

# Online Faculty System

---

A Parish's User Manual

---

2020 Rules

**James Miles**

**1<sup>st</sup> April 2020**

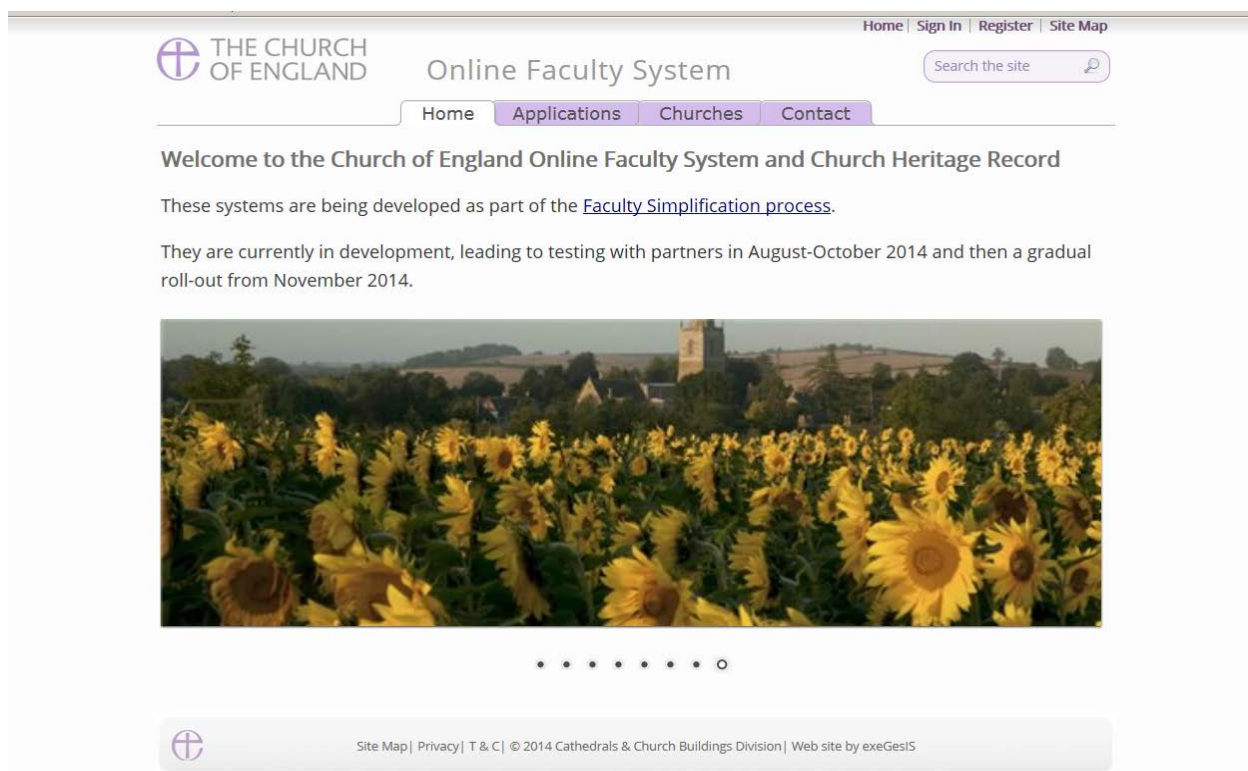
## Table of Contents

|   |    |
|---|----|
| How to Register as an Applicant .....                                 | 3  |
| Signing in and Out of the Online System.....                          | 8  |
| Recovering your Password .....  | 10 |
| Managing your Account.....  | 12 |
| Navigating your Dashboard.....  | 14 |
| Navigating a Case File .....  | 19 |
| Receiving Emails from the Online Faculty System.....                  | 24 |
| Starting an Application – List A, List B and Faculty Application..... | 25 |
| Case File Summary .....   | 29 |
| Recording a List A matter .....                                       | 30 |
| Applying for a List B matter.....                                     | 33 |
| Applying for Full Faculty .....                                       | 37 |
| Standard Information .....  | 39 |
| Submitting your proposal .....  | 43 |
| Initial DAC review .....  | 44 |
| DAC selection of forms.....   | 44 |
| Awaiting application form completion.....                             | 44 |
| Petition details.....   | 45 |
| Statement of Significance .....                                       | 49 |
| Statement of Needs .....  | 56 |
| Finished Forms .....  | 58 |
| DAC review pre-formal consultation .....                              | 59 |
| Formal Consultation.....  | 60 |
| Inviting Bodies to formally consult.....                              | 61 |
| Reviewing replies .....   | 63 |
| Add a response on behalf of a body.....                               | 65 |
| Viewing Response .....  | 68 |
| Finalising Consultation .....   | 70 |
| DAC review of formal Consultation.....                                | 72 |
| Changes in response to Consultation .....                             | 72 |
| Second round of consultation following changes .....                  | 72 |
| Notification of Advice .....  | 73 |
| Petition Document (Form 3).....                                       | 73 |

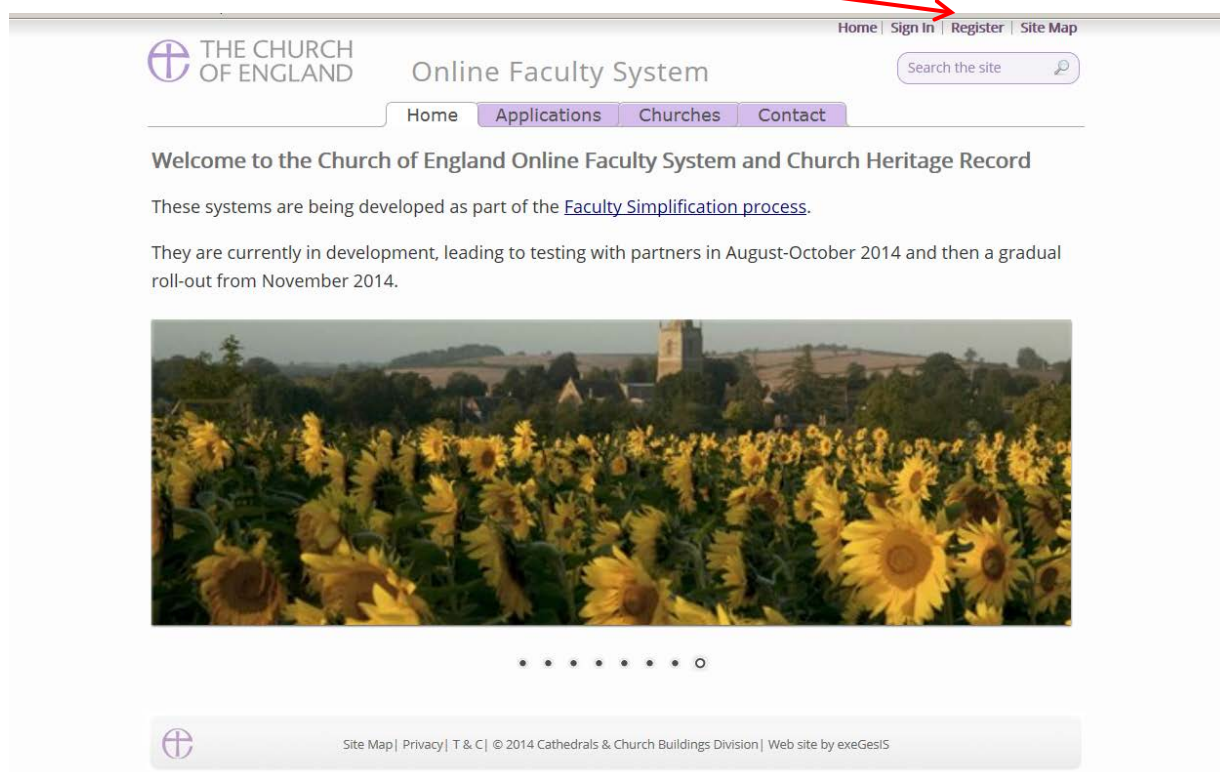
|   |    |
|---|----|
| Public Notice.....  | 76 |
| Public Notice Certificate .....                           | 80 |
| Attaching Documents .....                                 | 81 |
| Monitoring the Progress of your Faculty Application ..... | 86 |
| Faculty Approved .....                                    | 87 |
| Faculty Refused .....                                     | 89 |
| Practical Completion Form .....                           | 89 |
| Getting Help .....  | 95 |

## How to Register as an Applicant

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, there is a navigation bar with links for 'Home', 'Sign In', 'Register', and 'Site Map'. The page header includes the Church of England logo and the text 'THE CHURCH OF ENGLAND Online Faculty System'. 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

4. Choose the most suitable email address. This could be your personal or work email. It might also be your church's email address. Contact your DAC for advice.
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** (daily summary of work that requires that your attention only) 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 Applicant).

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

The screenshot shows a registration form with the following sections:

- Email preference**: Radio buttons for "Daily summary" (selected) and "Everytime something happens".
- Role applied for**: Radio buttons for "Applicant (to submit petitions)" (selected), "DAC Secretary", "Archdeacon", "Registrar", "Chancellor", "CCB (Cathedrals & Church Buildings Division)", and "Public (to lodge an objection to an application)".
- Diocese**: A dropdown menu is open, showing a list of dioceses including Bath & Wells, Birmingham, Blackburn, Borchester (Test), Bradford, Bristol, Canterbury, Carlisle, Chelmsford, Chester, Chichester, Coventry, Derby, Durham, Ely, Exeter, Gloucester, Guildford, Hereford, Leicester, Lichfield, Lincoln, Liverpool, London, Manchester, Newcastle, Norwich, Oxford, and Peterborough. A red arrow points to the "Applicant" role option.
- Church**: A text input field.
- Verification**: A CAPTCHA image showing "AH2L" and the text "Enter the code shown".
- Privacy**: A checkbox for "I agree to the terms of use." and links for "Privacy Policy" and "Terms and Conditions".
- Footer**: Site Map | Privacy | T & C | © and "Web site by exeGesIS".

9. Select your diocese and go to the church field:

The screenshot shows the registration form with the following sections:

- Email preference**: Radio buttons for "Daily summary" (selected) and "Everytime something happens".
- Role applied for**: Radio buttons for "Applicant (to submit petitions)" (selected), "DAC Secretary", "Archdeacon", "Registrar", "Chancellor", "CCB (Cathedrals & Church Buildings Division)", and "Public (to lodge an objection to an application)".
- Diocese**: A dropdown menu is open, showing "Leicester" selected. A red arrow points to the "Applicant" role option.
- Church**: A text input field is highlighted with a red arrow.
- Verification**: A CAPTCHA image showing "AH2L" and the text "Enter the code shown:" followed by an empty input box.
- Privacy**: A checkbox for "I agree to the terms of use." and links for "Privacy Policy" and "Terms and Conditions".
- Footer**: Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS.

10. Start with the name of your parish. As you **type the name of your parish**, a drop-down menu will appear. Select your church with your computer mouse.

Role applied for

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

Diocese

Leicester

Church

le|

- Leicester Forest East: St Andrew (619329)
- Leicester St. Christopher (619364)
- Leicester: St Peter Belgrave (619005)
- Leicester: All Saints (formerly St Gabriel) (619003)
- Leicester: Holy Trinity w St John the Divine (619032)
- Leicester: St Aidan (619033)

4A6A Enter the code shown

The Church of England collects personal information from you when you use our system. We will use this information to confirm your role within the faculty 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.

11. Once selected, it will appear below the church field in purple. Repeat the process to add all the church buildings you are responsible for.

Role applied for

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

Diocese

Leicester

Church

|

\* Leicester St. Christopher (619364)

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


Prints 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

 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.

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 DAC Secretary will then be asked to approve your registration.

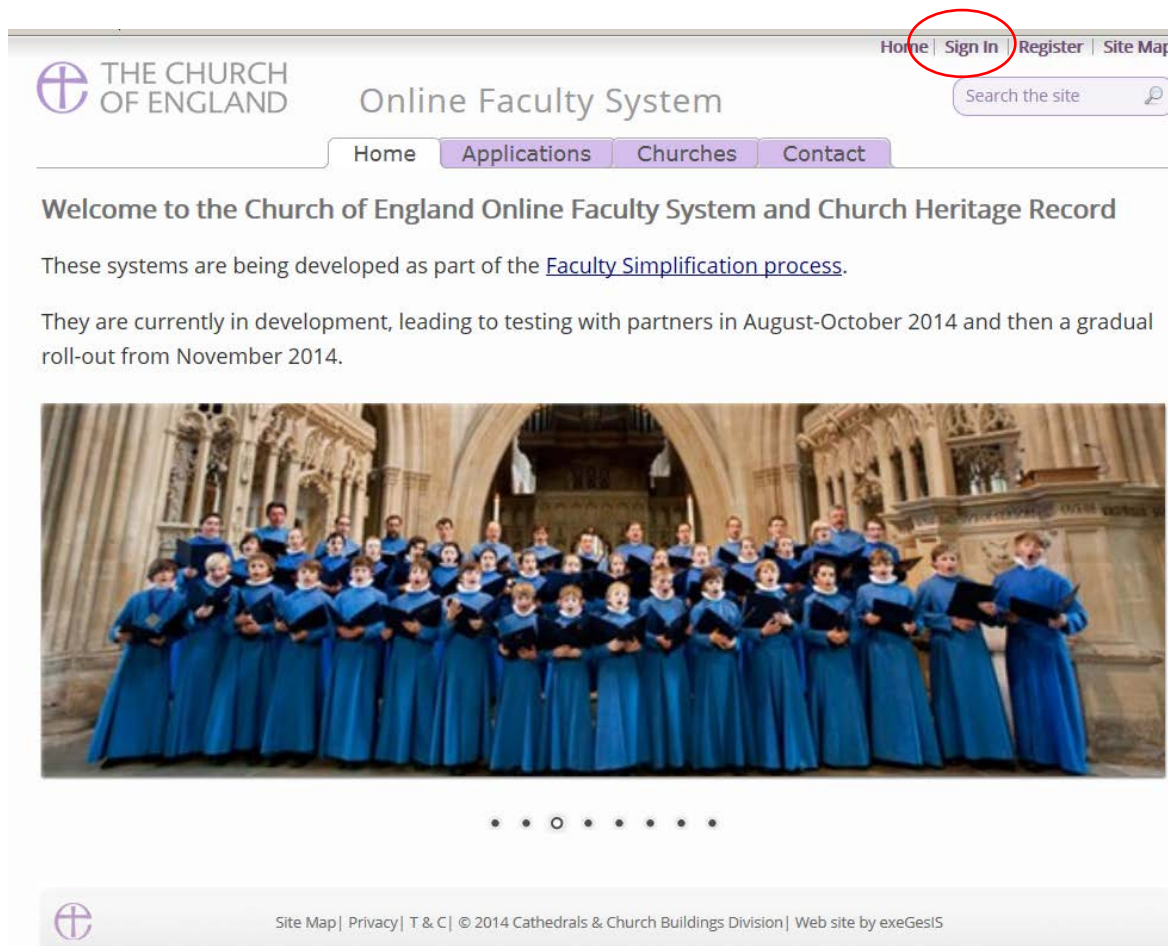
**N.B.** The DAC Secretary will need to check against the Diocesan Database and other records to verify that you are an officer of the PCC. If not, you will be contacted to check the details of your registration.

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 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

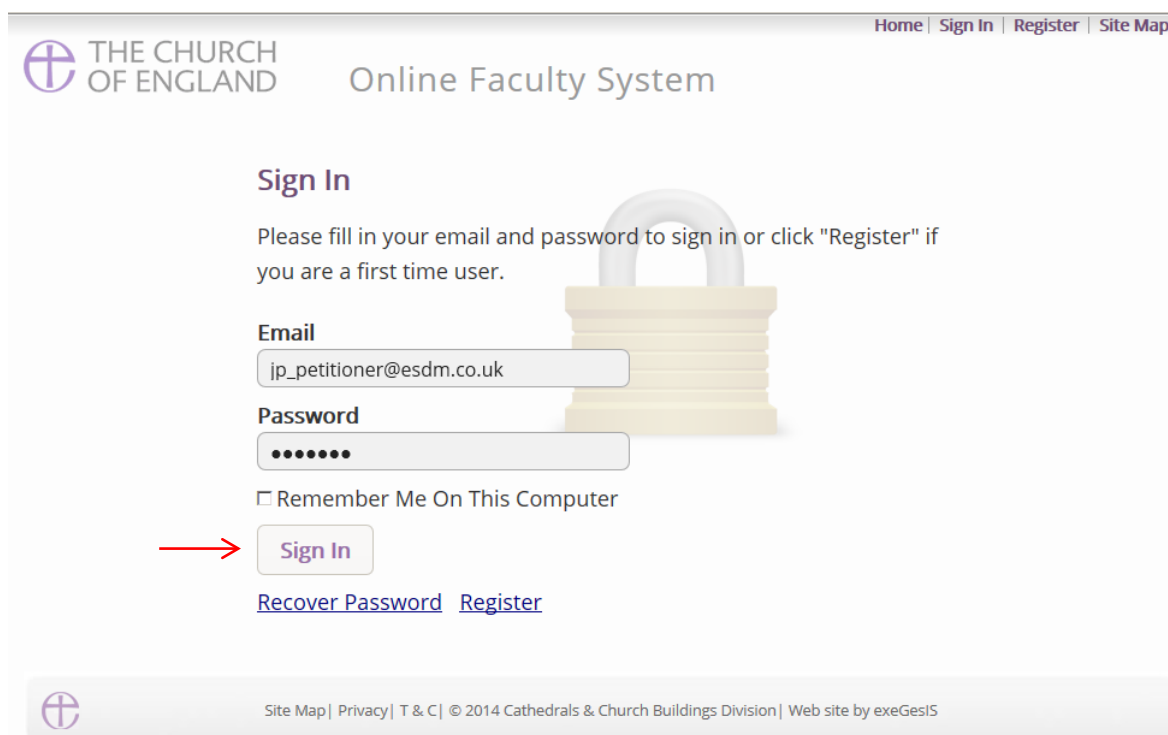
These systems are being developed as part of the [Faculty Simplification process](#).

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

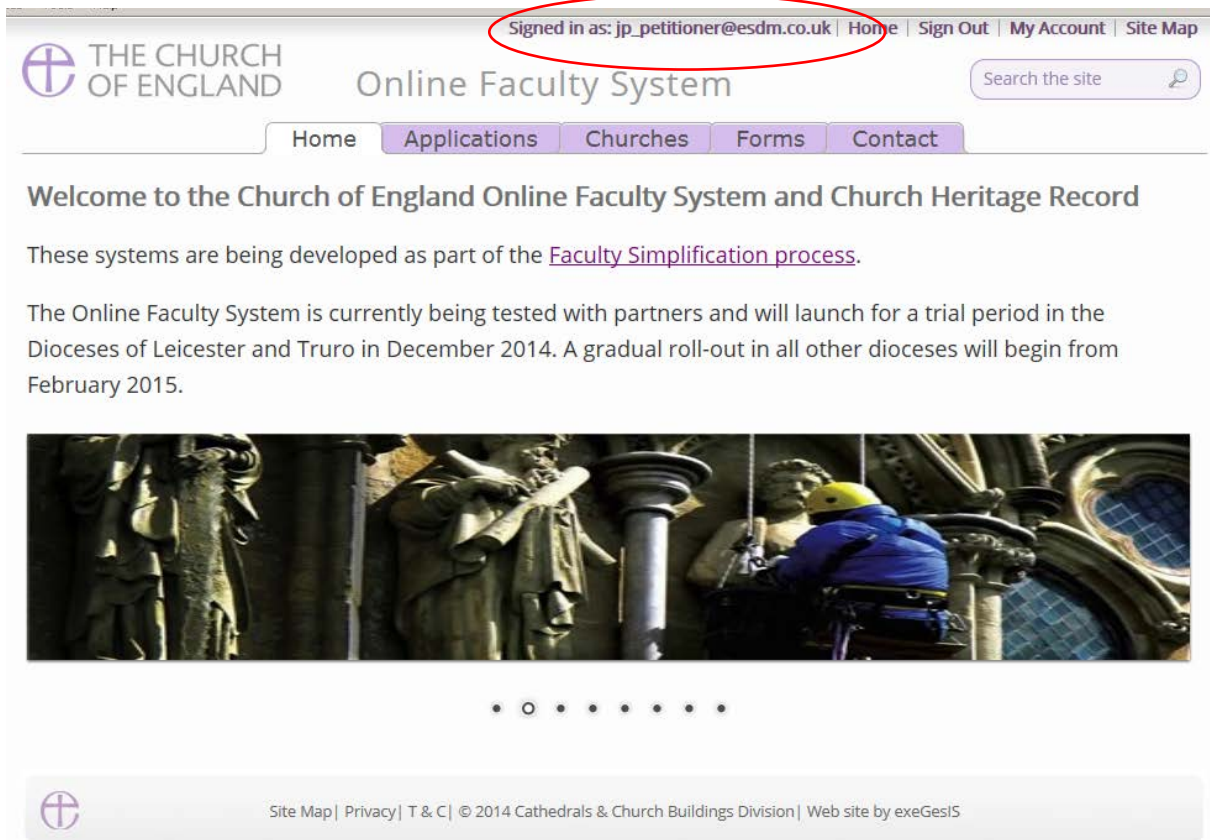
[Sign In](#)

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

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

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!



The screenshot shows the homepage of the Church of England Online Faculty System. At the top right, the user is signed in as 'jp\_petitioner@esdm.co.uk', which is circled in red. The navigation menu includes 'Home', 'Applications', 'Churches', 'Forms', and 'Contact'. The main heading reads 'Welcome to the Church of England Online Faculty System and Church Heritage Record'. Below this, it states that the systems are being developed as part of the 'Faculty Simplification process'. A paragraph follows, mentioning that the 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 banner image at the bottom shows a person in a blue jacket and yellow helmet working on a church structure. The footer contains the Church of England logo, 'Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS'.

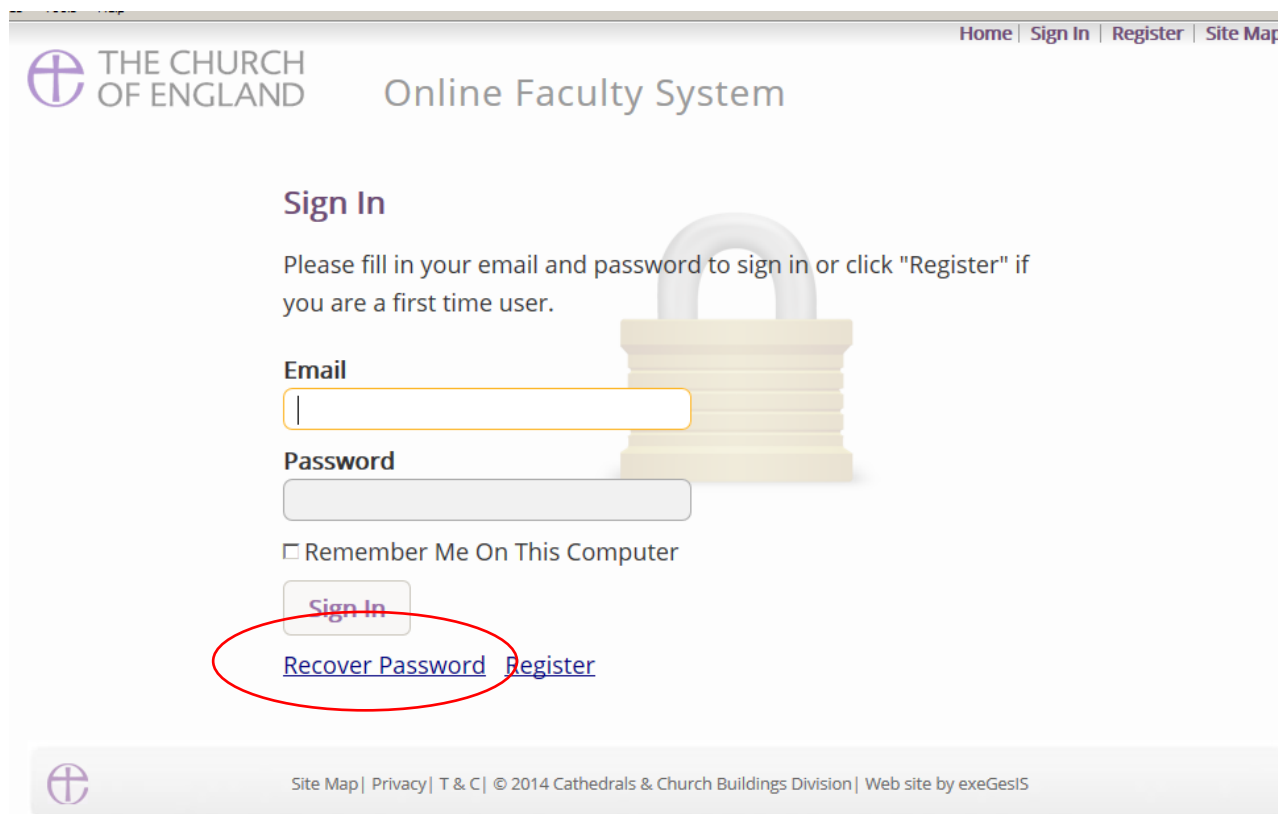
4. To exit the system, click **Sign Out**.



This screenshot is identical to the previous one, but with a red arrow pointing from the text 'To exit the system, click Sign Out.' to the 'Sign Out' link in the top right navigation bar. The user is now signed in as 'jp\_chancellor@esdm.co.uk'. The rest of the page content, including the navigation menu, main heading, introductory text, and banner image, remains the same. The footer also remains the same.

## Recovering your Password

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



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](#)

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

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](#)

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

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**.

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

THE CHURCH OF ENGLAND Online Faculty System

You are required to change your password either by the administrator or because of a security update.

New Password  
●●●●●●

Confirm New Password  
●●●●●●

[Change Password](#) ←

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

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

tes 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



● ● ● ○ ● ● ● ●

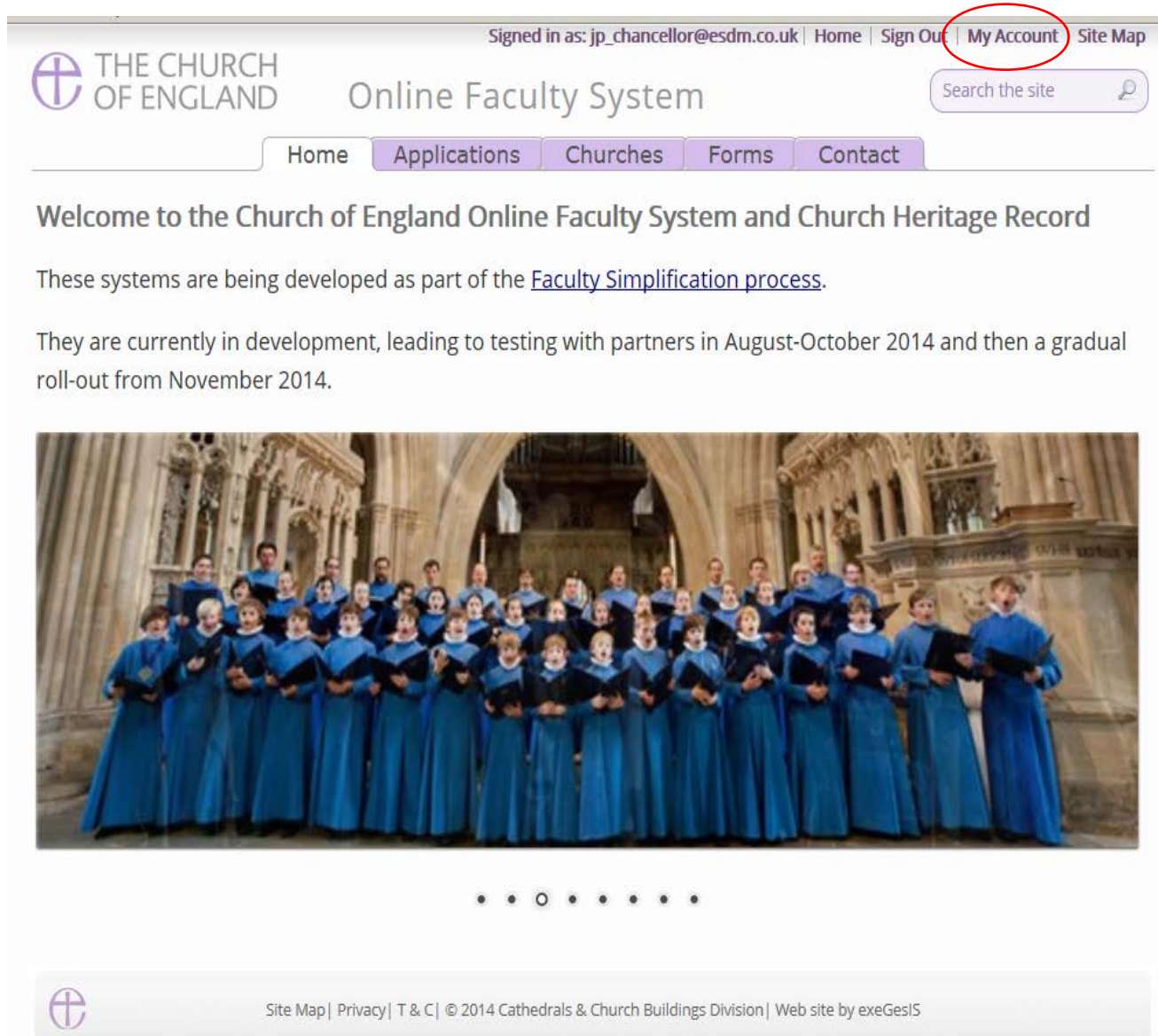
Settings

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

## 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

### 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. 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

Update your email address here

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

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 Edit  Daily summary  Everytime something happens

Total Posts 0

View my profile as others see it.

Update 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 or Daily Digest

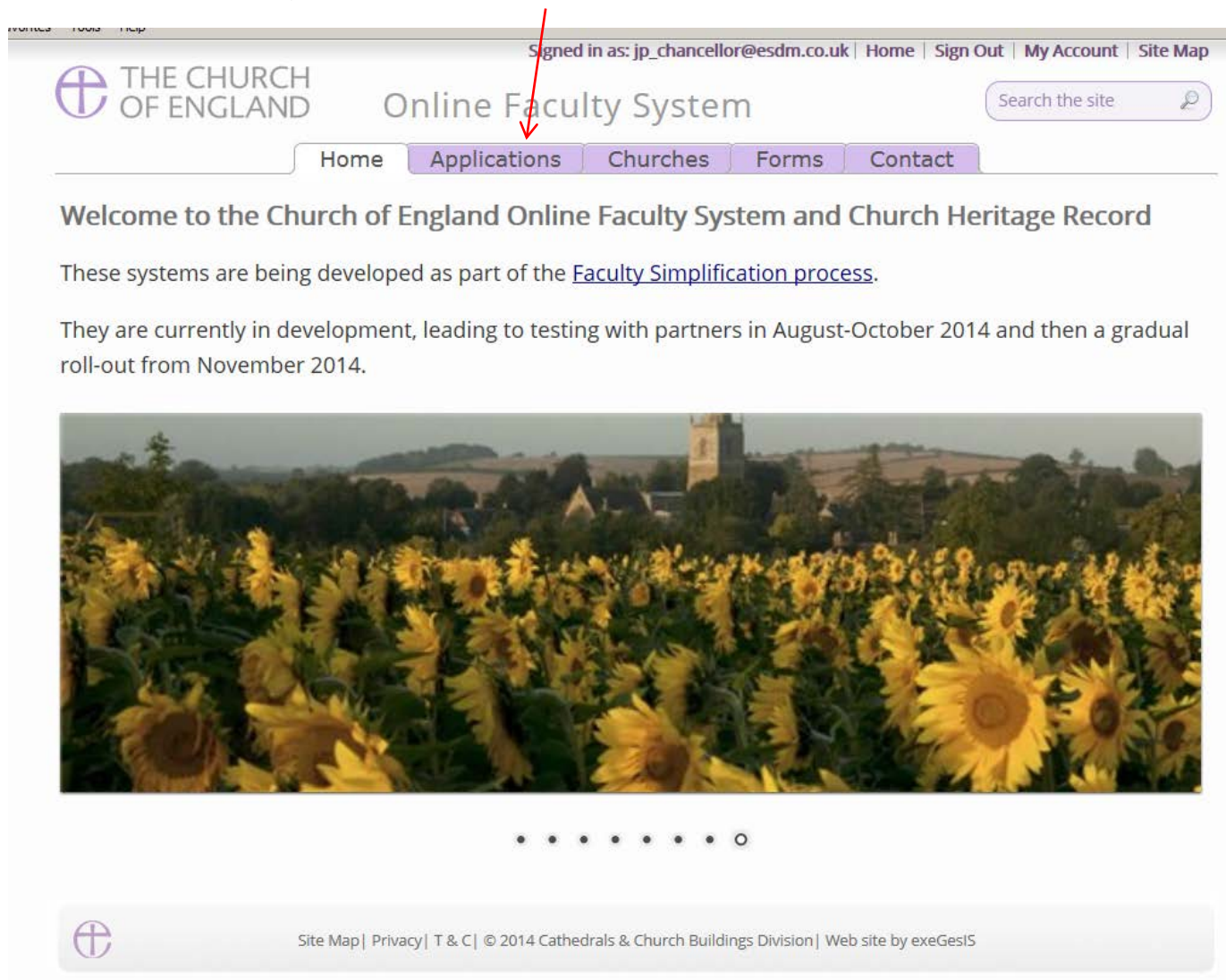
Do not forget to update your changes

## Navigating your Dashboard

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


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](#).

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













• • • • • • • • ○

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

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

Start a new Application    Start a new TMRO Application

Messages    Applications requiring your action    Active Cases    Archived Cases

| Subject   | Date received       | Date read |   |
|---|---------------------|-----------|---|
| [260] Penny Hassett: St David (NotReal) (66770): Case has been reviewed by the DAC ref 2020-000475    | 23/03/2020<br>10:46 |           |    |
| [260] Penny Hassett: St David (NotReal) (66770): Case has been reviewed by the DAC ref 2020-000475    | 23/03/2020<br>09:48 |           |    |
| [267] Penny Hassett: St David (NotReal) (66770): End of Public Notice period ref 2020-000478          | 23/03/2020<br>00:26 |           |    |
| [267] Penny Hassett: St David (NotReal) (66770): End of Public Notice period ref 2020-000489          | 21/03/2020<br>02:10 |           |    |
| [267] Penny Hassett: St David (NotReal) (66770): End of Public Notice period ref 2020-000469          | 21/03/2020<br>02:10 |           |    |
| [268] Penny Hassett: St David (NotReal) (66770): Application submitted to Registry ref 2020-000512    | 20/03/2020<br>16:17 |           |    |
| [136] Ambridge: St Stephen's (Test) (647001): Application has been reverted ref 2020-000523           | 20/03/2020<br>13:09 |           |    |
| [25] Ambridge: St Stephen's (Test) (647001): List B application requires full faculty ref 2020-000523 | 20/03/2020<br>13:08 |           |  |
| [250] Ambridge: St Stephen's (Test) (647001): Proposal in Preparation ref 2020-000523                 | 20/03/2020<br>13:08 |           |  |
| [136] Ambridge: St Stephen's (Test) (647001): Application has been reverted ref 2020-000523           | 20/03/2020<br>12:13 |           |  |

You can arrange your messages by:

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

Click on each title to sort your messages.

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



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

Start a new Application    Start a new TMRO Application

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

Search by application ref    Search by church name    Search    Reset

| 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 |      |

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

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

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

Start a new Application Start a new TMRO Application

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

Search by application ref Search by church name Search Reset

| App Ref     | Summary      | Church                            | Created         | Status                                    | View |
|-------------|--------------|-----------------------------------|-----------------|---|------|
| 2020-000524 | Testing      | Ambridge: St Stephen's (Test)     | Fri 20 Mar 2020 | Awaiting List A item selection            |      |
| 2020-000523 | 1234         | Ambridge: St Stephen's (Test)     | Thu 19 Mar 2020 | Awaiting DAC advice on List B application |      |
| 2020-000522 | list b       | Ambridge: St Stephen's (Test)     | Thu 19 Mar 2020 | Registrar to Issue Faculty                |      |
| 2020-000521 | testing      | Ambridge: St Stephen's (Test)     | Thu 19 Mar 2020 | Proposal in preparation                   |      |
| 2020-000520 | testing      | Penny Hassett: St David (NotReal) | Tue 17 Mar 2020 | Application with Registrar                |      |
| 2020-000519 | Test         | Ambridge: St Stephen's (Test)     | Mon 16 Mar 2020 | Awaiting application form completion      |      |
| 2020-000518 | TestingAgain | Ambridge: St Stephen's (Test)     | Mon 16 Mar 2020 | Application with Registrar                |      |
| 2020-000517 | Test 4       | Ambridge: St Stephen's (Test)     | Fri 13 Mar 2020 | Proposal in Preparation                   |      |
| 2020-000516 | Test 3       | Penny Hassett: St David (NotReal) | Fri 13 Mar 2020 | Proposal in preparation                   |      |
| 2020-000515 | Test 2       | Ambridge: St Stephen's (Test)     | Fri 13 Mar 2020 | Proposal in Preparation                   |      |

First Previous **Next** Last Page size: 10 Page 1 of 27 (264 items)

Decide how many applications you can see per page from your dashboard:

- 10
- 20
- 50
- **or**
- 100

Scroll through the pages to find a specific application

5. To access old applications which were abandoned or where a determination has been made, go to **Archived Cases**.

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

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

Search by application ref Search by church name Search Reset

| App Ref     | Summary      | Church                            | Created         | Status   | View |
|-------------|--------------|-----------------------------------|-----------------|--|------|
| 2020-000506 | ListCTest    | Penny Hassett: St David (NotReal) | Wed 04 Mar 2020 | Abandoned  |      |
| 2020-000505 | AnotherFull  | Penny Hassett: St David (NotReal) | Wed 04 Mar 2020 | Post determination List B                              |      |
| 2020-000504 | Testing full | Penny Hassett: St David (NotReal) | Wed 04 Mar 2020 | Post determination List A                              |      |
| 2020-000500 | df           | Penny Hassett: St David (NotReal) | Mon 02 Mar 2020 | Post determination List B                              |      |
| 2020-000483 | List B       | Ambridge: St Stephen's (Test)     | Mon 24 Feb 2020 | Post determination List B                              |      |
| 2020-000482 | sdf weve     | Penny Hassett: St David (NotReal) | Mon 24 Feb 2020 | TMRO application revoked by Archdeacon, then archived  |      |
| 2020-000481 | gxdf         | Ambridge: St Stephen's (Test)     | Mon 24 Feb 2020 | TMRO application rejected. Applicant is not a Minister |      |
| 2020-000480 | ewrt         | Ambridge: St Stephen's (Test)     | Mon 24 Feb 2020 | Post determination List A                              |      |
| 2020-000479 | testing      | Ambridge: St Stephen's (Test)     | Mon 24 Feb 2020 | Post determination List A                              |      |
| 2019-000434 | TestNM20     | Penny Hassett: St David (NotReal) | Wed 04 Dec 2019 | Abandoned  |      |

First Previous Next Last Page size: 10 Page 1 of 22 (218 items)

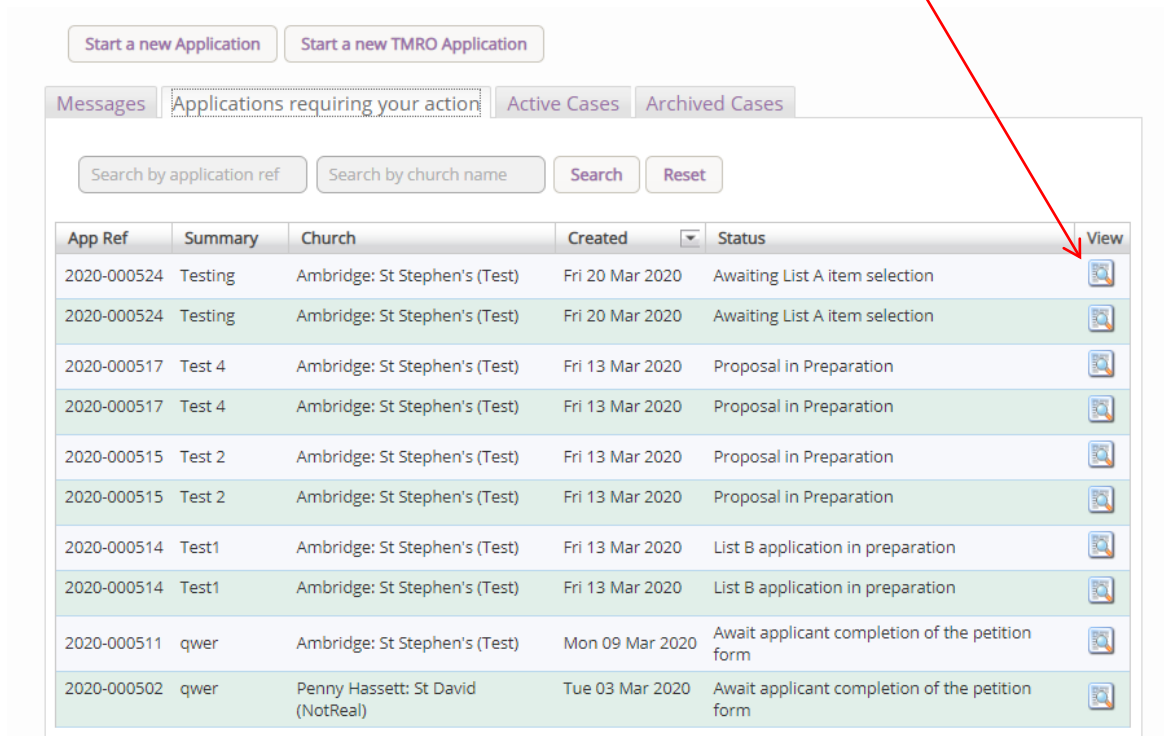
## Navigating a Case File

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 the 'Applications requiring your action' tab in a dashboard. At the top, there are buttons for 'Start a new Application' and 'Start a new TMRO Application'. Below these are tabs for 'Messages', 'Applications requiring your action', 'Active Cases', and 'Archived Cases'. A search bar is present with options to search by application ref or church name, and 'Search' and 'Reset' buttons. The main content is a table with columns: App Ref, Summary, Church, Created, Status, and View. A red arrow points to the 'View' icon in the first 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 Hassett: 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 the **Edit** icon to make changes to a form.

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

Click here to **exit** the case file

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     |
|---|-------------------------------|---------|---------------------|-----------------|
| <a href="#">Image of Extension Proposed.JPG</a> | New Extension - Example Image | 1005480 | 30/10/2014 11:36:46 | Julie Patenaude |

Add a file


[Site Map](#) | [Privacy](#) | [T & C](#) | © [Church Buildings Division](#) | Web site by [exeGesIS](#)

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 |

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

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. 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: 10 Page 1 of 2 (13 items)

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

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

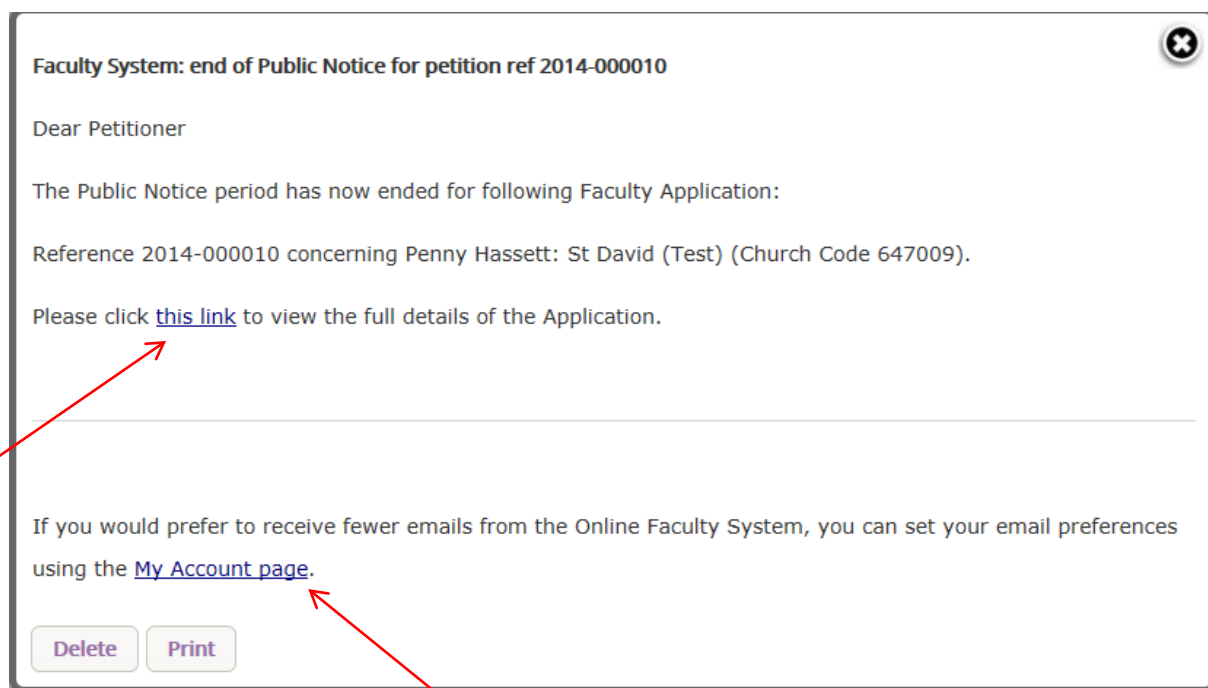
The Online Faculty System automatically sends out emails to the appropriate users at key moments in the faculty process.

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*)
3. In each individual case file under the Messages tab (see *Navigating a Case File*)

As an Applicant, you will receive an email from the Online Faculty System every time:

1. The Archdeacon makes a decision about a List B application
2. The DAC returns an application to you with comments
3. When the Formal Consultation period begins
4. At the end of the public notice period
5. The Registrar informs you of the Chancellor's determination



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

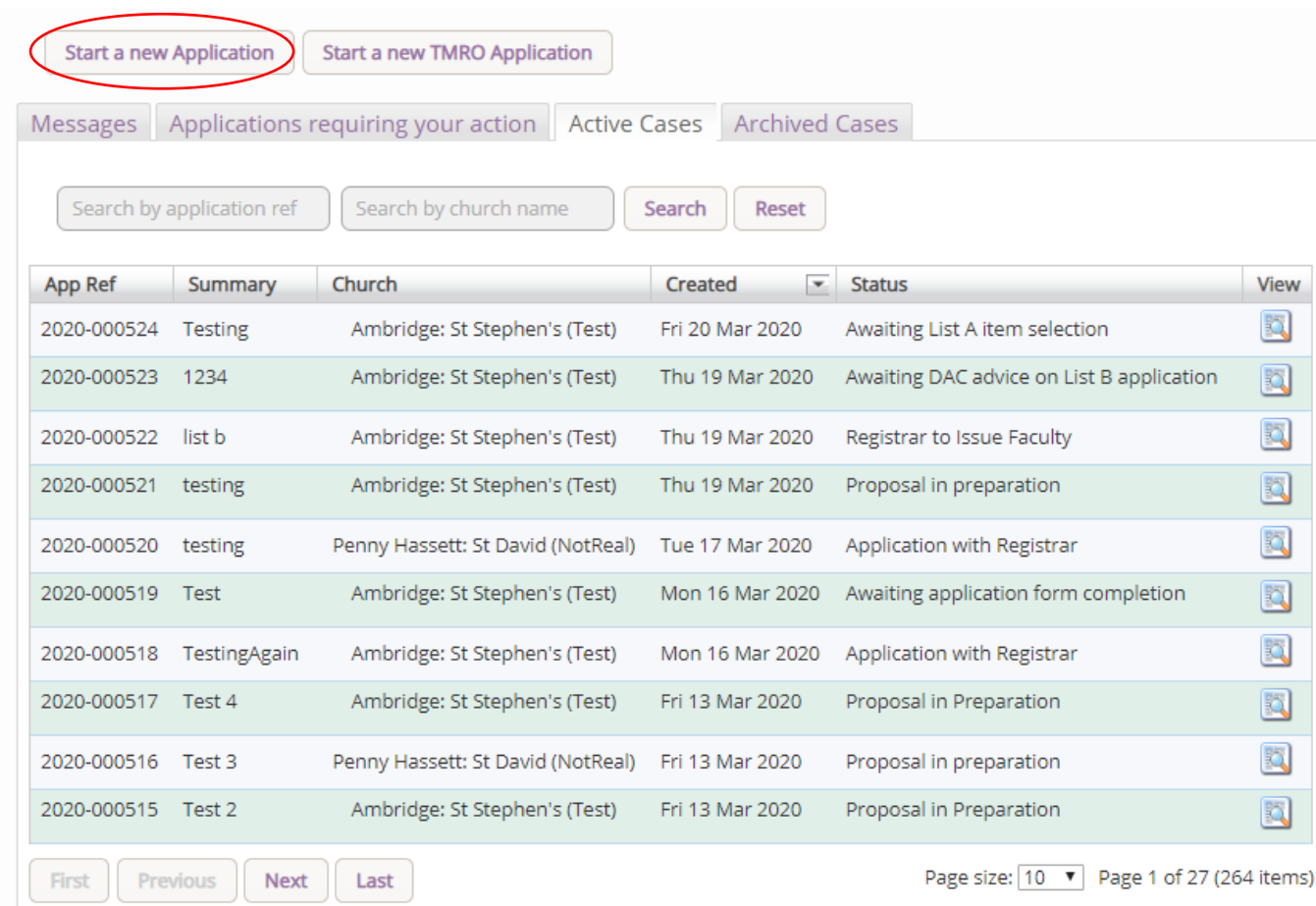
You will be asked to Sign In before you are given access to the documents.

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

## Starting an Application – List A, List B and Faculty Application

When you are ready to begin an application:

1. Go to the main page <https://facultyonline.churchofengland.org>
2. Sign In
3. Click on the **Applications** tab
4. Click on **Start a new Application** to start



The screenshot shows the Faculty Online interface. At the top, there are two buttons: "Start a new Application" (circled in red) and "Start a new TMRO Application". Below these are tabs for "Messages", "Applications requiring your action", "Active Cases", and "Archived Cases". A search section includes "Search by application ref", "Search by church name", "Search", and "Reset" buttons. The main area is a table with columns: App Ref, Summary, Church, Created, Status, and View. The table contains 10 rows of application data. At the bottom, there are navigation buttons: "First", "Previous", "Next", and "Last", along with "Page size: 10" and "Page 1 of 27 (264 items)".

| App Ref     | Summary      | Church                            | Created         | Status                                    | View |
|-------------|--------------|-----------------------------------|-----------------|---|------|
| 2020-000524 | Testing      | Ambridge: St Stephen's (Test)     | Fri 20 Mar 2020 | Awaiting List A item selection            |      |
| 2020-000523 | 1234         | Ambridge: St Stephen's (Test)     | Thu 19 Mar 2020 | Awaiting DAC advice on List B application |      |
| 2020-000522 | list b       | Ambridge: St Stephen's (Test)     | Thu 19 Mar 2020 | Registrar to Issue Faculty                |      |
| 2020-000521 | testing      | Ambridge: St Stephen's (Test)     | Thu 19 Mar 2020 | Proposal in preparation                   |      |
| 2020-000520 | testing      | Penny Hassett: St David (NotReal) | Tue 17 Mar 2020 | Application with Registrar                |      |
| 2020-000519 | Test         | Ambridge: St Stephen's (Test)     | Mon 16 Mar 2020 | Awaiting application form completion      |      |
| 2020-000518 | TestingAgain | Ambridge: St Stephen's (Test)     | Mon 16 Mar 2020 | Application with Registrar                |      |
| 2020-000517 | Test 4       | Ambridge: St Stephen's (Test)     | Fri 13 Mar 2020 | Proposal in Preparation                   |      |
| 2020-000516 | Test 3       | Penny Hassett: St David (NotReal) | Fri 13 Mar 2020 | Proposal in preparation                   |      |
| 2020-000515 | Test 2       | Ambridge: St Stephen's (Test)     | Fri 13 Mar 2020 | Proposal in Preparation                   |      |

## Case File Summary

1. Complete the Case File Summary
  - a. If you have **registered for only one church**, this will appear automatically under Church
  - b. If you have **registered for multiple churches**, click on the arrow to the right of the church box to produce a drop-down menu and select the appropriate church building

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: 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 Ambridge: St Stephen's (Test) Penny Hasset: St David (Test)

Summary of proposed works

Contact number

Cancel Finish

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

2. Enter a **brief** summary of the works into the **Summary of proposed works** box
3. Enter a contact telephone number into the next box
4. Click **Finish**

### Case file

Step 1 Step 2 Step 3 Step 4

You have started the process of creating a new application. All applications created here will be visible on the Church Log. Please enter a brief summary description of the proposed works, and a contact telephone number, then click "Next".

Church Ambridge: St Stephen's (Test)

Summary of proposed works Test 1

Contact number 1234567890

Cancel Next

Site Map | Privacy | T & C | © 2014 - 2020 Archbishops' Council | Web site by exeGesIS SDM | Rev. 2.9.7387.26499

## Recording a List A matter

Under the 2019 legislation change, a number of new items have been included under List A. The new list is available [here](#) and we would strongly recommend that this list is reviewed in full.

On the online system, you are able to select whether the works apply to the building or within the churchyard and the specified List A items will appear. The categorisation is as follows:

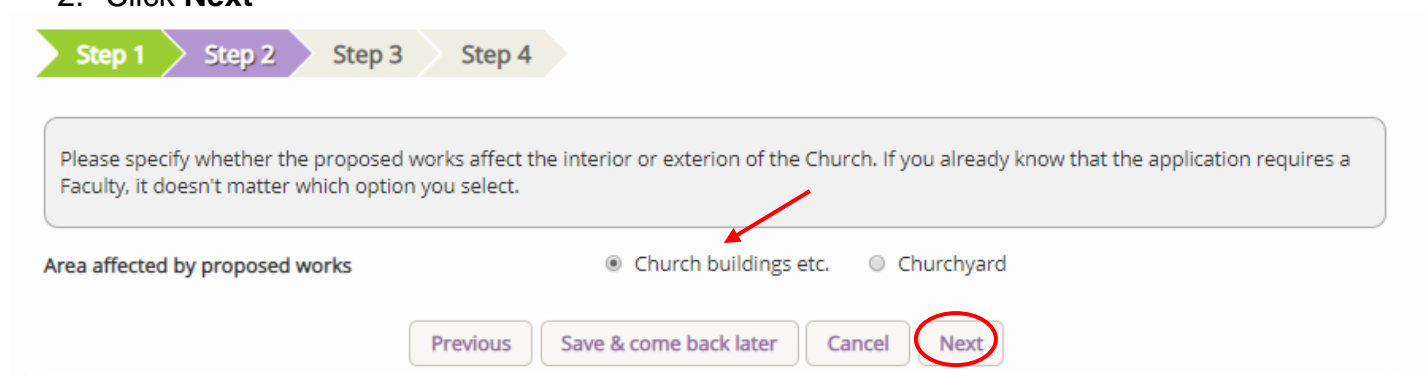
Church buildings etc. includes:

- 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**



Step 1 Step 2 Step 3 Step 4

Please specify whether the proposed works affect the interior or exterior of the Church. If you already know that the application requires a Faculty, it doesn't matter which option you select.

Area affected by proposed works  Church buildings etc.  Churchyard

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

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

## Case file

Application Ref: 2020-000526  
Diocese: Barchester (Test)  
Status: Awaiting List A item selection  
Summary: Test 1

Church: [Ambridge: St Stephen's \(Test\)](#)  
Archdeaconry: [Felpersham \(Test\)](#)  
Logged By: [The Test Petitioner \(Mon 23 Mar 2020\)](#)



(A1-1)

(a) Works of maintenance, not involving repair or substantial replacement of material, carried out as part of the regular course of care and upkeep of the building.

(b) Works of repair not materially affecting the fabric or any historic material.

*Specified conditions:*

- The parochial church council's insurers are notified if external scaffolding is to be erected.

(A1-2)

Repairs and replacement of fittings in existing kitchens, lavatories, office accommodation and other ancillary rooms.

(A1-3)

Like for like repairs to window glass.

*Specified conditions:*

- The works do not include repairs to stained glass or to clear glass manufactured before 1960.

(A1-4)

The repair or like for like replacement of wire mesh window guards.

*Specified conditions:*

- Only non-corroding fixings are used and, where practicable, are fixed in mortar joints.

(A1-5)

The treatment of timber against beetle or fungal activity where the church is not a listed building.

*Specified conditions:*

- The works do not involve the replacement of timber.

4. Scroll to the bottom of the page

5. Click **Next**

(A6-3)

Replacement of material covering the roof where neither the church nor the church hall or similar building is a listed building.

(A6-4)

The introduction of a defibrillator in a building which is not a listed building.

None of the above

Previous

Save & come back later

Cancel

Next

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

## Awaiting List A classification

Application Ref: 2015-001075

Diocese: Borchester (Test)

Status: Awaiting List A item selection

Summary: testing

Church: Ambridge: St Stephen's (Test)

Archdeaconry: Felpersham (Test)

Logged By: Mrs Fiona Petty (Wed 30 Dec 2015)

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>

Edit

Previous

Save & come back later

Cancel

Finish



Site Map | Privacy | T & C | © 2014 - 2016 Archbishops' Council | Web site by exeGesIS SDM | Rev. 1.0.5842.28744

7. If you are **certain** that the work you wish 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>

Edit

Previous

Save & come back later

Cancel

Finish



Site Map | Privacy | T & C | © 2014 - 2016 Archbishops' Council | Web site by exeGesIS SDM | Rev. 1.0.5842.28744

## Applying for a List B matter

Under the 2019 legislation change, a number of new items have been included under List B. The new list is available [here](#) and we would strongly recommend that this list is reviewed in full. There is now no longer a requirement that requested works have to be included within your Quinquennial Inspection Report.

On the online system, you are able to select whether the works apply to the building or within the churchyard and the specified List B items will appear. The categorisation is as follows:

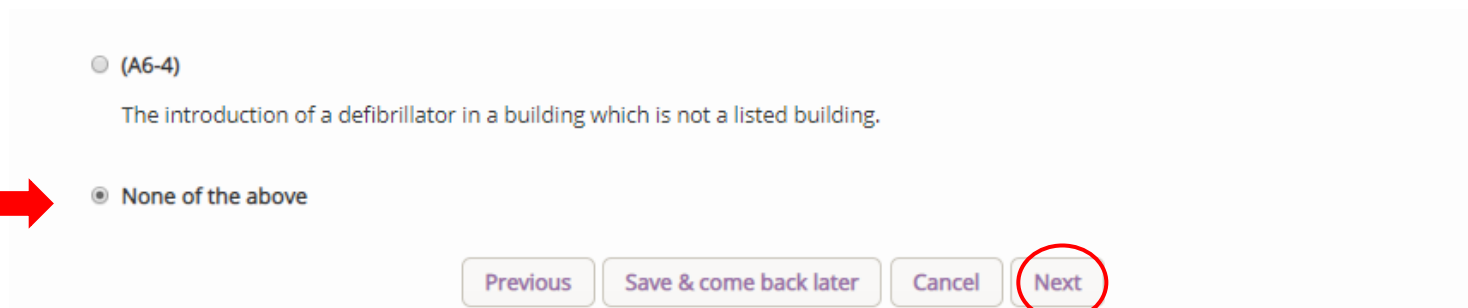
Church buildings etc. includes:

- B1 – Church buildings etc.
- B2 – Bells etc.
- B3 – Clocks.
- B4 – Church Contents
- B5 – Church halls and similar buildings

Churchyard includes:

- B6 – Churchyard
- B7 – Trees

1. Repeat steps included under *Case File Summary*
2. When you arrive at List A, scroll to the bottom of the page
3. Click **None of the Above**
4. Click **Next**



(A6-4)  
The introduction of a defibrillator in a building which is not a listed building.

None of the above

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

Step 4

If the proposed works match one of the "List B" items below, please select that item, otherwise select "None of the above". If you are confident you have selected the right option, click "Finish form", otherwise click "Save and come back later".

(B1-1)

Works of repair affecting the fabric or historic material.

*Specified conditions:*

- The repair does not introduce material of a type that does not already form part of the fabric or historic material that is to be repaired.
- The repair does not involve the substantial replacement of a major part of the fabric or of historic material.
- Details of any materials to be used are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter.
- The works do not involve any new disturbance below ground level.
- The parochial church council's insurers are notified if external scaffolding is to be erected.

(B1-2)

The installation of a wall offertory box.

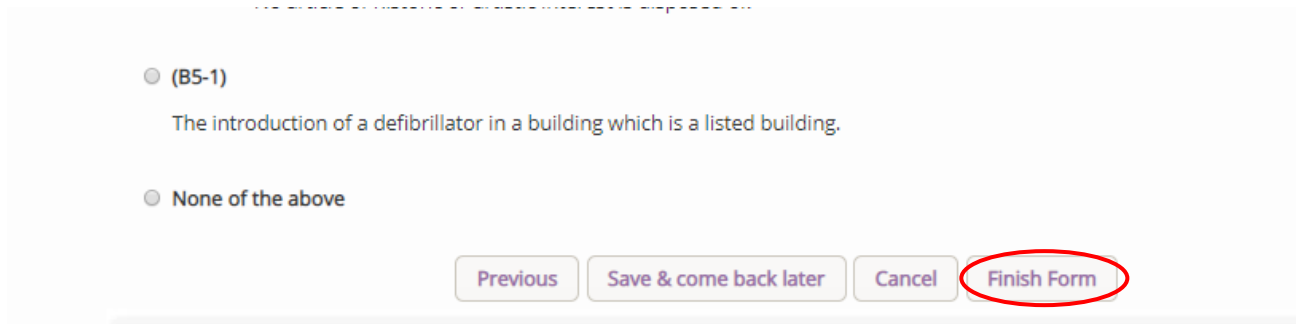
*Specified conditions:*

- The installation does not affect historic fabric.



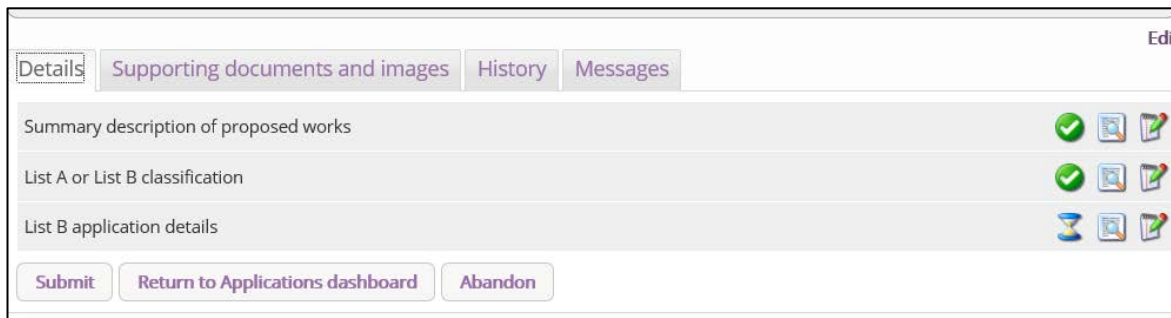
7. Scroll to the bottom of the page

8. Click **Finish**



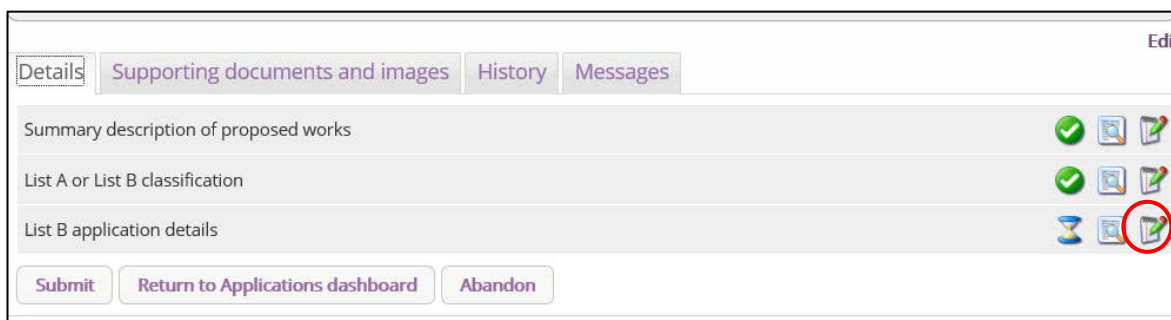
A screenshot of a form with two radio button options:   
● (B5-1) The introduction of a defibrillator in a building which is a listed building.   
● None of the above   
At the bottom, there are four buttons: Previous, Save & come back later, Cancel, and Finish Form. The Finish Form button is circled in red.

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



A screenshot of an application overview page. It has tabs for Details, Supporting documents and images, History, and Messages. Below the tabs are three sections: Summary description of proposed works, List A or List B classification, and List B application details. Each section has a green checkmark icon, a document icon, and a pencil icon. At the bottom, there are three buttons: Submit, Return to Applications dashboard, and Abandon.

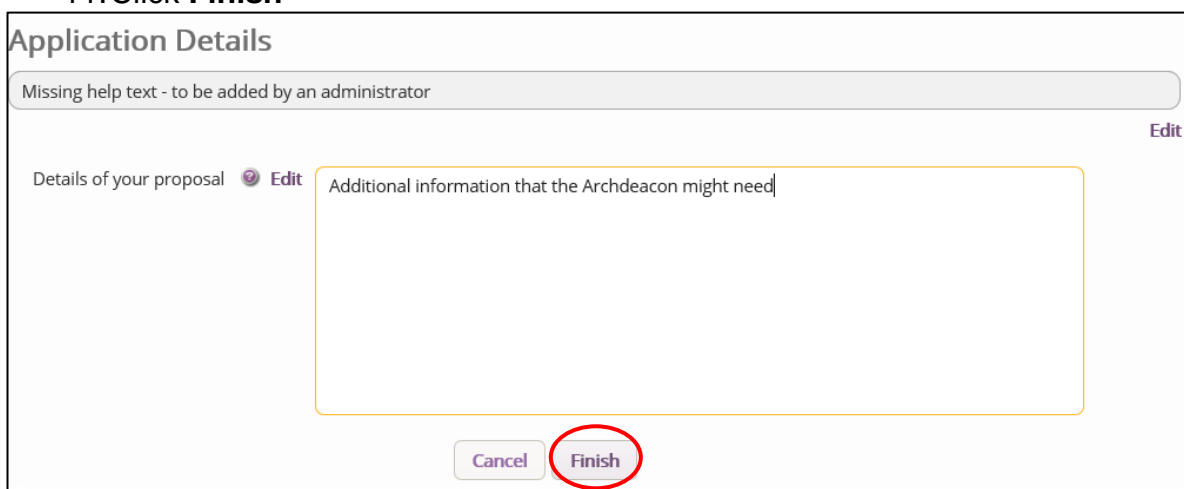
9. Click the **Edit** icon to add more details to the application



A screenshot of the application overview page, similar to the previous one. The pencil icon in the List B application details section is circled in red.

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

11. Click **Finish**



A screenshot of the Application Details page. It has a header 'Application Details' and a sub-header 'Missing help text - to be added by an administrator'. Below that is a section 'Details of your proposal' with an 'Edit' icon. A large text box contains the text 'Additional information that the Archdeacon might need'. At the bottom, there are two buttons: Cancel and Finish. The Finish button is circled in red.

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

Summary description of proposed works



List A or List B classification



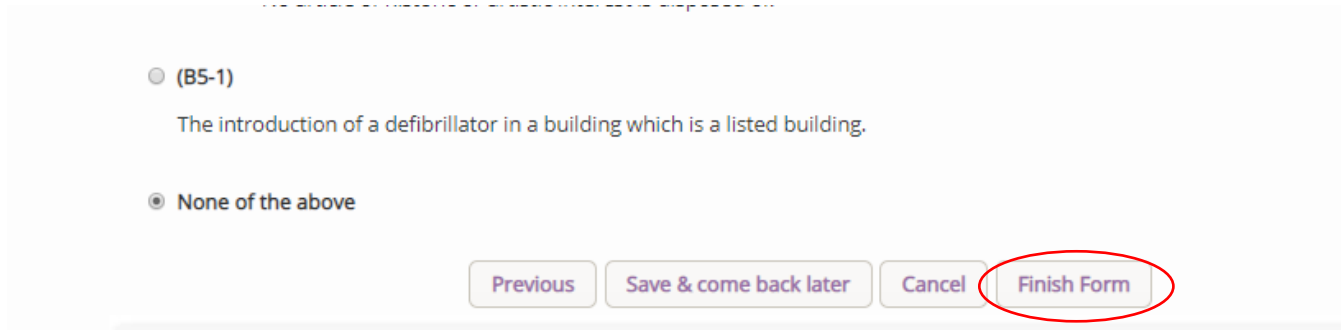
List B application details



**Submit** Return to Applications dashboard Abandon

## Applying for Full Faculty

1. Repeat steps outlined in the *Case File Summary*
2. Arrive at **List A**,
3. Scroll to the bottom of the page
4. Click **None of the Above**
5. Click **Next**
  
6. Arrive at **List B**
7. Scroll to the bottom of the page
8. Click **None of the Above**
9. Click **Finish**



(B5-1)

The introduction of a defibrillator in a building which is a listed building.

None of the above




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




You have successfully begun a new faculty proposal for the 2019 legislation and have created a case file.

|   |  |
|---|--|
| Application Ref: 2020-000527                    | Church: <a href="#">Ambridge: St Stephen's (Test)</a>            |
| Diocese: <a href="#">Borchester (Test)</a>      | Archdeaconry: <a href="#">Felpersham (Test)</a>                  |
| Status: <a href="#">Proposal in preparation</a> | Logged By: <a href="#">The Test Petitioner (Mon 23 Mar 2020)</a> |
| Summary: <a href="#">Test 1</a>                 |  |


Proposal in preparation

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

Summary description of proposed works   

Standard Information   

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

 [Site Map](#) | [Privacy](#) | [T & C](#) | © 2014 - 2020 Archbishops' Council | Web site by exeGesIS SDM | Rev. 2.9.7387.29248

For those who have processed applications under the 2015 legislation, a number of changes have been made for the 2019 set up. Each case will now begin by the Petitioner entering two forms and then submitting it to the DAC secretary for review and the selection of the relevant forms.

For reference, a new process will also be adopted for all cases submitted through the online system from the 1<sup>st</sup> April 2020 onwards. All cases that sit between the public notice period and the chancellor issuing their determination, will be made available publicly. This will be through a new page listed on the main website under the Public Notice page. All legal documents, including the Petition form, will be made available to members of the public. These forms are already legally required to be shown to members of the public who request access to view them in person, and under the new legislation, these forms will be made digitally available. Under GDPR, the processing and making public of these forms and the personal details included are allowed, as there is a legal requirement to make these available.

## Standard Information



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

Application Ref: 2020-000527 Church: [Ambridge: St Stephen's \(Test\)](#)  
Diocese: [Borchester \(Test\)](#) Archdeaconry: [Felpersham \(Test\)](#)  
Status: [Proposal in preparation](#) Logged By: [The Test Petitioner \(Mon 23 Mar 2020\)](#)  
Summary: [Test 1](#)


Proposal in preparation

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

Summary description of proposed works   

**Standard Information**   

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

 Site Map | Privacy | T & C | © 2014 - 2020 Archbishops' Council | Web site by exeGesIS SDM | Rev. 2.9.7387.29248

2. **First**, click **Reload from Church Heritage Record**. If your 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. There have been some changes to Form 1, so please review each question.

Application Ref: 2014-000078

Diocese: Barchester (Test)

Status: Proposal in Preparation


Summary: SE Test for Form3A Q22

Church: [Ambridge: St Stephen's \(Test\)](#)Archdeaconry: [Felpersham \(Test\)](#)Logged By: [Mrs Fiona Petty \(Tue 18 Nov 2014\)](#)




## 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

Approximate date of church Victorian/Pre-War (1837AD to 1914AD) Is the church listed?  Yes  NoIf so, please state whether it is grade I, II\* or II 

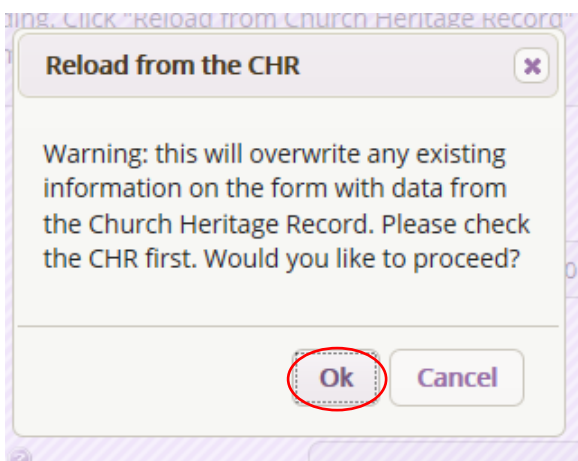
1

Is the church, churchyard or any adjoining structure wholly or partly scheduled as an ancient monument?  Yes  NoIs the church, churchyard or any adjoining structure in a conservation area?  Yes  NoIf it is, please state which 

Ambridge

[Reload from Church Heritage Record](#)[Save & come back later](#)[Cancel](#)[Next](#)

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 Ref: 2020-000527  
Diocese: Barchester (Test)  
Status: Proposal in preparation  
Summary: Test 1

Church: [Ambridge: St Stephen's \(Test\)](#)  
Archdeaconry: [Felpersham \(Test\)](#)  
Logged By: [The Test Petitioner \(Mon 23 Mar 2020\)](#)

## Form 1A

xxx xvdfsdf sd



Approximate date of church

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

Is the church listed?

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

Is the church or churchyard wholly or partly scheduled as an ancient monument?

Yes  No

Is the church or churchyard in a conservation area?

Yes  No

If it is, please state which conservation area

[Reload from Church Heritage Record](#)

[Save & come back later](#)

[Cancel](#)

[Next](#)

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

Application Ref: 2020-000527  
Diocese: Barchester (Test)  
Status: Proposal in preparation  
Summary: Test 1

Church: [Ambridge: St Stephen's \(Test\)](#)  
Archdeaconry: [Felpersham \(Test\)](#)  
Logged By: [The Test Petitioner \(Mon 23 Mar 2020\)](#)

## Form 1A

xxx xvdfsdf sd



Is the church or churchyard in a national park?

Yes  No

If it is, please state which national park

Ambridge National Park

Is there any evidence that bats use the church, or its curtilage or any adjoining structure?

Yes  No

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

Lady chapel owned by Lady [Grantham](#) of [Downton Abbey](#)  
Memorial Window owned by Shaw family

Is there anybody other than the parochial church council who is liable to pay for repairs to the chancel?

[Previous](#)

[Save & come back later](#)

[Cancel](#)

[Next](#)

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

Application Ref: 2020-000527  
Diocese: Barchester (Test)  
Status: Proposal in preparation  
Summary: Test 1

Church: Ambridge: St Stephen's (Test)  
Archdeaconry: Felpersham (Test)  
Logged By: The Test Petitioner (Mon 23 Mar 2020)

## Form 1A

xxx xvdfsdf sd

1 2 3 4

Is the churchyard or burial ground consecrated? (whether closed or not)

Yes  No

Has it been used for burials?  Yes  No

Is it still used for burials?  Yes  No

If the churchyard or burial ground 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



Site Map | Privacy | T & C | © 2014 - 2020 Archbishops' Council | Web site by exeGesIS SDM | Rev. 2.9.7387.29248

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

Application Ref: 2020-000527  
Diocese: Barchester (Test)  
Status: Proposal in preparation  
Summary: Test 1

Church: Ambridge: St Stephen's (Test)  
Archdeaconry: Felpersham (Test)  
Logged By: The Test Petitioner (Mon 23 Mar 2020)

## Form 1A

xxx xvdfsdf sd

1 2 3 4

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

Please give the name and address of the architect or surveyor appointed for the church under section 45 of the Ecclesiastical Jurisdiction and Care of Churches Measure 1988 \* (if applicable)

John Doe  
Purcell - London  
15 Bermondsey Square  
Tower Bridge Road  
London

\* This is now to be read as a reference to the inspector appointed under section 45 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018.

Previous

Save & come back later

Cancel

Finish Form



Site Map | Privacy | T & C | © 2014 - 2020 Archbishops' Council | Web site by exeGesIS SDM | Rev. 2.9.7387.29248









## 8. The form is now complete

Application Ref: 2020-000527 Church: [Ambridge: St Stephen's \(Test\)](#)  
Diocese: [Borchester \(Test\)](#) Archdeaconry: [Felpersham \(Test\)](#)  
Status: [Proposal in preparation](#) Logged By: [The Test Petitioner \(Mon 23 Mar 2020\)](#)  
Summary: [Test 1](#)

Proposal in preparation

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

Summary description of proposed works   

Standard Information   

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

## Submitting your proposal




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




1. If you need to **attach any documents** to your application, please review the *Attaching Documents guidance* note.
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 you are ready to seek DAC advice, Click **Submit**

Application Ref: 2020-000527 Church: [Ambridge: St Stephen's \(Test\)](#)  
Diocese: [Borchester \(Test\)](#) Archdeaconry: [Felpersham \(Test\)](#)  
Status: [Proposal in preparation](#) Logged By: [The Test Petitioner \(Mon 23 Mar 2020\)](#)  
Summary: [Test 1](#)

Proposal in preparation

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

Summary description of proposed works   

Standard Information   

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

## Initial DAC review

Once the application has been submitted to the DAC secretary, they will review the Standard information form to check that it is complete. Here they may email you or ring you to ascertain what the work required is and advise accordingly. They may even revert your application back to a List A or B item, as the works may now fall under the new Listings included within the legislation change.

Should further work be required in relation to the Standard Information form, the case will be sent back to you, so that you can edit the form and submit it back to the DAC secretary. If this happens, you will receive an email outlining what changes are required, and you will need to follow the steps above to resend this back to the DAC secretary.

## DAC selection of forms

Once the Standard Information form is complete and is confirmed by the DAC secretary, the DAC secretary will then move the case forward and select which forms are necessary for you to complete. These forms will depend on the work requested and, in some cases, only the petition details will be required to be filled in. The DAC secretary will also provide via an email, an outline of what supporting documentation is required.

## Awaiting application form completion














Once the DAC secretary has selected whether the Statement of Significance and/or the Statement of Needs are required, the case will be sent to you, and you will be met with the following screen.

Application Ref: 2020-000527  
Diocese: Barchester (Test)  
Status: Awaiting application form completion  
Summary: Test 1


Church: [Ambridge: St Stephen's \(Test\)](#)  
Archdeaconry: [Felpersham \(Test\)](#)  
Logged By: [The Test Petitioner \(Mon 23 Mar 2020\)](#)

Awaiting application form completion

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

|                                       |   |
|---------------------------------------|---|
| Summary description of proposed works |     |
| Standard Information                  |     |
| Petition Details                      |    |
| Statement of Significance             |    |
| Statement of Needs                    |    |

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

 Site Map | Privacy | T & C | © 2014 - 2020 Archbishops' Council | Web site by exeGesIS SDM | Rev. 2.9.7388.18213

In the above example, the DAC Secretary has selected that both the Statement of Significance and/or the Statement of Needs are required, and together with the petition details, these forms are

then available to be edited by selecting the edit button for each. It is in this stage that supporting documents can also be added, as requested by the DAC secretary in the email to you.

## Petition details

In this section, you are asked to fill in the first three pages of Form 3, the petition document. Through the online system this appears as five pages. All text that is entered in this form, will be available towards the end of the application when you are asked to complete the full document.

Press the edit button to access the Petition details form

The screenshot displays the online petition system interface. At the top, application details are shown: Application Ref: 2020-000527, Church: Ambridge: St Stephen's (Test), Diocese: Borchester (Test), Archdeaconry: Felpersham (Test), Status: Awaiting application form completion, Logged By: The Test Petitioner (Mon 23 Mar 2020), and Summary: Test 1. Below this, a status bar indicates 'Awaiting application form completion'. A navigation menu includes 'Details', 'Supporting documents and images', 'History', 'Messages', and 'Archived Forms'. The main content area lists five sections: 'Summary description of proposed works', 'Standard Information', 'Petition Details', 'Statement of Significance', and 'Statement of Needs'. Each section has a green checkmark icon and a document icon. The 'Petition Details' section also has a blue hourglass icon and a red pencil icon, which is highlighted by a red arrow. At the bottom, there are four buttons: 'Submit', 'Return to Applications dashboard', 'Delete the application', and 'Download All Forms & Documents'. The footer contains a globe icon, 'Site Map | Privacy | T & C | © 2014 - 2020 Archbishops' Council | Web site by exeGesIS SDM | Rev. 2.9.7388.18213'.

Page 1 asks for the details of each petitioner. Fill the relevant parts in and navigate to the bottom of the page and press **next** to move onto the next page.

## Form 3A



### Petitioners

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

Residential Address  
(including postcode)

Preferred

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

Residential Address  
(including postcode)

Preferred

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

Residential Address  
(including postcode)

Preferred

Please use capital letters

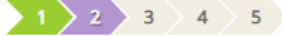
Please indicate here which of the above should be regarded as the contact address. A telephone number and email address should also be provided where possible.

Page 2 asks for the details of schedule of works that you are requesting. Fill this section in with as much or as little detail as is required and navigate to the bottom of the page and press **next** to move onto the next page.

Application Ref: 2020-000527  
Diocese: Borchester (Test)  
Status: Awaiting application form completion  
Summary: Test 1

Church: [Ambridge: St Stephen's \(Test\)](#)  
Archdeaconry: [Felpersham \(Test\)](#)  
Logged By: [The Test Petitioner \(Mon 23 Mar 2020\)](#)

## Form 3A



We petition the Court for a faculty to authorise the following...  
Please describe the works or other proposals for which a faculty is sought in the way recommended by the Diocesan Advisory Committee in its Notification of Advice

### Schedule of works or proposals

This is where the schedule of works be listed

They can be on multiple lines

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

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



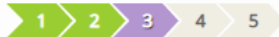
Site Map | Privacy | T & C | © 2014 - 2020 Archbishops' Council | Web site by exeGesIS SDM | Rev. 2.9.7388.18213

Page 3 asks for the details of any professional advice that has been sought as part of the intended works. Fill this section in if necessary and navigate to the bottom of the page and press **next** to move onto the next page.

Application Ref: 2020-000527  
Diocese: Borchester (Test)  
Status: Awaiting application form completion  
Summary: Test 1

Church: [Ambridge: St Stephen's \(Test\)](#)  
Archdeaconry: [Felpersham \(Test\)](#)  
Logged By: [The Test Petitioner \(Mon 23 Mar 2020\)](#)

## Form 3A



A. Professional Advice  
Please answer this section in every case

1. Has the architect or surveyor appointed under section 45 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018 been—

- a. engaged in connection with the proposals?  Yes  No
- b. asked for general advice in relation to these proposals?  Yes  No

2. If another architect or surveyor is being engaged

a. what is his or her name and address?

Judith

b. why is he or she being instructed in relation to the proposed works?

They know the church well having worked on the building before

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



Site Map | Privacy | T & C | © 2014 - 2020 Archbishops' Council | Web site by exeGesIS SDM | Rev. 2.9.7388.18213

Page 4 asks questions around whether the intended works are to the interior and/or exterior of the church, and whether a statement of significance and statement of needs have been prepared. If the DAC secretary has not directed that these be filed in, there is no requirement to select "Yes, but the church may have this information already and may wish to select **Yes** and upload the documents via the support documents tab. Fill the relevant parts of the is page in and navigate to the bottom of the page and press **next** to move onto the next and final page.

Application Ref: 2020-000527  
Diocese: Barchester (Test)  
Status: Awaiting application form completion  
Summary: Test 1

Church: [Ambridge: St Stephen's \(Test\)](#)  
Archdeaconry: [Felpersham \(Test\)](#)  
Logged By: [The Test Petitioner \(Mon 23 Mar 2020\)](#)

### Form 3A

1 2 3 4 5

B. Changes to the interior and/or exterior of the Church  
Please answer this section if applicable. Otherwise proceed to section C


3.a. If changes to the interior and/or exterior of the Church are proposed, has the PCC prepared a statement of significance and a statement of needs?  Yes  No

b. If the answer to a. is yes, please supply copies of the statements with this petition.

c. If the answer to a. is no, what are the reasons for asking for permission for the proposals?

Please supply separate explanatory statement if more space is required

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

 Site Map | Privacy | T & C | © 2014 - 2020 Archbishops' Council | Web site by exeGesIS SDM | Rev. 2.9.7388.18213

Page 5 asks for financial costs of the intended works. Please fill this part of the form in as honestly as possible, as it helps both the DAC within their notification, but also external bodies in their formal consultative roles. Once completed, navigate to the bottom of the page and press **Finish Form** to complete the form.

## Form 3A



### C. Financial Information

Please answer this section in every case

4.a. What is the estimated cost of the proposed works?

b. Who has estimated this cost?

c. Are the proposals wholly to be paid for from a source other than the parochial church council or wholly from funds which have already been given to the PCC for the purpose of the proposals?

Yes  No

d. If the answer to c. is no, how are the proposals to be paid for? (Please give figures in the boxes below)

i. the PCC's current balance of funds that are available for the purpose

ii. gifts/legacies

iii. grants or fund raising - already available

iv. grants or fund raising - being sought

If you are preparing a statement of needs or providing an explanatory statement under section 3.c., please include details of any fund raising strategy there.

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

## Statement of Significance

The statement of significance is a required document for proposals that involve making changes to a listed church or other listed building. It is an important tool to help everyone understand the significance of the church building, but it is not required in every case. Where the DAC secretary requests this form, the Statement of Significance will appear in the main page and will be editable by you.

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














To begin, press the edit button to access the Statement of Significance form

Application Ref: 2020-000527  
Diocese: Borchester (Test)  
Status: Awaiting application form completion  
Summary: Test 1


Church: [Ambridge: St Stephen's \(Test\)](#)  
Archdeaconry: [Felpersham \(Test\)](#)  
Logged By: [The Test Petitioner \(Mon 23 Mar 2020\)](#)

Awaiting application form completion

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

|                                       |   |
|---------------------------------------|---|
| Summary description of proposed works |     |
| Standard Information                  |     |
| Petition Details                      |    |
| Statement of Significance             |    |
| Statement of Needs                    |    |

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

 Site Map | Privacy | T & C | © 2014 - 2020 Archbishops' Council | Web site by exeGesIS SDM | Rev. 2.9.7388.18213



For those who are used to processing applications under the 2015 legislation, changes have been made to the form, and this has been expanded to include more relevant questions. The template provided through the system does not need to be completed, but it is advised that the template is followed. Should you wish to provide your own version, the first page will ask if you would prefer to upload this, and if this is the case, this tick box must be ticked to tell the system that form has been added. Once ticked, please upload the document via the support documents tab.

Application Ref: 2020-000527  
Diocese: Borchester (Test)  
Status: Awaiting application form completion  
Summary: Test 1

Church: [Ambridge: St Stephen's \(Test\)](#)  
Archdeaconry: [Felpersham \(Test\)](#)  
Logged By: [The Test Petitioner \(Mon 23 Mar 2020\)](#)

### Statement of Significance Form

1 2 3 4 5 6 7

I have uploaded it as a file instead  

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

 Site Map | Privacy | T & C | © 2014 - 2020 Archbishops' Council | Web site by exeGesIS SDM | Rev. 2.9.7388.18213

Within the template provided, not every question is relevant to the proposal, and usually the questions required to be filled in for both the DAC and the external consultations will be explained in the email sent by the DAC secretary prior to this stage. Please follow this guidance, but should you wish to enter the text for each question, these will be saved for future applications.

The second page of the new Statement of Significance asks questions around the setting of the church; details of the living churchyard; the social history of the church; the church building in general and in detail; the contents of the church; and the significance for mission. Each text entered can be



as long as necessary, so if you have a large and complex church, each section of the church could be broken down and discussed separately. Once the relevant questions have been entered, navigate to the bottom of the page, and press **next** to move onto the next and page.

## Statement of Significance Form



### Section 1: The church in its urban / rural environment.

#### 1.1 Setting of the Church

How does the setting out of the church contribute to its landscape / townscape value and to its significance?

body p

#### 1.2 The Living Churchyard

What is the significance of the natural heritage of the site?

body p

#### 1.3 Social History










What is the historic and present use of the church and churchyard by the congregation and wider community? How does this contribute to its significance?

body p

Use the web-editing tools to format your text:

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










### 1.5 The church building in detail

     **B** *I* Normal -    

Assess the significance of either each historical phase of the building or of each area within it. For example, north aisle, south chancel elevation, Norman tower

body p










### 1.6 Contents of the Church

     **B** *I* Normal -    

Provide a description of its contents and their significance. It is reasonable to group these if there is a contemporary scheme which is significant as such, for example one could say a complete scheme of 18th-century furnishings, of high significance.

body p

### 1.7 Significance for mission

     **B** *I* Normal -    

What are the strengths of the building as it is for worship and mission? What potential for adapted and new uses does the church and its setting already have with little or no change?

body p

Previous

Save & come back later

Cancel

Next

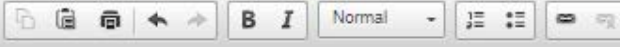
The third page asks further questions around the significance of the area affected by the proposal, where you are asked to identify the parts that will be affected directly and indirectly by the proposed works and then set their individual significances. Once the relevant questions have been entered, navigate to the bottom of the page, and press **next** to move onto the next and page.

## Statement of Significance Form




### Section 2 : The significance of the area affected by the proposal.


2.1 Identify the parts of the church and/or churchyard which will be directly or indirectly affected by your proposal. 



Provide an outline of the parts of the church and/or churchyard that that will be affected by your proposal

body p

2.2 Set out the significance of these particular parts. 



Provide a summary of why they are important and the contributions they make to the character of the building

body p

Previous

Save & come back later

Cancel

Next

The fourth page asks further questions around the assessment of the proposals, specifically around their impact and how, where possible, how you hope to mitigate these impacts. Furthermore, if you have used any sources of information within this statement, these can be added to a central text box. Once the relevant questions have been entered, navigate to the bottom of the page, and press **next** to move onto the next and page.

## Statement of Significance Form



### Section 3: Assessment of the impact of the proposals

3.1 Describe and assess the impact of your proposal on these parts, and on the whole.

Discuss the overall impact that the works requested will have on the parts listed in the previous section, as well as on the whole of the building. Examples of wider impact could include access or movement of liturgical furnishings.

body p

3.2 Explain how you intend, where possible, to mitigate the impact of the proposed works on the significance of the parts whole

Where possible, it is always best to reduce the impact that these works will have. Describe how you will best mitigate or reduce the level of impact that these works will have on the parts affected and on the whole building.

body p

Sources consulted

Provide a list of sources that were used to produce this statement of significance|

body p

Previous

Save & come back later

Cancel

Next

Pages fifth page through the seventh page subsequently asks for image files related to the floor plans, interior images, and exterior images of where the work will take place.

Top upload these files press the **ADD** button and then

1. Insert your image file
  - a. You can **Drag & Drop** a file into the middle of the box using your computer's mouse OR
  - b. 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

Drag and drop a file here

Description



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

## 2. 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 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

Drag and drop a file here

Pews.jpg ⓘ

Description

Interior of the church|

Once you have uploaded the image, press **Next** or **Finish** to move onto the next page or to finish the form

## 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.



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

## Statement of Needs

The statement of needs is a required document for proposals that involve making changes to a listed church or other listed building. It is an important tool to help everyone understand the needs of the proposal, but it is not required in every case. Where the DAC secretary requests this form, the Statement of Significance will appear in the main page and will be editable by you.

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

To begin, press the edit button to access the Statement of Needs form

Application Ref: 2020-000527      Church: **Ambridge: St Stephen's (Test)**  
Diocese: **Borchester (Test)**      Archdeaconry: **Felpersham (Test)**  
Status: **Awaiting application form completion**      Logged By: **The Test Petitioner (Mon 23 Mar 2020)**  
Summary: **Test 1**

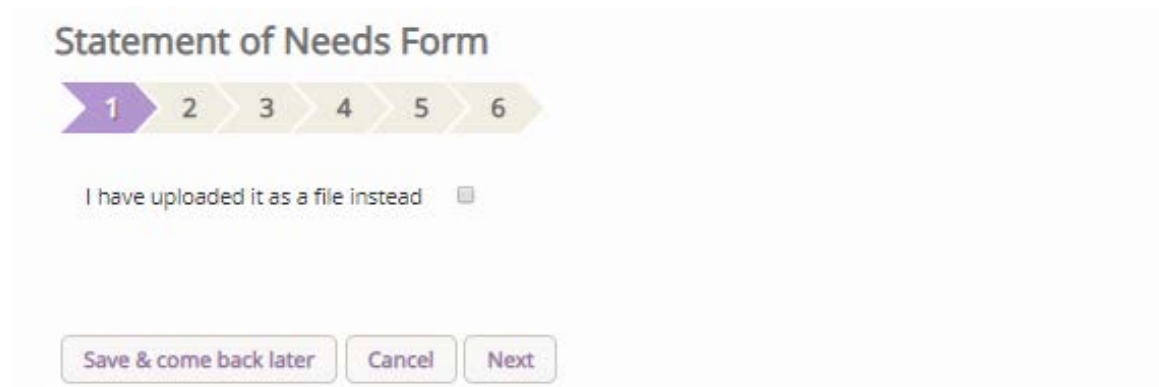
Awaiting application form completion

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

|                                       |  |
|---------------------------------------|--|
| Summary description of proposed works |  |
| Standard Information                  |  |
| Petition Details                      |  |
| Statement of Significance             |  |
| Statement of Needs                    |  |

Site Map | Privacy | T & C | © 2014 - 2020 Archbishops' Council | Web site by exeGesIS SDM | Rev. 2.9.7388.18213

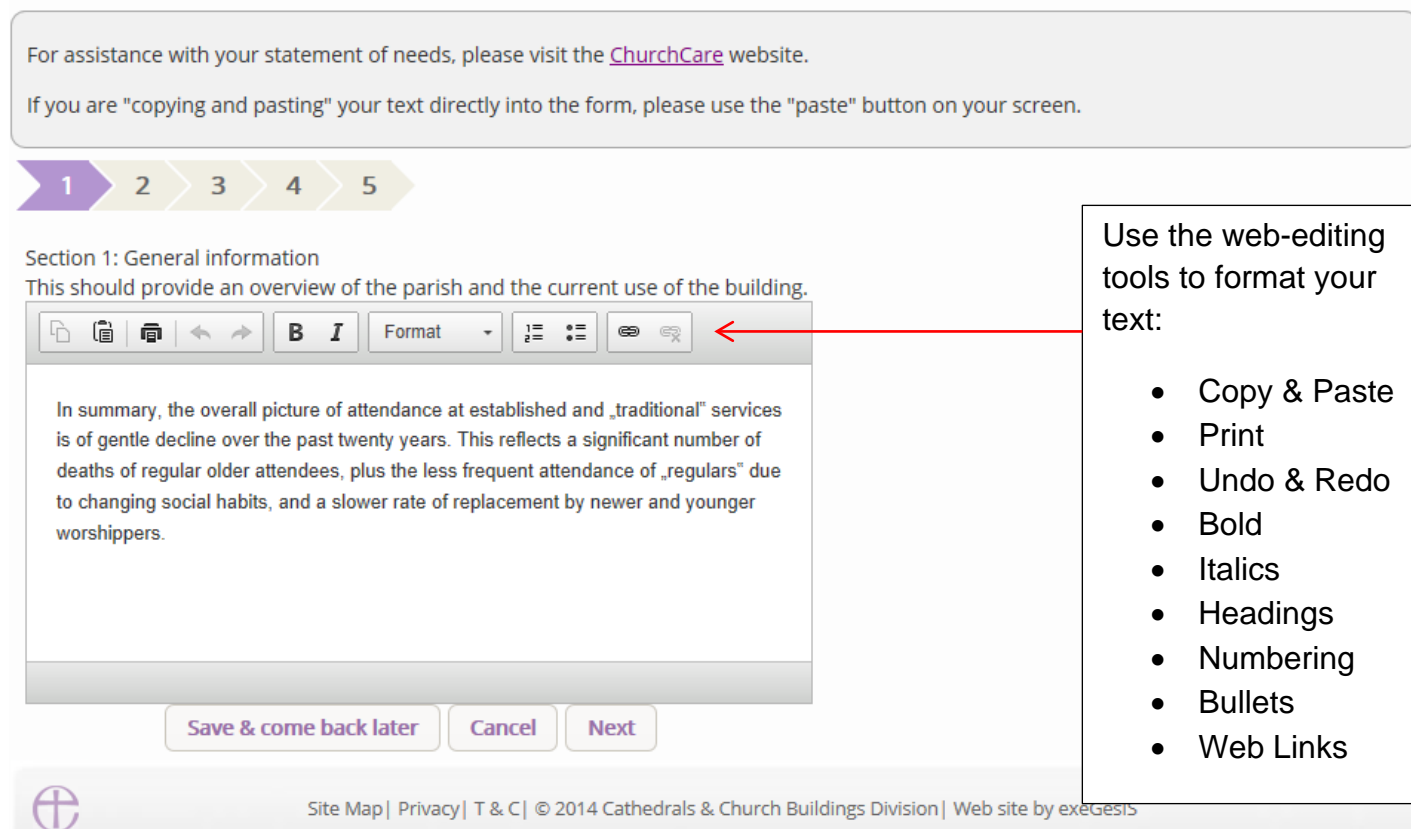
The template provided through the system does not need to be completed, but it is advised that the template is followed. Should you wish to provide your own version, the first page of the form will ask if you would prefer to upload this, and if this is the case, this tick box must be ticked to tell the system that form has been added. Once ticked, please upload the document via the support documents tab.



Should you wish to complete the online statement of needs form press the **next** button to go to the next page.

The second page asks for details that are general to the parish and the building. Once entered, these details will appear in future statements of needs in any future application. Complete this page and press the **next** button to go to the next page.

## 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.

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.

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

Repeat the same process for page three, where you should explain why you need to do the work requested; page four, which asks you to set out what you are proposing to do in order to meet the

needs set out in the previous; page five, which asks you why do you need the works and why you need to them now; and page six, which asks petitioners to justify and explain how the proposals would result in public benefits when the works are likely to harm the significance outlined in the Statement of significance.

Press **Next** or **Finish** to move the statement onto the next page or to finish the form.

## 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](#)



[Site Map](#) | [Privacy](#) | [T & C](#) | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

## Finished Forms

Once all of the forms have been completed (with green ticks next to each of the forms to signify this), and all of the supporting documents requested by the DAC secretary have been uploaded, you are able to send the case forward to the DAC secretary for review. To do this, simply press Submit and then confirm that you wish to send the case forward. Once submitted, you will lose the ability to amend the forms, or add any further supporting documentation until it is returned to you.



Summary: **Test 1**

Awaiting application form completion

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

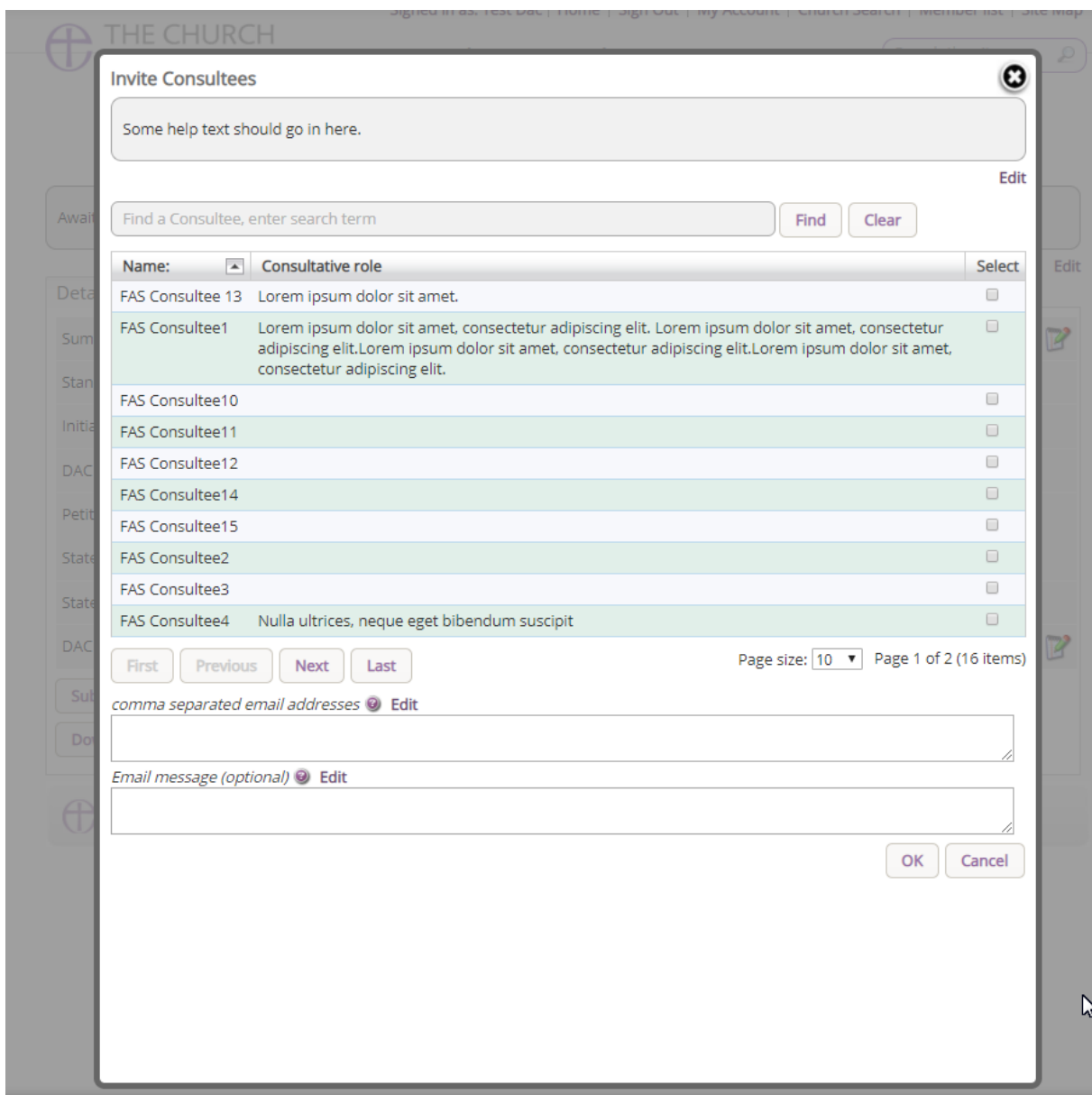
|                                       |  |  |
|---------------------------------------|--|--|
| Summary description of proposed works |  |  |
| Standard Information                  |  |  |
| Petition Details                      |  |  |
| Statement of Significance             |  |  |
| Statement of Needs                    |  |  |

[Site Map](#) | [Privacy](#) | [T & C](#) | © 2014 - 2020 Archbishops' Council | Web site by exeGesIS SDM | Rev. 2.9.7388.18213

## DAC review pre-formal consultation

Once submitted, the DAC secretary, and/or members of the DAC will review the application. Should changes be suggested, or any documents missing, the DAC secretary will be able to send the application back to you for you to amend and to upload further documents. You will receive an email with these details, and you will need to follow the guidance above. This is a loop system, and this may happen several times. Please be aware that due to the change in legislation, formal consultation with national bodies such as Historic England, Amenity Societies and the Church Buildings Council has been brought forward prior to the notification of advice. The documentation required as part of this statutory process (the documents that you have just submitted to the DAC secretary) will need to be in a format that is acceptable for their review and is why this loop system is in place. Should the forms be incomplete, or the information requested be incomplete, it could delay your application whilst amendments are made during the formal consultation period.

It is during this stage of the application where pre-application advice could be sought with national bodies via the **Pre-application consultation request**, where you will be able to select relevant bodies via the popup form that appears for your diocese. Select the relevant body or person, write a message at the bottom of the page, and then press **OK** to send the email. This should only be used for complex cases, and the DAC will advise on who should and could be contacted.



## 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. In some dioceses the DAC secretary will do this on your behalf, and others will offer support when needed. Each person/body who is invited to formally consult on a case has a statutory period of 42 days to respond. Should you forget to invite a body after 40 days, and they are legally required to consult on the proposal, they themselves will have 42-days to respond, which could result in a total of 82 days of consultation. Always remember then to invite all bodies necessary as early as you can. An online response function has been developed to allow these external bodies to reply directly through the system.

Formal consultation is not required for every proposal submitted. Should the DAC secretary move the case forward to the **notification of advice**, no further work is required of you until the DAC have

issued this document. Should the case instead move forward to **Formal Consultation** you will be sent an email to notify you.

### Inviting Bodies to formally consult

If you have decided to run the consultation process yourself, during this consultation period, you will be met with the following new form. To invite Formal Consultees, press the **Formal Consultation Invite** button.

The screenshot displays the TEST Online Faculty System interface. At the top, it shows the Church of England logo and the text 'TEST Online Faculty System'. Below this, there is a search bar and navigation links. The main content area shows application details for 'Application Ref: 2020-000527' in the Diocese of 'Borchester (Test)'. The status is 'Application in formal consultation' and the summary is 'Test 1'. The church is identified as 'Ambridge: St Stephen's (Test)' and the archdeaconry as 'Felpersham (Test)'. The user is logged in as 'The Test Petitioner (Mon 23 Mar 2020)'. A section titled 'Initial consultation' is visible. Below this, there are tabs for 'Details', 'Supporting documents and images', 'History', 'My Notes', 'Messages', and 'Archived Forms'. A table lists various application components, each with a green checkmark icon and a document icon. At the bottom of the form, there are several buttons: 'Submit', 'Return to Applications dashboard', 'Delete the application', 'Formal Consultation Invite' (highlighted with a red arrow), and 'Download All Forms & Documents'. The footer contains a site map, privacy policy, and copyright information for the Archbishops' Council.

You will then be invited to select the relevant bodies that are required to be consulted. Usually these are Historic England, National Amenity Societies, Local Authorities, and the Church Buildings Council. Unlike the pre-application consultation invite function, this new form will list the Amenity Societies at the top of the page. Select each relevant body (as required), together with the bodies and people who are listed in the consultee list, write an optional message to them, and press **OK**. This will then send an email to the Joint Committee for the National Amenity Societies (if selected) and the relevant bodies. You may invite anyone that you would like via this function, but each body/person has 42 days to respond. Asking these bodies now discharges the duty of asking. You do not need to chase them for a reply. Should these bodies not respond within the 42-day window, you may move the case forward to the DAC. Should a body/person contact you to ask for slightly more

time, it would be advisable to allow for this, otherwise the Chancellor may direct that this consultation be completed again at a later point, which adds further to the time for your application to gain its determination.

**Invite Consultees** Edit

Missing help text - to be added by an administrator

**Statutory Body** Edit

- The Ancient Monuments Society
- The Society for the Protection of Ancient Buildings
- The Victorian Society
- The Gardens Trust
- The Council for British Archaeology
- The Georgian Group
- The Twentieth Century Society

| Name:            | Consultative role   | Select                   |
|------------------|---|--------------------------|
| FAS Consultee 13 | Lorem ipsum dolor sit amet.   | <input type="checkbox"/> |
| FAS Consultee1   | Lorem ipsum dolor sit amet, consectetur adipiscing elit. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Lorem ipsum dolor sit amet, consectetur adipiscing elit. | <input type="checkbox"/> |
| FAS Consultee10  |   | <input type="checkbox"/> |
| FAS Consultee11  |   | <input type="checkbox"/> |
| FAS Consultee12  |   | <input type="checkbox"/> |
| FAS Consultee14  |   | <input type="checkbox"/> |
| FAS Consultee15  |   | <input type="checkbox"/> |
| FAS Consultee2   |   | <input type="checkbox"/> |
| FAS Consultee3   |   | <input type="checkbox"/> |
| FAS Consultee4   | Nulla ultrices, neque eget bibendum suscipit  | <input type="checkbox"/> |

Page size: 10 Page 1 of 2 (16 items)

*comma separated email addresses* Edit

*Email message (optional)* Edit

## Reviewing replies

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

The screenshot displays the 'TEST Online Faculty System' interface for 'THE CHURCH OF ENGLAND'. The application reference is 2020-00527, located in the Diocese of Borchester (Test) at Ambridge: St Stephen's (Test). The status is 'Application in formal consultation', and it was logged by 'The Test Petitioner' on Mon 23 Mar 2020. The current view is 'Initial consultation'. A list of application components is shown, each with a green checkmark and a document icon, indicating completion. The 'Application Formal Consultation Responses' row is highlighted, and a red arrow points to an 'edit' icon (a document with a pencil) next to it. 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 site map, privacy, and copyright information.

| Component                                 | Status   | Actions    |
|---|----------|------------|
| Summary description of proposed works     | Complete | View, Edit |
| Standard Information                      | Complete | View, Edit |
| Initial DAC Review                        | Complete | View, Edit |
| DAC Form Selection                        | Complete | View, Edit |
| Petition Details                          | Complete | View, Edit |
| Statement of Significance                 | Complete | View, Edit |
| Statement of Needs                        | Complete | View, Edit |
| DAC Review Pre-Formal Consultation        | Complete | View, Edit |
| Application Formal Consultation Responses | Complete | View, Edit |

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



Site Map | Privacy | T & C | © 2014 - 2020 Archbishops' Council | Web site by exeGesIS SDM | Rev. 2.9.7388.26608





A consultee will be able to reply directly through the system, and once replies are given, the responses will be visible to you and 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 name. This is an important feature as it allows for those contacting you via email or letter, to have their responses added to the online system. These responses will become public during the public notice period, and so 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. **YOU SHOULD ONLY DO THIS IF YOU RECEIVE COMMENTS OFFLINE** and it is advisable to provide proof of the corresponded via the supporting document tab.

Application ref: 2020-002527 Church: Ambrogias-Streatham (Test)

### Add a response

Missing help text - to be added by an administrator

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

[Submit response](#) [Decline to comment](#) [Cancel](#)

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.

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)**

Initial consultation

Edit

Details Supporting documents and images History My Notes Messages Archived Forms

|   |   |
|---|---|
| Summary description of proposed works     |    |
| Standard Information                      |     |
| Initial DAC Review                        |     |
| DAC Form Selection                        |     |
| Petition Details                          |     |
| Statement of Significance                 |     |
| Statement of Needs                        |     |
| DAC Review Pre-Formal Consultation        |     |
| Application Formal Consultation Responses |    |

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



### Finalising Consultation

Should you receive all of the necessary comments within the 42-day period, or should the 42-days have passed, and responses have not been received, you have the ability to finalise the consultation and move the application onto the next stage. Within the **consultation responses form**, there is a button marked as **Finalise Consultation**

Add a response Edit

Add a response

Responses Edit

| Responding User | On behalf of                        | Response date    | File Uploaded Instead | Commented | Response iteration | View response details |
|-----------------|-------------------------------------|------------------|-----------------------|-----------|--------------------|-----------------------|
| Test Consultee  | Historic England                    | 24/03/2020 15:43 | No                    | No        | 1                  |                       |
| 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 Edit

| 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](#) [Finalise Consultation iteration](#)

If you press this during the 42-day period, the consultation will end. **DO NOT PRESS THIS UNTIL THE CONSULTATION IS COMPLETE.** As soon as this is pressed, no further consultee will be able to add their response through the online system. If you have ongoing consultations, and are waiting on responses, and end this consultation period prior to required 42-days, it will cause issue with how the application is processed.

Once finalised, a green tick will appear on the main application page, and the application can be submitted to the DAC for review by pressing the **Submit** button.

EDIT

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

|   |   |  |  |
|---|---|--|--|
| Summary description of proposed works     | ✓ |  |  |
| Standard Information                      | ✓ |  |  |
| Initial DAC Review                        | ✓ |  |  |
| DAC Form Selection                        | ✓ |  |  |
| Petition Details                          | ✓ |  |  |
| Statement of Significance                 | ✓ |  |  |
| Statement of Needs                        | ✓ |  |  |
| DAC Review Pre-Formal Consultation        | ✓ |  |  |
| Application Formal Consultation Responses | ✓ |  |  |

↑

Site Map | Privacy | T & C | © 2014 - 2020 Archbishops' Council | Web site by exeGesIS SDM | Rev. 2.9.7388.26608

## 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 you to edit the Petition details, the Statement of Significance, and the Statement of Needs, and add any further supporting documentation. **You do not have to make any changes if you do not want to.** The suggested alterations by the DAC are for you to take on board, and it follows the consultation that was received. If the DAC secretary does send it back to you, an email will be sent to you with their comments. If the consultation does not prompt a further round of consultation, the DAC secretary will move the case forward to the **Notification of Advice**.

## Changes in response to Consultation

Changes can be made to the proposal and submitted back to the DAC for review. This process follows the work outlined above between *Awaiting application form completion* and *DAC review pre-formal consultation*. Once submitted on to the DAC for review, they will then review the case, and if a material changes have been made, the DAC will then move the case forward to a second round of consultation.

## 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 same method described in the **Formal Consultation** section above. A statutory period of 21-days is given to these bodies to reply to the consultation, and

again you have the power to add their response if you receive it offline, and to finalise the consultation should they reply within the 21 days. 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.

## Notification of Advice

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


















## Petition Document (Form 3)

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


Summary: **testing**


Await applicant completion of Petition form

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

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

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

 Site Map | Privacy | T & C | © 2014 - 2020 Archbishops' Council | Web site by exeGesIS SDM | Rev. 2.9.7388.26608



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

## Form 3A



### Petitioners

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

Residential Address  
(including postcode)

Preferred

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

Residential Address  
(including postcode)

Preferred

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

Residential Address  
(including postcode)

Preferred

Please use capital letters

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

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

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

summary: test 1

## Form 3A



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

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

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

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



Site Map | Privacy | T & C | © 2014 - 2020 Archbishops' Council | Web site by exeGesIS SDM | Rev. 2.9.7388.26608

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



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

### Form 3A



#### M. Further information

Please answer this section in every case

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

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

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

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

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

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

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



Site Map | Privacy | T & C | © 2014 - 2020 Archbishops' Council | Web site by exeGesIS SDM | Rev. 2.9.7388.26608

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

Await applicant completion of Petition form

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

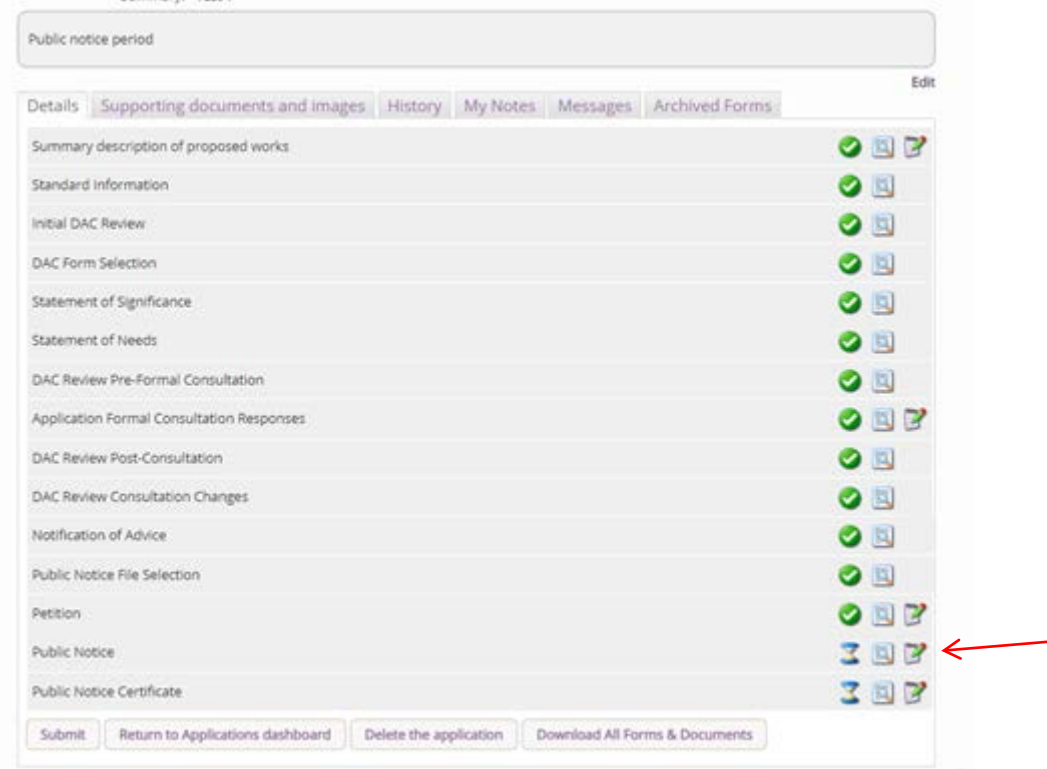
|   |                                     |  |
|---|-------------------------------------|--|
| Summary description of proposed works     | <input checked="" type="checkbox"/> |  |
| Standard Information                      | <input checked="" type="checkbox"/> |  |
| Statement of Significance     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

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

Site Map | Privacy | T & C | © 2014 - 2020 Archbishops' Council | Web site by exeGesIS SDM | Rev. 2.9.7388.26608

## Public Notice

With the petition document complete, the public notice form is available to be edited by pressing the edit button of the **Public Notice** form. You may also notice that the petition form is also editable, and this is because the Registrar may revert the case back to the Public Notice status, in order that the petition form be edited.




The screenshot shows a web interface for a public notice form. At the top, there is a field for "Public notice period" and an "Edit" button. Below this are several tabs: "Details", "Supporting documents and images", "History", "My Notes", "Messages", and "Archived Forms". The main content area is a list of form sections, each with a green checkmark and a document icon. The sections are: "Summary description of proposed works", "Standard Information", "Initial DAC Review", "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", "Public Notice File Selection", "Petition", "Public Notice", and "Public Notice Certificate". A red arrow points to the "Public Notice" section, which has a document icon with a pencil, indicating it is the form to be edited. At the bottom of the interface are four buttons: "Submit", "Return to Applications dashboard", "Delete the application", and "Download All Forms & Documents".

Once the Public Notice form is open, the address where copies of the plans and documents will be available need to be added. This address is vital, as those without a computer or internet, will still need to be given access to the view the necessary documents should they request to view them. The start date of the Public Notice is also required, and the end date is automatically calculated from this information. You will be sent an email on the last day of the Public Notice period to remind them to take the form down.


## Form 4 - Public Notice

Missing help text - to be added by an administrator

Edit


Copies of the relevant plans and documents may be examined at  Edit

You list the address here

Public notice start date  Edit

24/03/2020



Public notice end date  Edit

The end date is 30 days after the start date

Save & come back later

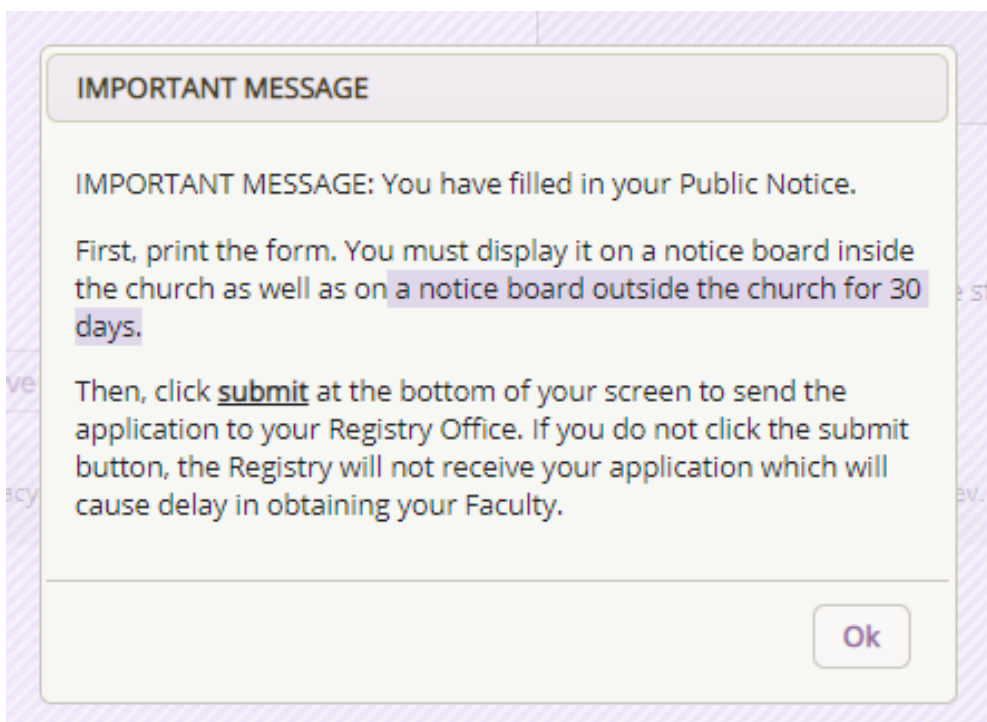
Cancel

Finish Form



Site Map | Privacy | T & C | © 2014 - 2020 Archbishops' Council | Web site by exeGesIS SDM | Rev. 2.9.7388.26608

Once completed, press the finish form, and you will be met with the following information text box.



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

1. Click the **View** icon



Public Notice



## 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/>

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

 THE CHURCH OF ENGLAND Online Faculty System Search the site 

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](#)

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

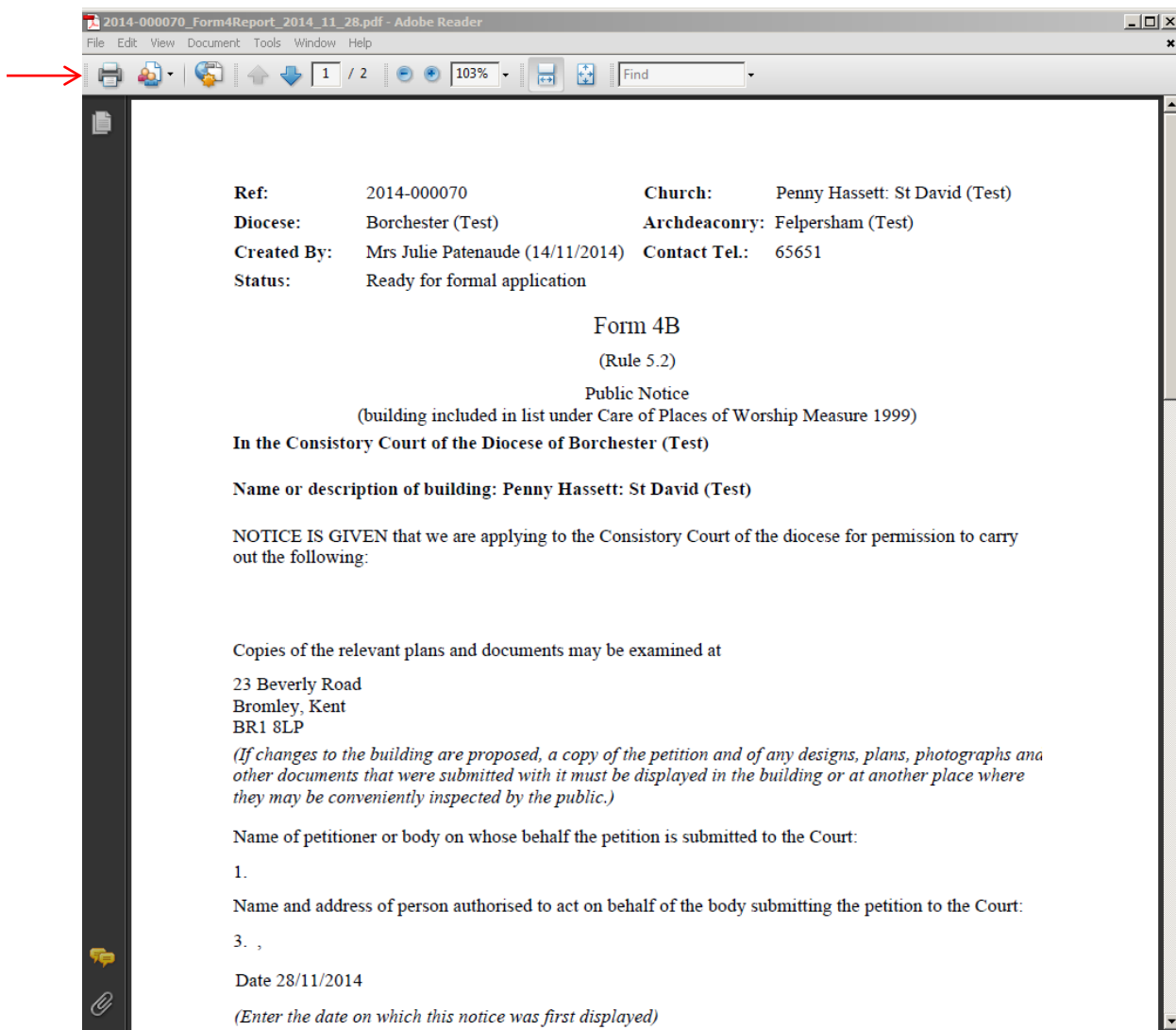
*(If changes to the building are proposed, a copy of the petition and of any designs, plans, photographs and other documents that were submitted with it must be displayed in the building or at another place where they may be conveniently inspected by the public.)*

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:

3. 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.



Once printed, do not forget to click **submit** and send your application to the Registrar.

Public notice period

[Edit](#)

Details
Supporting documents and images
History
My Notes
Messages
Archived Forms

|   |  |
|---|--|
| Summary description of proposed works     |  |
| Standard Information                      |  |
| Initial DAC Review                        |  |
| 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                    |  |
| Public Notice File Selection              |  |
| Petition                                  |  |
| Public Notice                             |  |
| Public Notice Certificate                 |  |

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

The form will now also list the email address of the Registry so that comments can be sent to them via email. Please also be aware that as the case has now been submitted to the Registrar, all documents and those forms selected by the DAC or Registrar will be made public until the chancellor has made their determination, as is the requirement of the new legislation. This is also listed on the Public Notice form, and you may direct members of the public to view these forms online if needed.

### Public Notice Certificate

During the above process, you may notice that a new form has been added, the Public Notice Certificate. This previously had to be completed and sent via the post. **Please do not fill this form in until the Public Notice period is over.** You do not have to complete this form to send the application to the registry, but it is a requirement of the law that this is filled in correctly and sent to the registry after the public notice period is over. This may be completed at any point whilst the case is reviewed by the Registrar and Chancellor. The Registrar will be unable to issue the faculty until the form is filled in. If you complete this too early by mistake, it can be edited later.

## 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**

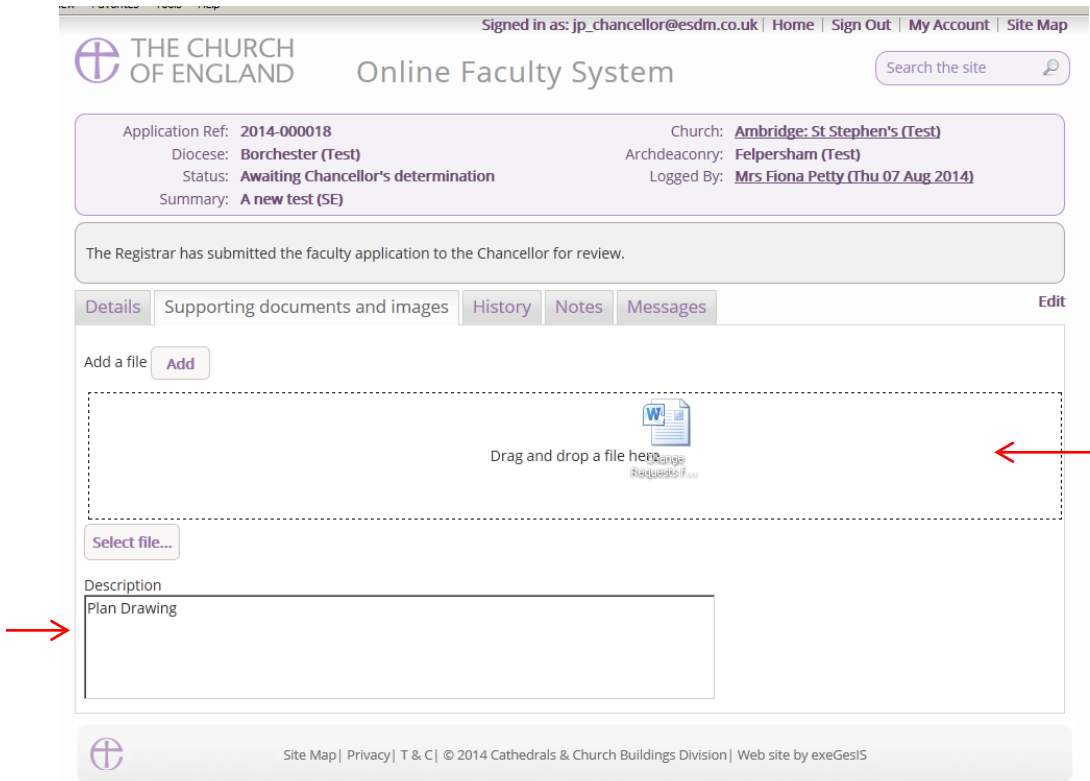
The screenshot shows the 'Online Faculty System' interface. At the top left is the logo for 'THE CHURCH OF ENGLAND'. To its right is the text 'Online Faculty System'. A search bar is located at the top right. Below the header is a summary box with the following information: Application Ref: 2014-000064, Church: Ambridge: St Stephen's (Test), Diocese: Barchester (Test), Archdeacons: Felpersham (Test), Status: Proposal in Preparation, Logged By: Mr Rupert Allen (Thu 13 Nov 2014), and Summary: Removal of Pews. Below this is a large text box with instructions: '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".' Below the text is a navigation bar with tabs: 'Details', 'Supporting documents and images' (circled in red), 'History', and 'Messages'. Below the tabs is a table of application sections: 'Summary description of proposed works', 'Standard Information', 'Petitioner', 'Statement of Significance', and 'Statement of Needs'. Each row has a green checkmark icon and a document icon. Below the table are buttons: 'Submit', 'Return to Applications dashboard', 'Abandon', and 'Invite Consultees'. At the bottom of the page is a footer with the Church of England logo, 'Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS'.

3. Click **Add**

The screenshot shows the 'Online Faculty System' interface for a different application. At the top left is the logo for 'THE CHURCH OF ENGLAND'. To its right is the text 'Online Faculty System'. A search bar is located at the top right. Below the header is a summary box with the following information: Application Ref: 2014-000018, Church: Ambridge: St Stephen's (Test), Diocese: Barchester (Test), Archdeacons: Felpersham (Test), Status: Awaiting Chancellor's determination, Logged By: Mrs Fiona Petty (Thu 07 Aug 2014), and Summary: A new test (SE). Below this is a text box: 'The Registrar has submitted the faculty application to the Chancellor for review.' Below the text box is a navigation bar with tabs: 'Details', 'Supporting documents and images' (circled in red), 'History', 'Notes', 'Messages', and 'Edit'. Below the tabs is a text box: 'Add a file' followed by an 'Add' button (circled in red). At the bottom of the page is a footer with the Church of England logo, 'Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS'.

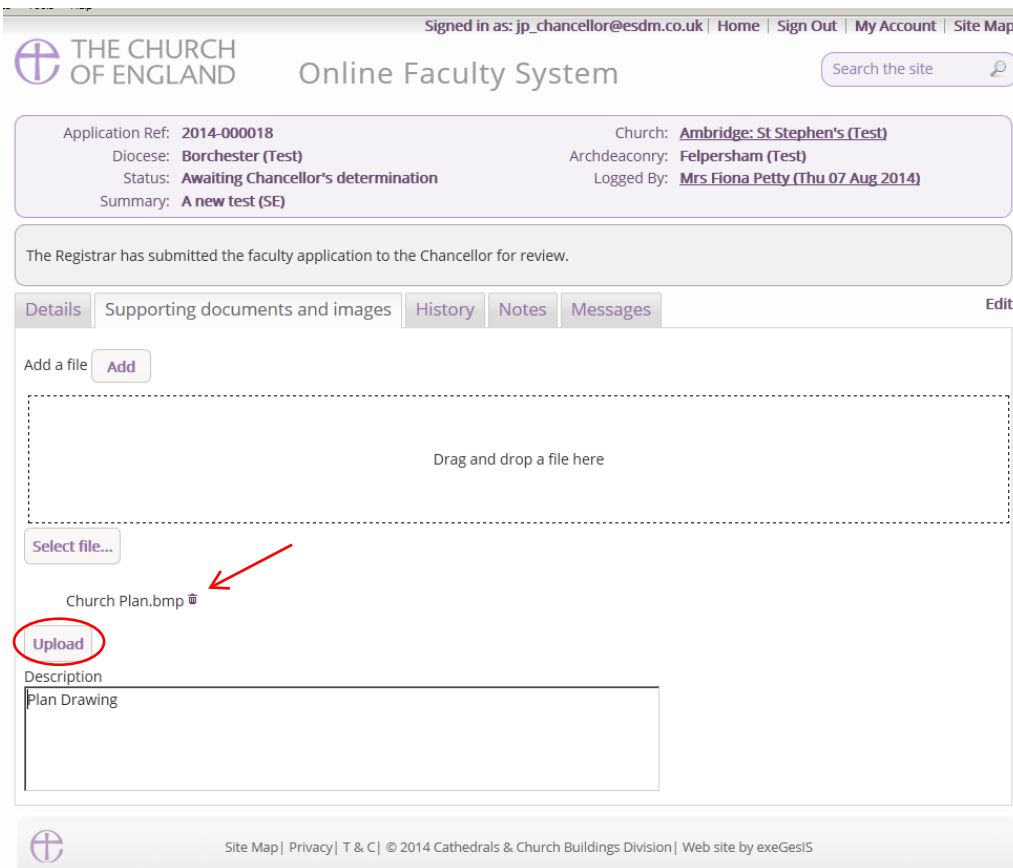
## Option 1

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 screenshot shows the 'Online Faculty System' interface. At the top, it indicates the user is signed in as 'jp\_chancellor@esdm.co.uk'. The main header includes 'THE CHURCH OF ENGLAND' logo and 'Online Faculty System' with a search bar. Below this, application details are displayed: Application Ref: 2014-000018, Church: Ambridge: St Stephen's (Test), Diocese: Barchester (Test), Archdeaconry: Felpersham (Test), Status: Awaiting Chancellor's determination, Logged By: Mrs Fiona Petty (Thu 07 Aug 2014), and Summary: A new test (SE). A message states: 'The Registrar has submitted the faculty application to the Chancellor for review.' The interface has tabs for 'Details', 'Supporting documents and images', 'History', 'Notes', and 'Messages'. The 'Supporting documents and images' tab is active. It features an 'Add a file' button with an 'Add' sub-button. Below this is a large dashed box for file upload with the text 'Drag and drop a file here' and a red arrow pointing to it. A 'Select file...' button is also present. Below the upload area is a 'Description' text box containing the text 'Plan Drawing', with a red arrow pointing to it. The footer contains site map, privacy, and copyright information.

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



The screenshot shows the 'Online Faculty System' interface after a file has been uploaded. The application details and message are the same as in the previous screenshot. The 'Supporting documents and images' tab is active. The 'Add a file' button now shows 'Add'. Below the dashed upload box, the file 'Church Plan.bmp' is listed with a trash can icon next to it, and a red arrow points to it. Below the file list is an 'Upload' button, which is circled in red. The 'Description' text box still contains 'Plan Drawing'. The footer is identical to the previous screenshot.



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

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     |
|---------------------------------|--------------|--------|---------------------|-----------------|
| <a href="#">Church Plan.bmp</a> | Plan Drawing | 151318 | 04/11/2014 10:43:05 | Julie Patenaude |

Add a file

[Site Map](#) | [Privacy](#) | [T & C](#) | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

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

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](#)

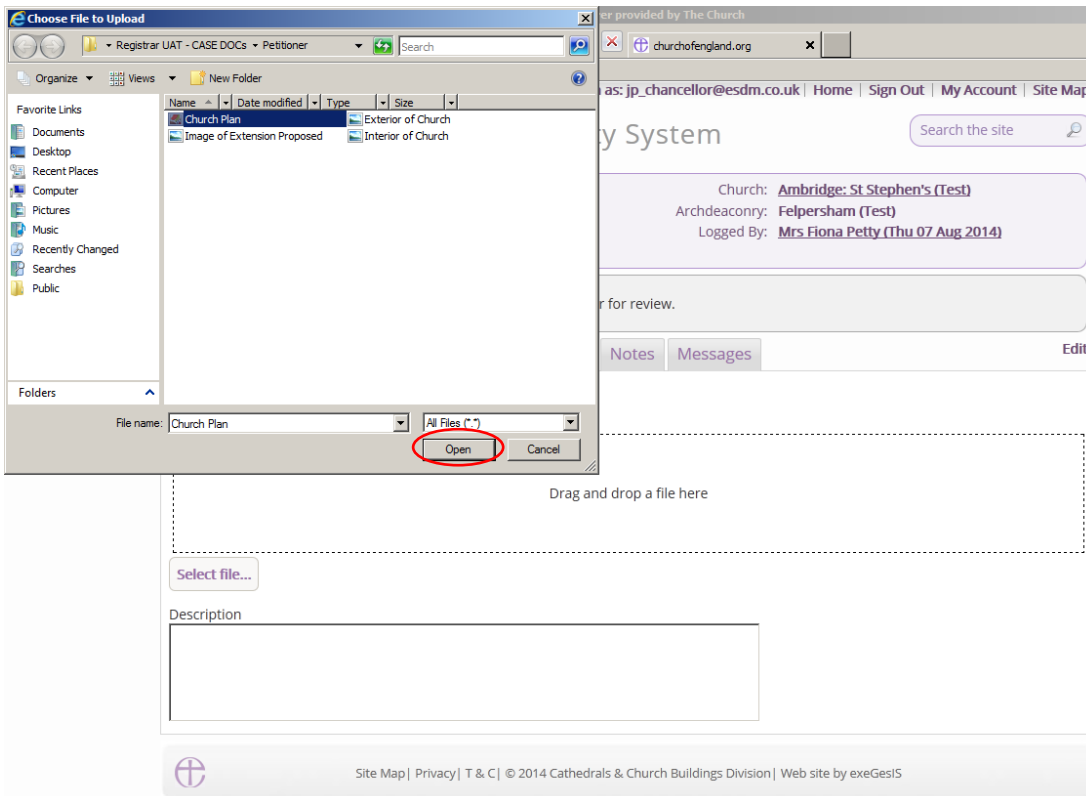
Add a file

Drag and drop a file here

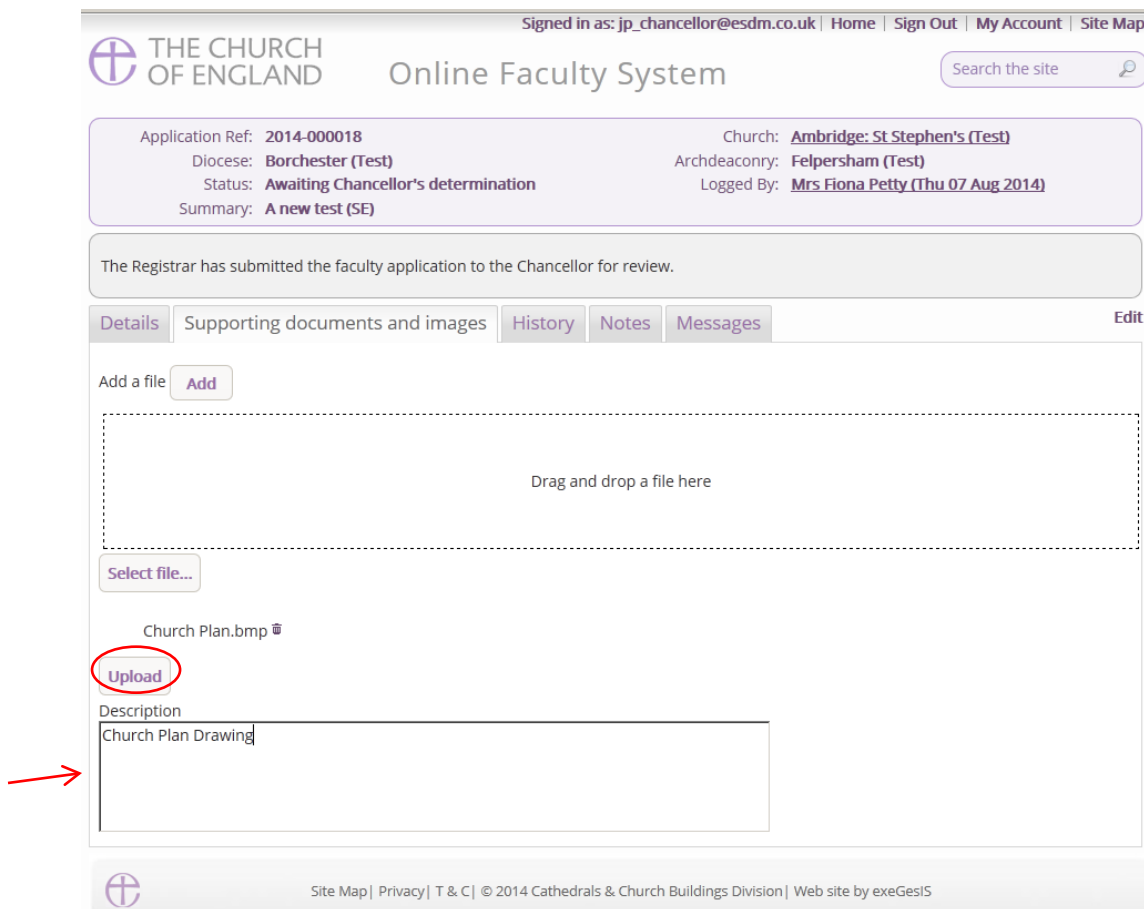
Description

[Site Map](#) | [Privacy](#) | [T & C](#) | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

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     |
|---|--------------|--------|---------------------|-----------------|
|  <a href="#">Church Plan.bmp</a> | Plan Drawing | 151318 | 04/11/2014 10:43:05 | Julie Patenaude |

Add a file


































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

## Monitoring the Progress of your Faculty Application

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

1. Sign into the Online Faculty System
2. Locate your application using your Dashboard under **Active Cases** (see page 14)
3. Find the **Status** icons on the Registrar's remarks and Chancellor's determination forms.

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

|   |   |
|---|---|
| Summary description of proposed works     |     |
| Standard Information                      |     |
| Initial DAC Review                        |     |
| DAC Form Selection                        |     |
| DAC Review Pre-Formal Consultation        |     |
| Application Formal Consultation Responses |          |
| DAC Review Post-Consultation              |     |
| DAC Review Consultation Changes           |     |
| Notification of Advice                    |     |
| Public Notice File Selection              |     |
| Petition                                  |     |
| Public Notice                             |     |
| Public Notice Certificate                 |     |
| Registrar's remarks to Chancellor         |    |
| Chancellor's determination and judgment   |    |

[Submit](#) | [Return to Applications dashboard](#) | [Delete the application](#) | [Invite Consultees](#)






















## Faculty Approved


In cases where the Chancellor approves your faculty application, the Registrar will contact you through the Online Faculty System to inform you of the decision.

1. Locate your application using your Dashboard
2. 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                                  |    |

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

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

### 3. Click Open as PDF for printing

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

 **THE CHURCH OF ENGLAND** Online Faculty System

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](#)

1 of 1 100% Find | Next

**Ref:** 2014-000076 **Church:** Penny Hassett: 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

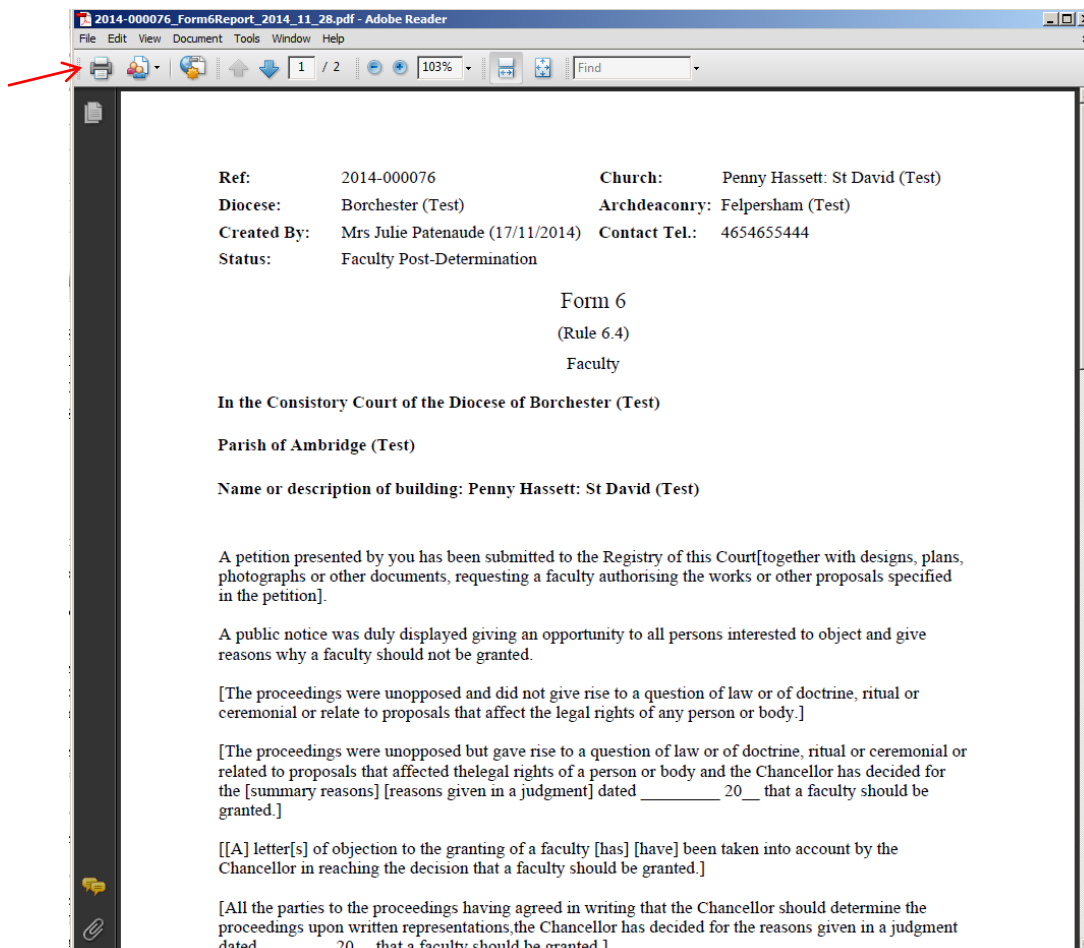
**In the Consistory Court of the Diocese of Borchester (Test)**

**Parish of Ambridge (Test)**

**Name or description of building: Penny Hassett: 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].

### 4. Click Print



2014-000076\_Form6Report\_2014\_11\_28.pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 2 103% Find

**Ref:** 2014-000076 **Church:** Penny Hassett: 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 Hassett: 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].

A public notice was duly displayed giving an opportunity to all persons interested to object and give reasons why a faculty should not be granted.

[The proceedings were unopposed and did not give rise to a question of law or of doctrine, ritual or ceremonial or relate to proposals that affect the legal rights of any person or body.]

[The proceedings were unopposed but gave rise to a question of law or of doctrine, ritual or ceremonial or related to proposals that affected the legal rights of a person or body and the Chancellor has decided for the [summary reasons] [reasons given in a judgment] dated \_\_\_\_\_ 20\_\_ that a faculty should be granted.]

[[A] letter[s] of objection to the granting of a faculty [has] [have] been taken into account by the Chancellor in reaching the decision that a faculty should be granted.]


[All the parties to the proceedings having agreed in writing that the Chancellor should determine the proceedings upon written representations, the Chancellor has decided for the reasons given in a judgment dated \_\_\_\_\_ 20\_\_ that a faculty should be granted.]

## Faculty Refused

In cases where the Chancellor refuses your faculty application, the Registrar will contact you through the Online Faculty System to inform you of the decision.

1. Locate your application using your Dashboard
2. Click the **View** icon on the Faculty Refusal Letter to read the Registrar's comments




















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](#)


































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

## Practical Completion Form

Under the legislation, once the faculty has been granted, and once the time granted within the faculty has finished, the parish is required to complete the Practical Completion form regardless of whether the works have been completed or not. This is available in your applications dashboard under active cases. Navigate to the application, press view, and then edit the Practical Completion form by pressing the edit button.

Summary: **Test 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                                   |     |
| Practical Completion                      |    |

[Return to Applications dashboard](#) [Download All Forms & Documents](#)

Under this form, you will be asked if the works were undertaken. If they have not, select the second option and press Finish Form, and then on the main dashboard page, press submit to finalise the case and to tell the system that it is complete. If the works have been completed, selected the first option (as below) and then press Form 8.


Missing help text - to be added by an administrator Edit

### Implementation of Faculty

**Edit**  The works have been undertaken and I need to complete the Practical Completion form

We have decided not to undertake the works

[Save & come back later](#) [Cancel](#) [Finish Form](#) [Open Form 8](#)

 Site Map | Privacy | T & C | © 2014 - 2020 Archbishops' Council | Web site by exeGesIS SDM | Rev. 2.9.7388.26608

On the first page, you will be asked who completed the work.



### Practical Completion Form

Missing help text - to be added by an administrator Edit

1 2 3 4

Company, firm or person by whom work carried out Edit

The work was carried out by the following:  
*(If a different company, firm or person was employed for different items of the work details of each must be given.)*

[+ Add a contractor](#)

Save & come back later Cancel Next

Site Map | Privacy | T & C | © 2014 - 2020 Archbishops' Council | Web site by exeGesIS SDM | Rev. 2.9.7388.26608

To add a contractor, press **Add a contractor**. This will then show the below text box. Start typing the name of the person or company. If they appear, click on their name to select them, if they do not appear, select Add some one new, to then add their details to the database.

### Practical Completion Form

Missing help text - to be added by an administrator Edit

1 2 3 4

Company, firm or person by whom work carried out Edit

The work was carried out by the following:  
*(If a different company, firm or person was employed for different items of the work details of each must be given.)*

Missing help text - to be added by an administrator Edit

Name: Edit

Type of work undertaken:

- James Miles (ID: 3720 james@archaeovision.eu)
- James Miles Test (ID: 3722 testing@test.com)
- James Miles test test (ID: 3721 test@test.com)

Save & come back later Cancel Next

Site Map | Privacy | T & C | © 2014 - 2020 Archbishops' Council | Web site by exeGesIS SDM | Rev. 2.9.7388.26608

Once the contractor has been added, add an outline of what work they performed. Once entered press the Save button to record their details.

### Practical Completion Form

Missing help text - to be added by an administrator Edit

1 2 3 4

Company, firm or person by whom work carried out Edit

The work was carried out by the following:  
*(If a different company, firm or person was employed for different items of the work details of each must be given.)*

[+ Add a contractor](#)

Missing help text - to be added by an administrator Edit

Name: James Miles Test Edit

Address:

Type of work undertaken:

Save & come back later Cancel Next

Site Map | Privacy | T & C | © 2014 - 2020 Archbishops' Council | Web site by exeGesIS SDM | Rev. 2.9.7388.26608

Once saved, they will appear as below. If you do not have this, you have not added them correctly. Do not press next until you have saved them, and the text box appears as below. If they do appear as below, press the next button to move onto the next page.

The screenshot shows the 'Practical Completion Form' interface. At the top, there is a message: 'Missing help text - to be added by an administrator' with an 'Edit' link. Below this is a progress indicator with four steps: 1 (active), 2, 3, and 4. The main heading is 'Company, firm or person by whom work carried out' with an 'Edit' link. The text below reads: 'The work was carried out by the following: (If a different company, firm or person was employed for different items of the work details of each must be given.)'. There is a '+ Add a contractor' link. A form box contains the following information: Name: James Miles Test, Address: (empty), and Type of work undertaken: Building work 1. At the bottom of the form box are three buttons: 'Save & come back later', 'Cancel', and 'Next'. The footer contains a logo and the text: 'Site Map | Privacy | T & C | © 2014 - 2020 Archbishops' Council | Web site by exeGestS SDM | Rev. 2.9.7388.26608'.

The second page will ask if any architect or surveyor was employed as part of the work and whether or not they provided a copy of the Practical Completion form for the whole or part of the woks.

The screenshot shows the 'Practical Completion Form' interface on the second page. At the top, there is a message: 'Missing help text - to be added by an administrator' with an 'Edit' link. Below this is a progress indicator with four steps: 1, 2 (active), 3, and 4. The main heading is 'Architect/Surveyor (if any)' with an 'Edit' link. The text below reads: 'The architect/surveyor employed in relation to the work was:'. There is a 'Name:' field with the value 'James Miles test test' and an '+ Add new person / organisation' link. Below this is an 'Address:' field. The text below reads: 'The above named architect/surveyor was provided with a copy of the faculty before work commenced; and'. There are two radio button options: 'issued a Practical Completion Certificate in relation to the whole of the works' (selected) and 'issued a Practical Completion Certificate in relation to part of the works'. There is a 'Date of Practical Completion Certificate:' field with the value '25/03/2020' and a calendar icon. At the bottom of the form are four buttons: 'Previous', 'Save & come back later', 'Cancel', and 'Next'. The footer contains a logo and the text: 'Site Map | Privacy | T & C | © 2014 - 2020 Archbishops' Council | Web site by exeGestS SDM | Rev. 2.9.7388.26608'.

The third page asks whether or not the faculty granted was completed in full, or whether part of the works were completed. A text box is supplied to provide an outline of what works did not take place, and these will be sent to the registrar for them to record.

### Practical Completion Form

Missing help text - to be added by an administrator

1 2 3 4

Completion of works [Edit](#)


We/I certify to the best of our/my knowledge, information and belief that

- the whole of the works have been completed
- that the works have been completed in part and that details of the works that have not been carried out are set out in the letter to the registrar which accompanies this certificate

Please list the details of any works not completed as part of this faculty

List the details of the works not completed

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

 Site Map | Privacy | T & C | © 2014 - 2020 Archbishops' Council | Web site by exeGesIS SDM | Rev. 2.9.7388.26608

The fourth and last page asks for any necessary documents that you believe are appropriate to be added. You may not have any.

### Practical Completion Form


Missing help text - to be added by an administrator

1 2 3 4







































An area to upload documents produced e.g. survey/excavation reports [Edit](#)

[+ Add document](#)

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

 Site Map | Privacy | T & C | © 2014 - 2020 Archbishops' Council | Web site by exeGesIS SDM | Rev. 2.9.7388.26608

Once the form is complete, press Finish Form, and then on the main page, press the Submit button to notify the Registrar that the form and case is now complete. Once pressed, this application will be viewable on your Archived Cases tab within your Applications dashboard.

|   |   |
|---|---|
| Summary description of proposed works     |     |
| Standard Information                      |     |
| Initial DAC Review                        |     |
| 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                    |     |
| Public Notice File Selection              |     |
| Petition                                  |     |
| Public Notice                             |     |
| Public Notice Certificate                 |     |
| Registrar's remarks to Chancellor         |    |
| Chancellor's determination and judgment   |    |
| Faculty                                   |     |
| Practical Completion                      |    |

## Getting Help

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

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

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