CATHEDRAL AND CHURCH BUILDINGS DIVISION

Online Faculty System

How to upload Architectural Drawings

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This document provides guidance to parishes on supplying architectural drawings with their faculty applications submitted using the Online Faculty System.

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Why do I need to submit architectural drawings?

Adequate plans and drawings will ensure that your application's proposed design is properly assessed by the DAC, Archdeacons, Registrars, Chancellors, amenity groups and members of the public.

Not every application, however, will require architectural drawings; you should contact your DAC for more detailed advice about whether or not you need to supply plans and drawings.

If you are required to submit plans and drawings, these should be comprehensive, accurate and unambiguous. They should also be drawn to scale rather than dimension.

The following plans may be required for your proposal:

- Site location plan
- Details of site layout
- Building floor & roof plans
- Building elevations
- Finished floor/site levels & sections
- Specialist drawings

Contact your DAC for more detailed advice on the requirements for your application.

What format and size of file should I submit with my application?

It is difficult to outline exactly what size and format of electronic document you should submit with your application as there are so many variables. However, the following recommendations will ensure that your documents are easily accessible to everyone.

File Size

Please ensure that any document **does not exceed 5MB**. This is to ensure that everyone can download plans or drawings within a reasonable time on a standard broadband connection.

If you are compressing a file to reduce its size or have to split a large document into smaller files, please ensure that you do not lose important details within it and that it is clear to people viewing it online.

For electronic submissions, drawings should be in **A3 size** (this is the size of the printed paper). This is a common paper size on most office printers – it will ensure that your drawings can be easily printed if necessary.

Your Diocesan Registry might also require electronic files in **A1 size**. Please contact your DAC for advice.

File Format

We recommend uploading your drawings as **Adobe PDF** files.

This type of document compresses images and often reduces a file's size automatically. They are also quick and easy to upload to the Online Faculty System (which means they are quick and easy to access for everyone looking at them).

The Adobe Reader software is free to download from the internet (http://www.adobe.com/uk/products/reader.html).

Ask your Architect for Assistance

Your architect should be able to supply you with the exact electronic format you require. All you need to do is ask.

However, should your architect send you plans and drawings that are too large or in a different type of format, you can use any number of free conversion tools found on the Internet.

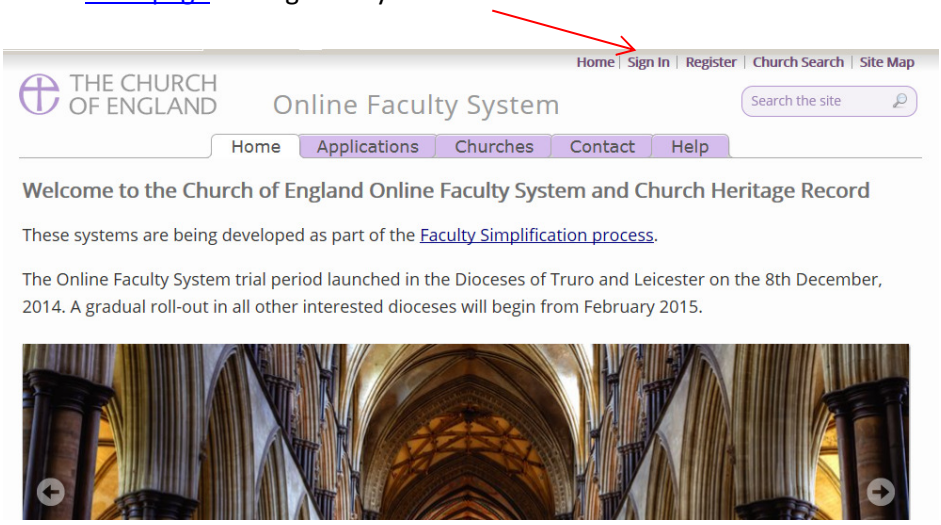
PDFMate is one such free, online tool which will help you shrink the size of the electronic file and convert it to a different format. *Please note that we are not endorsing this tool nor are we saying that this is the only tool to help you compress electronic files. We are simply providing it as an example.

Some DAC offices also have software to shrink and convert files. Contact them for help first.

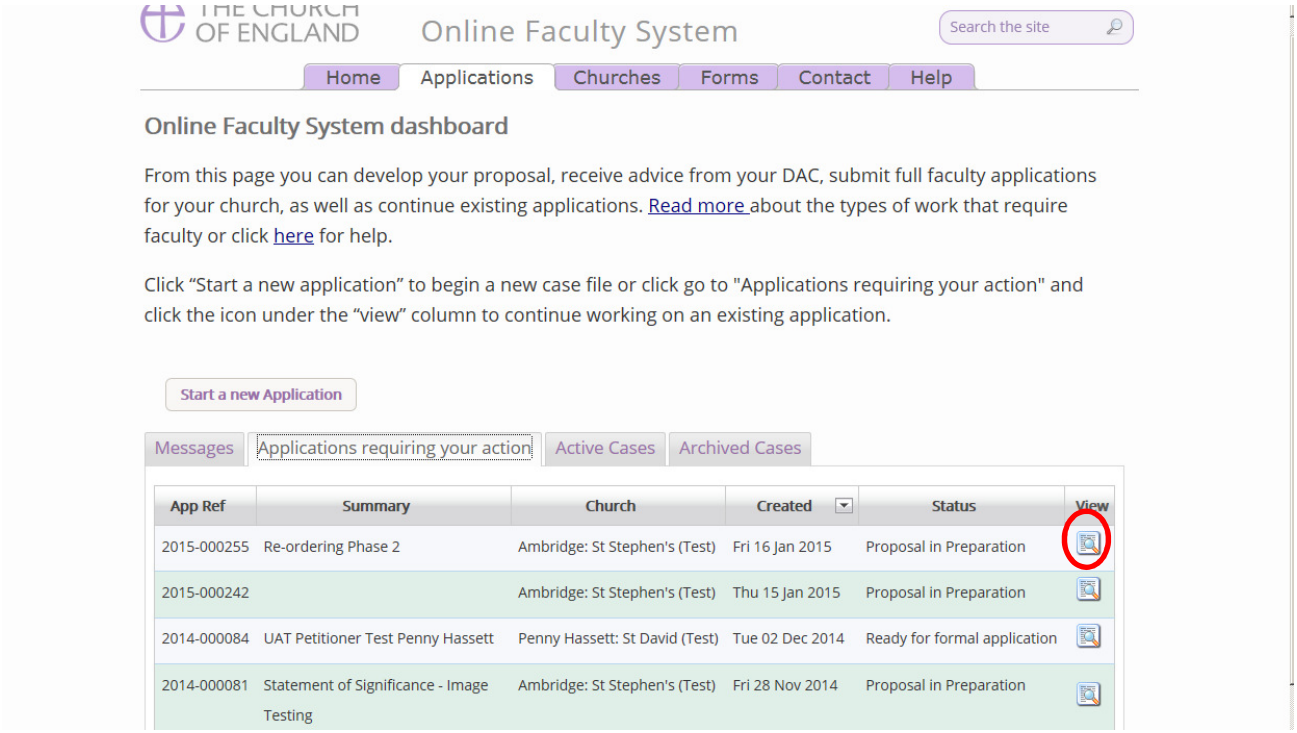
Uploading Plans and Drawings Online

Once you have obtained all the necessary plans and drawings, you can proceed to upload them to the Online Faculty System.

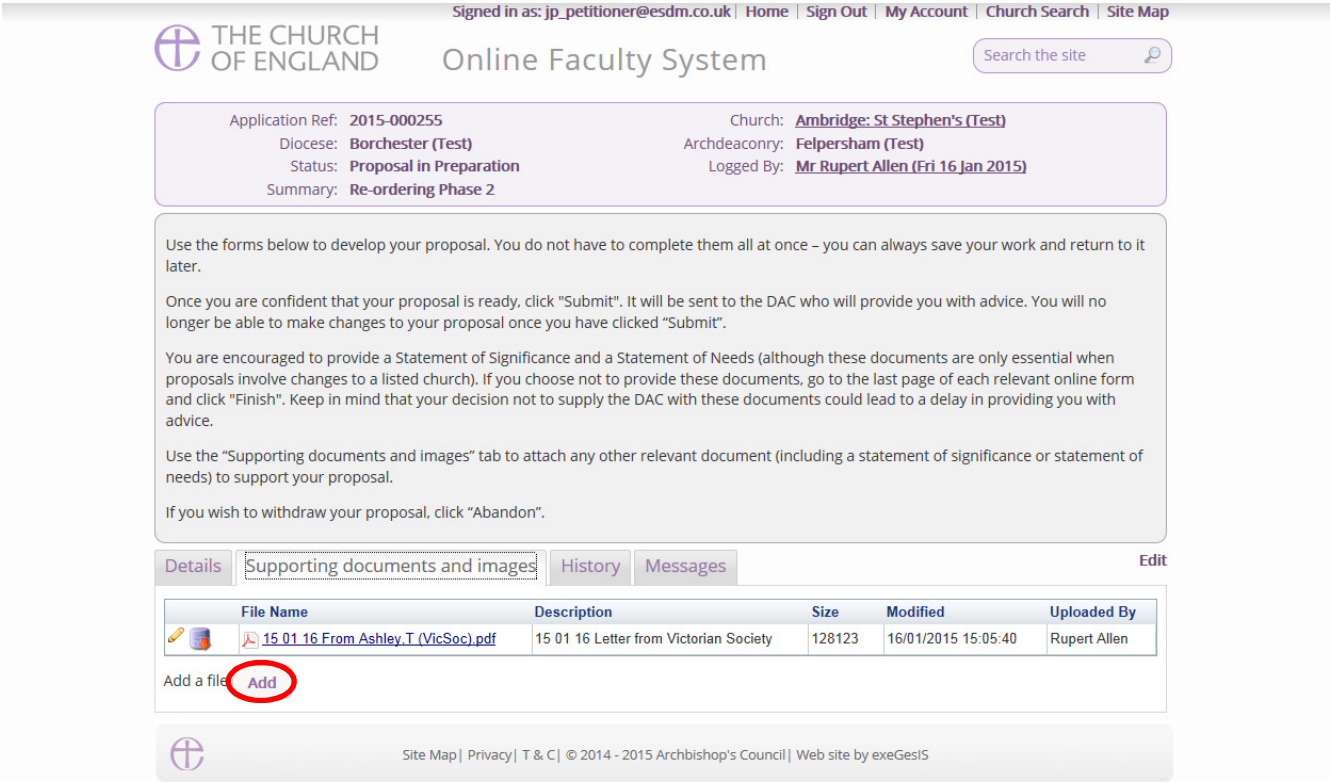
1. Go to the main page and sign into your account.



2. Find the correct Faculty application on your Dashboard and click the "**View**" icon to open.

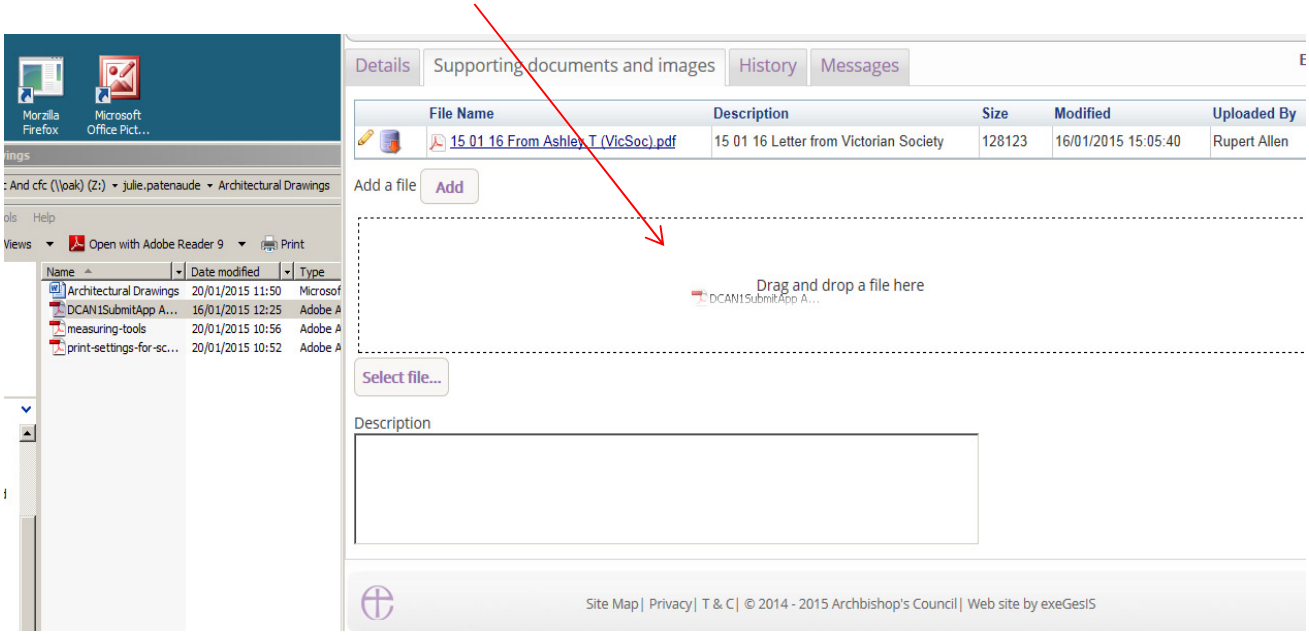


3. Under the "Supporting Documents and Images" tab, click the "**Add**" button to upload your document

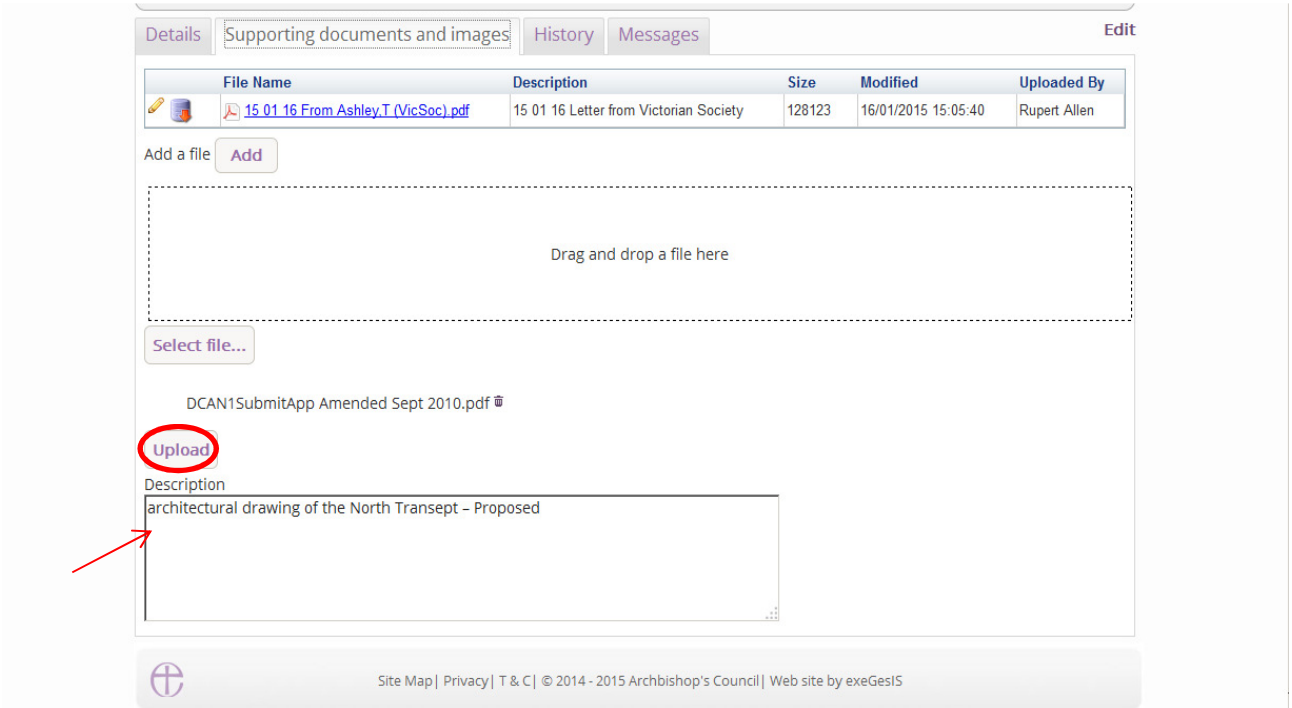


Option 1

4. **Drag & Drop** your file in the centre of the square (Click on the file you wish to upload – hold down the left button on your computer's mouse – drag the file to the centre of the square – and let go of the mouse's left button)

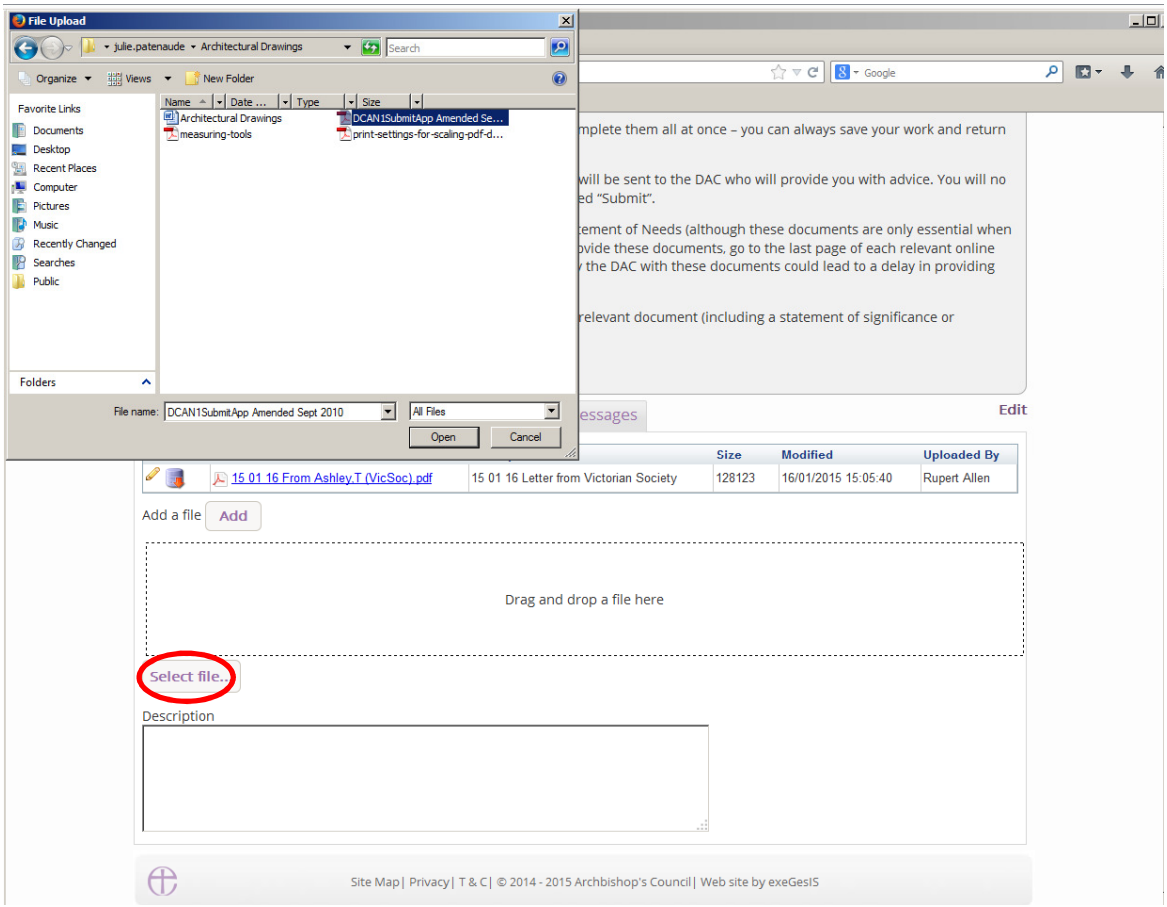


5. Enter a **description** of the file (e.g. architectural drawing of the North Transept – Proposed) and click "**upload**"

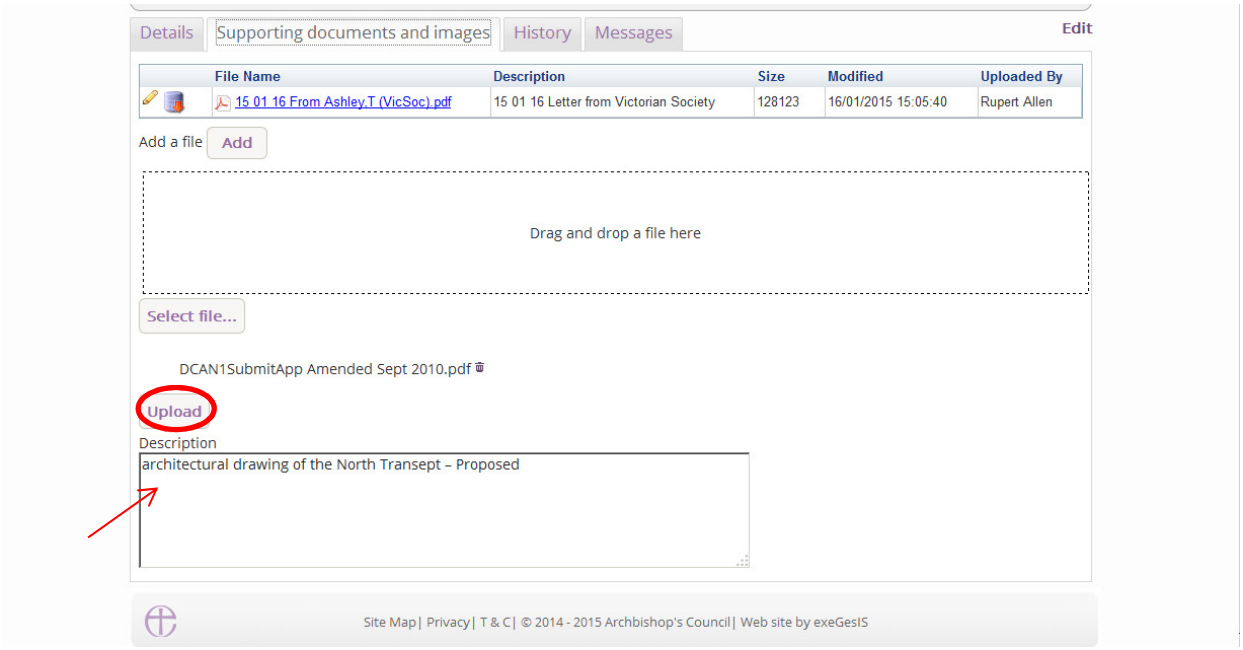


Option 2

6. Click "**Select File**" and locate your drawing on your computer



7. Enter a **description** of the file (e.g. architectural drawing of the North Transept – Proposed) and click "**upload**"


Details
Supporting documents and images
History
Messages
Edit
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Description
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DCAN1SubmitApp Amended Sept 2010.pdf
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Description
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