Online Faculty System

A Parish’s User Manual
Practical Completion Form

2020 Rules

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Practical Completion Form

Under the legislation, once the faulty 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.

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

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.

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

The fourth and last page asks for any necessary documents that you believe are appropriate to be added. You may not have any.
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.
**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](https://facultyonline.churchofengland.org/contact)