Online Faculty System

A Parish’s User Manual
Petition Form
2020 Rules

James Miles
1st April 2020
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.

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.
As mentioned in the full guidance, 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.

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.

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.
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