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.

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
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.
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.
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.
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.

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.
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.
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.

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?

1.2 The Living Churchyard

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

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

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

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.

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.
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 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.
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