

Online Faculty System

A Parish's User Manual
Practical Completion Form

2020 Rules

James Miles
1st April 2020

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


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](#)


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)


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

Address:

Type of work undertaken: Building work 1

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.

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](#)

Name: [James Miles Test](#)

Address:

Type of work undertaken: Building work 1

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 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.

Practical Completion Form

Missing help text - to be added by an administrator

Edit



Architect/Surveyor (if any) Edit

The architect/surveyor employed in relation to the work was:

Name:

[Add new person / organisation](#)

Address:

The above named architect/surveyor was provided with a copy of the faculty before work commenced; and

- issued a Practical Completion Certificate in relation to the **whole** of the works
- issued a Practical Completion Certificate in relation to **part** of the works

Date of Practical Completion Certificate:

[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 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 provided 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

Edit



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

[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 Edit

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.

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	 
Registrar's remarks to Chancellor	
Chancellor's determination and judgment	
Faculty	 
Practical Completion	  

Submit Return to Applications dashboard Download All Forms & Documents

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>
