon. The table lists 10 messages sent on Thu 30 Oct 2014. At the bottom, there are navigation buttons (First, Previous, Next, Last) and a page size selector set to 10, showing 'Page 1 of 2 (13 items)'. The footer contains a site map, privacy policy, and copyright information for 2014.

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: 10 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.

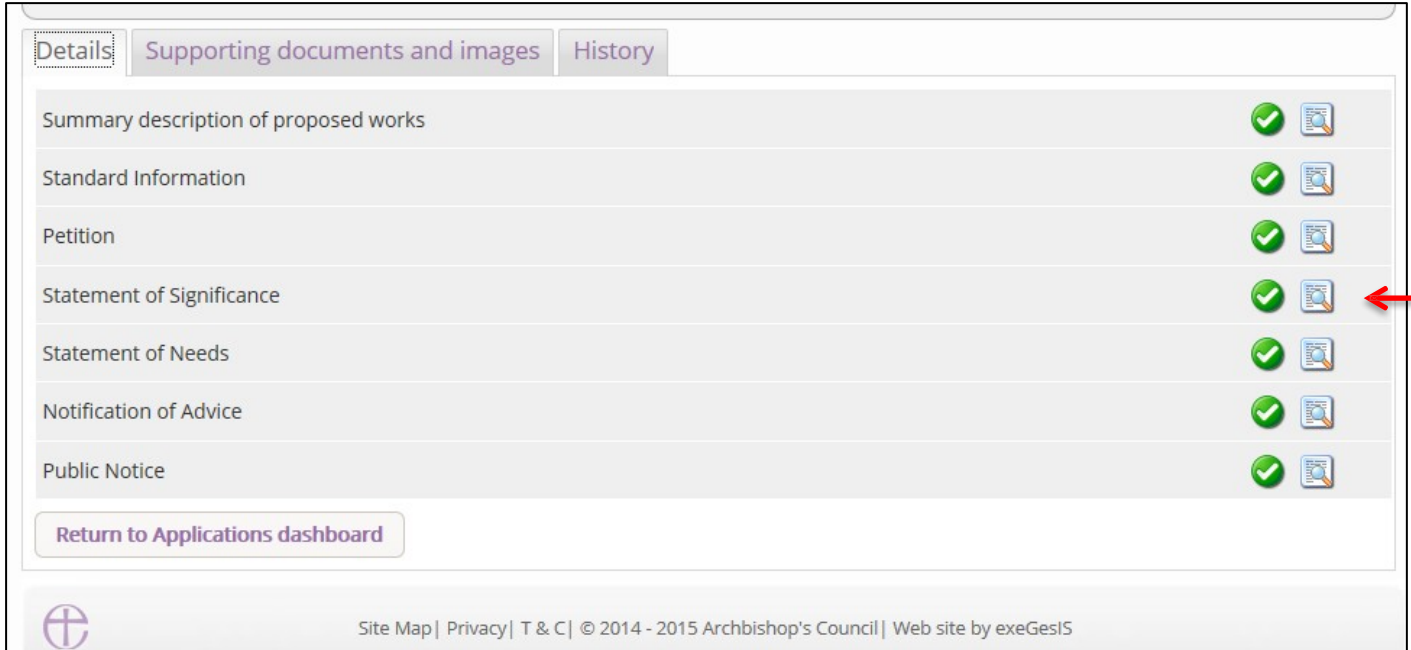
7. Finally. The **Archive Forms** tab allows you to view previous copies of the forms produced throughout the application. These forms are archived at set stages of the case, and is available to view as a PDF to review if any changes were made, but also to provide an archive of how the case has progressed.

Details Supporting documents and images History My Notes Messages Archived Forms				
	File name	Description	Archived on	Archived by
	 2020-000527_Form7Report_2020_03_25_14_44_19.pdf	Faculty	25/03/2020 14:44:19	Test JP Registrar
	 2020-000527_Form4Report_2020_03_25_14_23_10.pdf	Public Notice	25/03/2020 14:23:10	Test Dac
	 2020-000527_Form3FullEngland2020Report_2020_03_25_14_23_10.pdf	Petition	25/03/2020 14:23:10	Test Dac
	 2020-000527_Form2England2020Report_2020_03_25_14_23_09.pdf	Notification of Advice	25/03/2020 14:23:09	Test Dac
	 2020-000527_Form3FullEngland2020Report_2020_03_25_14_13_00.pdf	Petition	25/03/2020 14:13:01	Test Petitioner
	 2020-000527_Form2England2020Report_2020_03_24_16_49_47.pdf	Notification of Advice	24/03/2020 16:49:47	Test Dac
	 2020-000527_Form2England2020Report_2020_03_24_16_42_36.pdf	Notification of Advice	24/03/2020 16:42:36	FAS DAC1
	 2020-000527_Form2England2020Report_2020_03_24_16_40_44.pdf	Notification of Advice	24/03/2020 16:40:44	FAS DAC1
	 2020-000527_DACReviewPostConsultationReport_2020_03_24_16_21_21.pdf	DAC Review Post-Consultation	24/03/2020 16:21:21	Test Dac
	 2020-000527_DACReviewConsultationChangesReport_2020_03_24_16_12_43.pdf	DAC Review Consultation Changes	24/03/2020 16:12:43	Test Dac
	 2020-000527_StatementOfNeedsReport_2020_03_24_16_06_07.pdf	Statement of Needs	24/03/2020 16:06:08	Test Petitioner
	 2020-000527_StatementOfSignificanceEngland2020Report_2020_03_24_16_06_07.pdf	Statement of Significance	24/03/2020 16:06:07	Test Petitioner
	 2020-000527_Form3England2020Report_2020_03_24_16_06_07.pdf	Petition Details	24/03/2020 16:06:07	Test Petitioner
	 2020-000527_DACReviewPostConsultationReport_2020_03_24_16_04_16.pdf	DAC Review Post-Consultation	24/03/2020 16:04:16	Test Dac

Printing Documents

To print any of the forms

1. Click the **View** icon



The screenshot shows a web application interface with three tabs: 'Details', 'Supporting documents and images', and 'History'. The 'Supporting documents and images' tab is active. Below the tabs is a table of documents. Each row contains a document name, a green checkmark, and a 'View' icon (a document with a magnifying glass). A red arrow points to the 'View' icon for the 'Statement of Significance' document. Below the table is a button labeled 'Return to Applications dashboard'. At the bottom of the page is a footer with a logo, 'Site Map | Privacy | T & C | © 2014 - 2015 Archbishop's Council | Web site by exeGes15'.

Document Name	Status	Action
Summary description of proposed works	✓	View
Standard Information	✓	View
Petition	✓	View
Statement of Significance	✓	View
Statement of Needs	✓	View
Notification of Advice	✓	View
Public Notice	✓	View

[Return to Applications dashboard](#)

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2. 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 clicking this link <http://get.adobe.com/uk/reader/>

[Open as PDF for printing](#)

[Return to application details](#)

1 of 2 100% Find | Next

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)

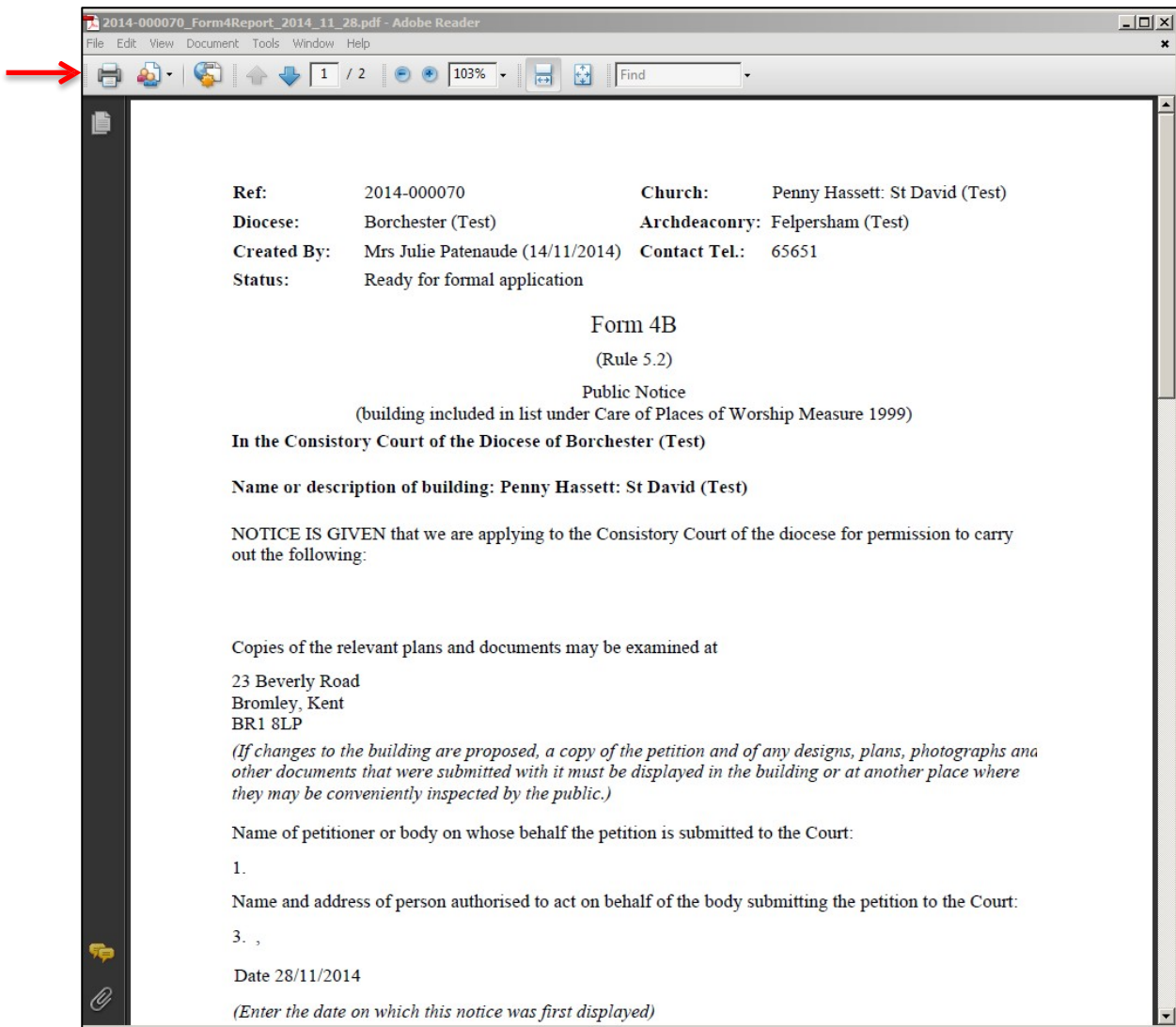
NOTICE IS GIVEN that we are applying to the Consistory Court of the diocese for permission to carry out the following:

Copies of the relevant plans and documents may be examined at

23 Beverly Road
Bromley, Kent
BR1 8LP

3. The form will open as a PDF. Click **Print**

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

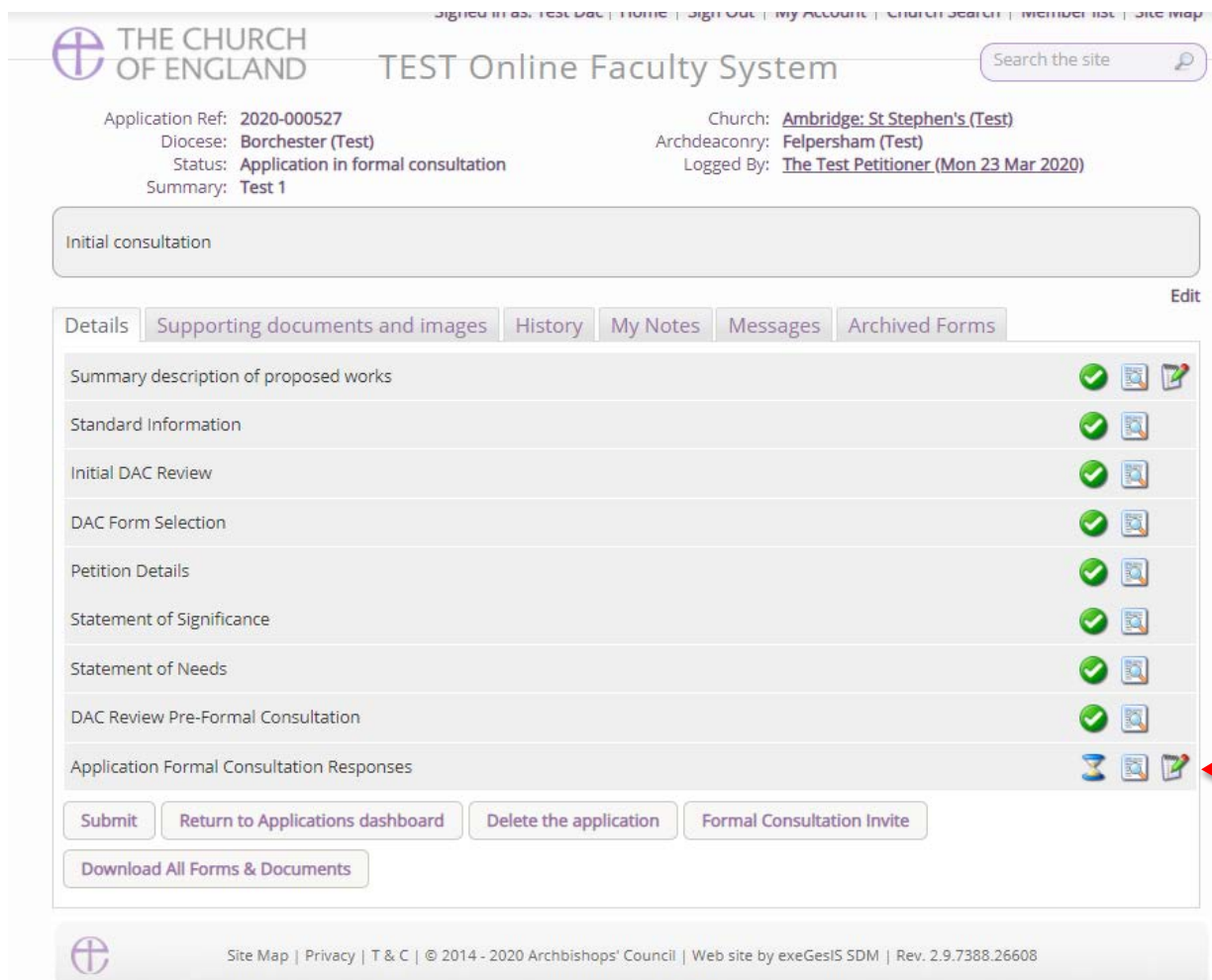


Formal Consultation

Under Part 4 of the new legislation, **formal consultation** with national bodies is now required prior to the DAC giving their **notification of advice**. The DAC will advise who to contact, but under Rule 4.1, the parish are the ones who should manage this. The DAC secretary can do this on behalf of the PCC if permission is given to do so. Each person/body who is invited to formally consult on a case has a statutory period of 42 days to respond. An online response function has been developed to allow these external bodies to reply directly through the system.

Reviewing replies

Once relevant bodies/persons have been invited, if you will be given a link to the relevant application page. Here you will press **edit** next to the Application Formal Consultation Response to view who was invited, and how long you/they have left to reply.



The screenshot displays the 'TEST Online Faculty System' interface. At the top, it shows the Church of England logo and navigation links. The application details are as follows:

- Application Ref: 2020-000527
- Diocese: Borchester (Test)
- Status: Application in formal consultation
- Summary: Test 1
- Church: Ambridge: St Stephen's (Test)
- Archdeaconry: Felpersham (Test)
- Logged By: The Test Petitioner (Mon 23 Mar 2020)

The main content area is titled 'Initial consultation' and includes an 'Edit' link. Below this are tabs for 'Details', 'Supporting documents and images', 'History', 'My Notes', 'Messages', and 'Archived Forms'. A table lists the stages of the application process, each with a green checkmark and a document icon:

Stage	Status
Summary description of proposed works	Complete
Standard Information	Complete
Initial DAC Review	Complete
DAC Form Selection	Complete
Petition Details	Complete
Statement of Significance	Complete
Statement of Needs	Complete
DAC Review Pre-Formal Consultation	Complete
Application Formal Consultation Responses	In Progress

At the bottom of the table, there are buttons for 'Submit', 'Return to Applications dashboard', 'Delete the application', and 'Formal Consultation Invite'. A red arrow points to the 'Application Formal Consultation Responses' row, which includes a clock icon and a document icon.

Once inside the response form, you will be met with following example. Here you will see that four bodies were requested to consult. Each have 42 days to respond and none of these bodies have yet to provide a response.

Formal Consultation Responses

Missing help text - to be added by an administrator


Edit

Add a response  Edit

Add a response

Responses  Edit

No responses found

Invited Consultees  Edit

Consultee	Number of Responses	Consultee invited date	Consultee invited iteration	Days remaining
The Gardens Trust	0	24/03/2020 15:19	1	42
Test Consultee	0	24/03/2020 15:19	1	42
FAS Consultee10	0	24/03/2020 15:19	1	42
FAS Consultee 13	0	24/03/2020 15:19	1	42

Back to Application Details

Finalise Consultation iteration




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A consultee will be able to reply directly through the system, and once replies are given, the responses will be visible to the parish, the DAC secretary, as well as all other consultees. In the below example, Test Consultee has responded twice and is listed as such against their name in the invited consultees table.

Formal Consultation Responses


Add a response 

Add a response

Responses 

Responding User	On behalf of	Response date	File Uploaded Instead	Commented	Response iteration	View response details
Test Consultee		24/03/2020 15:43	No	Yes	1	
Test Consultee		24/03/2020 15:41	No	Yes	1	
Test Consultee	The Gardens Trust	24/03/2020 15:41	No	Yes	1	
Test Dac	The Council for British Archaeology	24/03/2020 15:36	No	Yes	1	

Invited Consultees 

Consultee	Number of Responses	Consultee invited date 	Consultee invited iteration	Days remaining
The Gardens Trust	1	24/03/2020 15:19	1	42
Test Consultee	2	24/03/2020 15:19	1	42
FAS Consultee10	0	24/03/2020 15:19	1	42
FAS Consultee 13	0	24/03/2020 15:19	1	42

[Back to Application Details](#)


In the above example, you will also be able to see that the Test Consultee account responded on behalf of The Gardens Trust, and their response as an Amenity Society is listed against their response. This is an important feature as it allows for those contacting petitioners via email or letter, to have their responses added to the online system. These responses will become public during the public notice period, and it is **essential** that all relevant correspondence is added and listed against the statutory body in this interface

Add a response on behalf of a body





Should you wish to add a response on behalf of a statutory body, the **Add A response** button at the top of the page is available to be selected.

Formal Consultation Responses

Add a response ⓘ

[Add a response](#) 

Responses ⓘ

Responding User	On behalf of	Response date	File Uploaded Instead	Commented	Response iteration	View response details
Test Consultee		24/03/2020 15:43	No	Yes	1	
Test Consultee		24/03/2020 15:41	No	Yes	1	
Test Consultee	The Gardens Trust	24/03/2020 15:41	No	Yes	1	
Test Dac	The Council for British Archaeology	24/03/2020 15:36	No	Yes	1	

Invited Consultees ⓘ

Consultee	Number of Responses	Consultee invited date	Consultee invited iteration	Days remaining
The Gardens Trust	1	24/03/2020 15:19	1	42
Test Consultee	2	24/03/2020 15:19	1	42
FAS Consultee10	0	24/03/2020 15:19	1	42
FAS Consultee 13	0	24/03/2020 15:19	1	42

[Back to Application Details](#)

Selecting this button will provide the following interface.

Add a response

I would like to upload my response as a PDF

I am responding on behalf of a Statutory Body

Not applicable

Consultation response:

Submit response Decline to comment Cancel

A response can be uploaded via the supporting documents tab if required, but it needs to be marked as such through the tick box function available in this form. You will also need to select the relevant body in the dropdown list under the *I am responding on behalf of a Statutory Body* field. Here you will select the relevant body. Once selected, you can press either *Submit Response* or *Decline to Comment*. If you select **Submit Response**, the response table in the main consultation page will list the Statutory body as having commented on the case. If you press **Decline to Comment**, the table will show that the body has decided not to comment.

Application ref: 2020-000527 Church: Ambrogias-Streatham (Test)

Add a response

Missing help text - to be added by an administrator Edit

I would like to upload my response as a PDF Edit

I am responding on behalf of a Statutory Body Edit

- Not applicable
- Not applicable
- The Ancient Monuments Society
- The Council for British Archaeology**
- The Society for the Protection of Ancient Buildings
- The Georgian Group
- The Victorian Society
- The Twentieth Century Society
- The Gardens Trust
- Historic England
- Local Authority
- Church Buildings Council


Should the comment from the body be straightforward, you may wish to use the text box included to add the reply directly, again adding the name of the external body.

If you press Submit or Decline without selecting the body in the dropdown table, it will list the reply as coming from you directly. **Please make sure to select the relevant body.**


Viewing Response





To view individual responses made by bodies, press the **View** button on the response table found in the formal consultation section.


Formal Consultation Responses

Add a response 

[Add a response](#)

Responses 

Responding User	On behalf of	Response date	File Uploaded Instead	Commented	Response iteration	View response details
Test Consultee		24/03/2020 15:43	No	Yes	1	
Test Consultee		24/03/2020 15:41	No	Yes	1	
Test Consultee	The Gardens Trust	24/03/2020 15:41	No	Yes	1	
Test Dac	The Council for British Archaeology	24/03/2020 15:36	No	Yes	1	


Invited Consultees 

Consultee	Number of Responses	Consultee invited date	Consultee invited iteration	Days remaining
The Gardens Trust	1	24/03/2020 15:19	1	42
Test Consultee	2	24/03/2020 15:19	1	42
FAS Consultee10	0	24/03/2020 15:19	1	42
FAS Consultee 13	0	24/03/2020 15:19	1	42

[Back to Application Details](#)

Once the view button has been pressed, the response by the body will be shown as below, with the name of the person providing the response; the name of the body responding; the date of the response; the proposed works that were reviewed; and the response.

[Back to Consultation Responses](#)

1 of 1 Find | Next 

Ref: 2020-000527 **Church:** Ambridge: St Stephen's (Test)
Diocese: Borchester (Test) **Archdeaconry:** Felpersham (Test)

Consultation Response

Report provided by: Test Consultee
Responding on behalf of: The Gardens Trust
Consultation iteration: 1
Date of response: 24/03/2020
Proposed works: This is where the schedule of works be listed

They can be on multiple lines
Response uploaded as PDF? No

Response Details

This is a response

Tuesday, March 24, 2020 3:55 PM Page 1

The Save button allows for the response to be saved as a PDF document

On the main applications page, this view button can be used to view all responses within one PDF document.

The screenshot displays the 'TEST Online Faculty System' interface. At the top, it shows the Church of England logo and navigation links. The application details are as follows:

- Application Ref: 2020-000527
- Diocese: Borchester (Test)
- Status: Application in formal consultation
- Summary: Test 1
- Church: Ambridge: St Stephen's (Test)
- Archdeaconry: Felpersham (Test)
- Logged By: The Test Petitioner (Mon 23 Mar 2020)

The main content area is titled 'Initial consultation' and includes tabs for 'Details', 'Supporting documents and images', 'History', 'My Notes', 'Messages', and 'Archived Forms'. A list of documents is shown, each with a green checkmark and a PDF icon. The 'Application Formal Consultation Responses' row has a red arrow pointing to its PDF icon. Below the list are buttons for 'Submit', 'Return to Applications dashboard', 'Delete the application', 'Formal Consultation Invite', and 'Download All Forms & Documents'. The footer contains the Church of England logo and site information.

Finalising Consultation

If all of the necessary comments have been received within the 42-day period, or should the 42-days have passed, and responses have not been received, parishes and DAC secretaries have the ability to finalise the consultation and move the application onto the next stage.

If this activated during the 42-day period, the consultation will end and consultees will be unable to add further responses through the online system. If your consultation period has been prematurely finalised please contact the Diocesan DAC Secretary.

DAC review of formal Consultation

Once the application has been sent to the DAC secretary and/or DAC members, they will review the comments made by the Statutory bodies. If, following the comments made, they think that proposal may need to be changed or altered, they will send the application back to the petitioners to edit the Petition details, the Statement of Significance, and the Statement of Needs, and add any further supporting documentation. **Further changes do not have to be made however** and the church may continue with their application as it was original submitted.

Second round of consultation following changes

Should a second round of consultation be required, the specific body that raised objections against the proposal should be contacted using the Online System. A statutory period of 21-days is given to these bodies to reply to the consultation request, and again parishes and DAC secretaries have the power to add their responses if they receive responses offline. They will also be able to finalise the consultation should the necessary replies be given within the 21 day period. Once this process is followed, the case will then be submitted to the DAC for review of the comments made by the Consultee, and the DAC secretary could then restart this loop with further suggestions. These further rounds of consultation would be rare, but in some more complex cases, it is not uncommon for these further rounds of consultation to be made.

Attaching Documents

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

1. Go to the application's case file (see *Navigating a Case File* page 19)
 2. Click on **Supporting Documents and Images**
-

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

3. Click **Add**

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

Add a file **Add**

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)

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



 THE CHURCH OF ENGLAND Online Faculty System


Application Ref: **2014-000018** 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
Plan Drawing 

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

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 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

Drag and drop a file here

Church Plan.bmp  



Description
Plan Drawing

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8. The file has successfully attached.

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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](#)

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...**

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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](#)

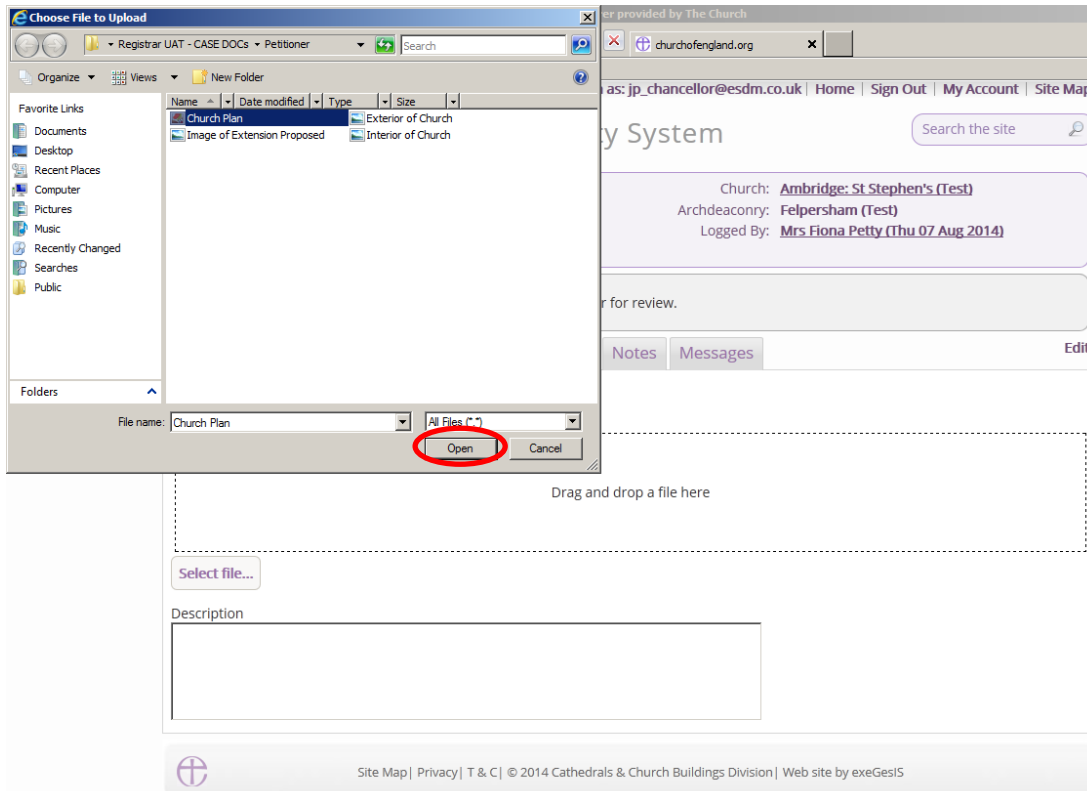
Add a file

Drag and drop a file here

Description

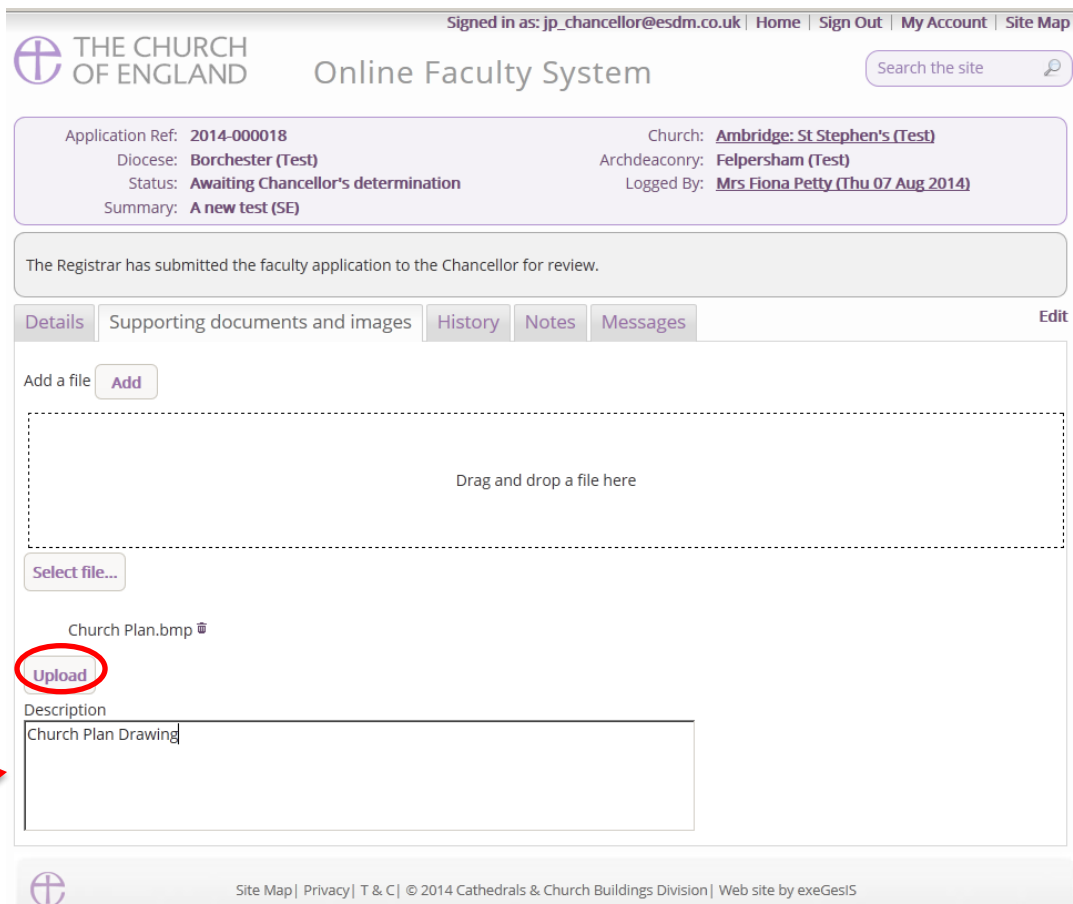
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10. **Locate** the file on your computer. **Select** it. Click **Open**.




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

12. Click **Upload**



13. The file has successfully attached


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

 THE CHURCH OF ENGLAND Online Faculty System


Application Ref: **2014-000018** 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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Getting Help

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

If you cannot find an answer to your question, please contact the DAC Secretary of the diocese who have requested consultation for further advice.

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