

Online Faculty System

A Parish's User Manual
Completing forms for DAC review

2020 Rules

James Miles
1st April 2020

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.

The screenshot shows a web interface for an application. At the top, it displays the following information:

- 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)

Below this information is a header bar with the text "Awaiting application form completion". Underneath is a navigation menu with tabs for "Details", "Supporting documents and images", "History", "Messages", and "Archived Forms". The "Details" tab is selected.

The main content area shows a list of forms with their completion status:

Form Name	Status
Summary description of proposed works	Completed (Green checkmark)
Standard Information	Completed (Green checkmark)
Petition Details	Not completed (Hourglass icon)
Statement of Significance	Not completed (Hourglass icon)
Statement of Needs	Not completed (Hourglass icon)

At the bottom of the form list are four buttons: "Submit", "Return to Applications dashboard", "Delete the application", and "Download All Forms & Documents".

The footer of the page contains a cross icon and the text: "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

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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



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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.

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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](#)



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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.

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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

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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.

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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

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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

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Awaiting application form completion

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Statement of Needs	  

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

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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.

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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](#)

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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

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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. 

    **B** **I** Normal    

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. 

    **B** **I** Normal    

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 your [Church Heritage Record](#).
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.



Interior ⓘ

Add a file



Description



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

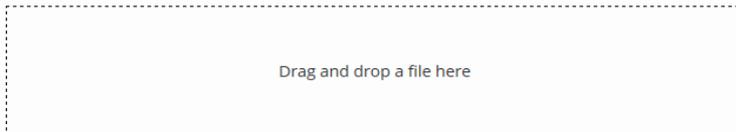
Statement of Significance Form

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



Interior ⓘ

Add a file



Pews.jpg ⓘ

Description

Interior of the church

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

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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

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Status: **Awaiting application form completion** Logged By: **The Test Petitioner (Mon 23 Mar 2020)**
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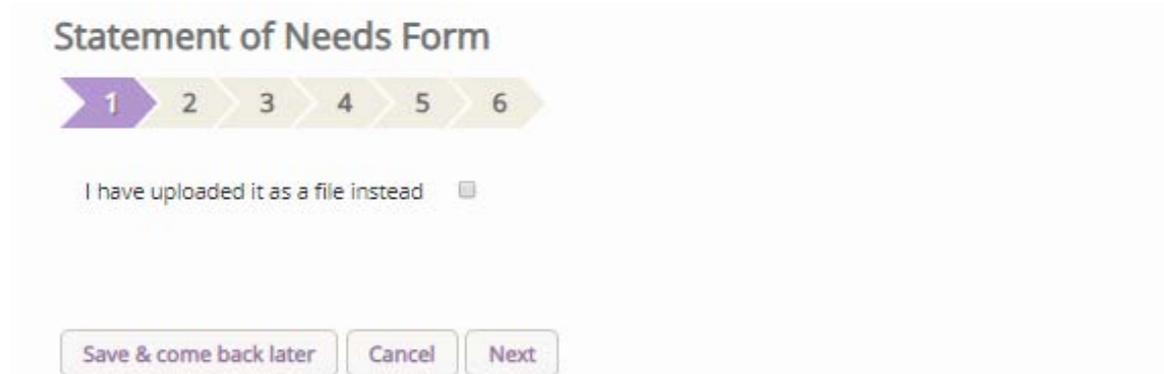
Awaiting application form completion

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Statement of Significance	
Statement of Needs	

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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.



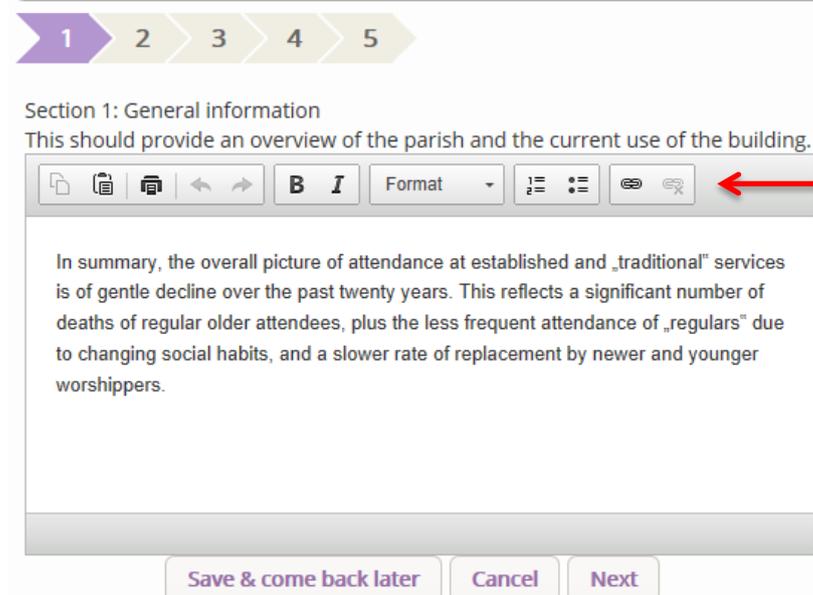
Should you wish to complete the online statement of needs form press the **next** button to go to the next page.

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.



Use the web-editing tools to format your text:

- 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

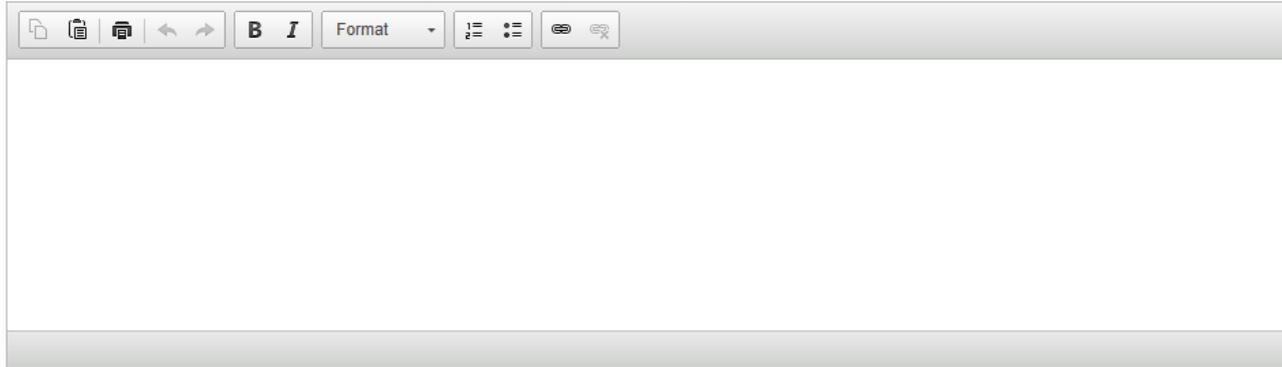
For assistance with your statement of needs, please visit the [ChurchCare](#) website.

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

1 2 3 4 5

Section 5: Justification

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



A rich text editor interface with a toolbar at the top containing icons for copy, paste, undo, redo, bold, italic, a format dropdown menu, bulleted list, numbered list, link, and unlink. Below the toolbar is a large, empty text area for entering the justification.

Previous

Save & come back later

Cancel

Finish



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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	→ ✓	📄 ✎

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

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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.

THE CHURCH

Invite Consultees

Some help text should go in here. Edit

Find a Consultee, enter search term Find Clear

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.	<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"/>

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comma separated email addresses Edit

Email message (optional) Edit

OK Cancel

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>