

# Online Faculty System

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A Parish's User Manual  
Public Notice and Public Certificate Form

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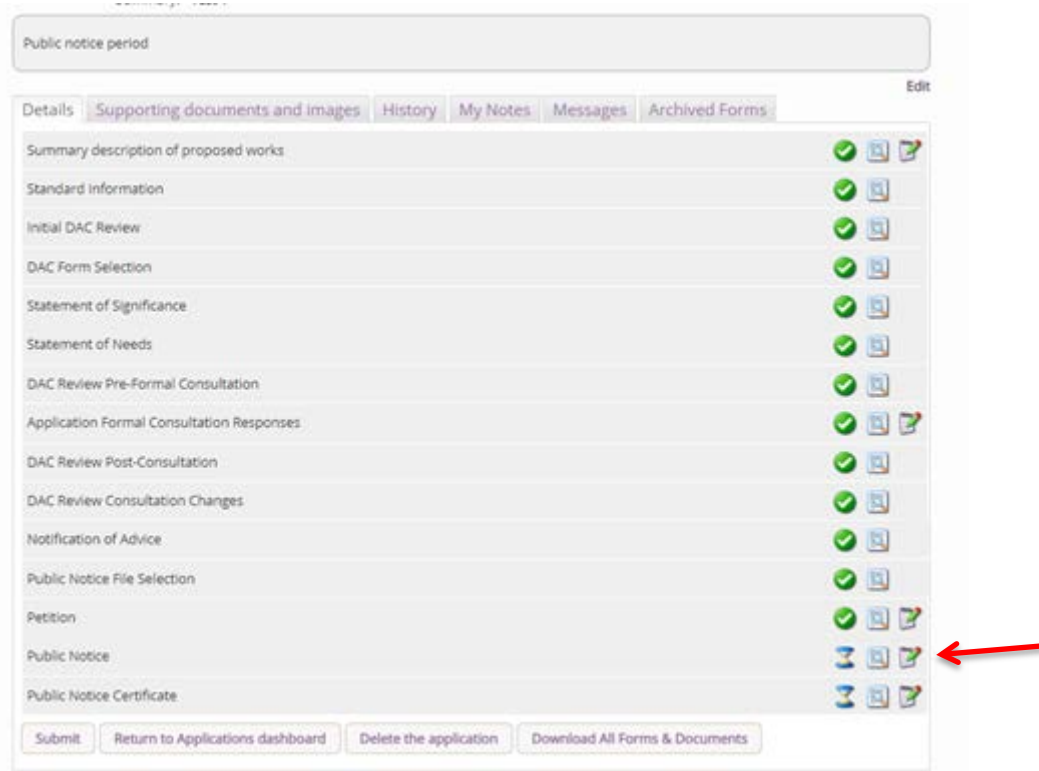
2020 Rules

James Miles  
1<sup>st</sup> April 2020

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## Public Notice

With the petition document complete, the public notice form is available to be edited by pressing the edit button of the **Public Notice** form. You may also notice that the petition form is also editable, and this is because the Registrar may revert the case back to the Public Notice status, in order that the petition form be edited.




The screenshot shows a web interface for a public notice form. At the top, there is a field labeled "Public notice period". Below this is a navigation bar with tabs: "Details", "Supporting documents and images", "History", "My Notes", "Messages", and "Archived Forms". The main content area is a list of form sections, each with a green checkmark and a document icon. The sections are: "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", and "Public Notice Certificate". A red arrow points to the "Public Notice" section, which has a document icon with a pencil, indicating it is the form to be edited. At the bottom of the interface, there are four buttons: "Submit", "Return to Applications dashboard", "Delete the application", and "Download All Forms & Documents".

Once the Public Notice form is open, the address where copies of the plans and documents will be available need to be added. This address is vital, as those without a computer or internet, will still need to be given access to the view the necessary documents should they request to view them. The start date of the Public Notice is also required, and the end date is automatically calculated from this information. You will be sent an email on the last day of the Public Notice period to remind to take the form down.


## Form 4 - Public Notice

Missing help text - to be added by an administrator

Edit


Copies of the relevant plans and documents may be examined at  Edit

You list the address here

Public notice start date  Edit

24/03/2020



Public notice end date  Edit

The end date is 30 days after the start date

Save & come back later

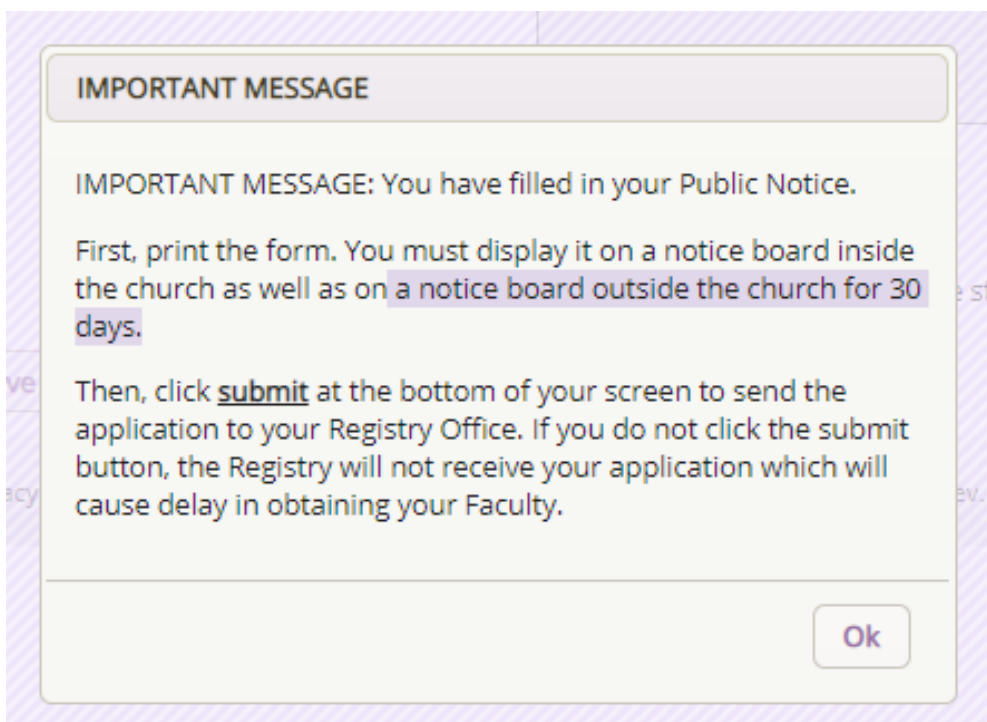
Cancel

Finish Form



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Once completed, press the finish form, and you will be met with the following information text box.



To **print** and/or access your Public Notice form:

1. Click the **View** icon



Public Notice



## 2. Click **Open as PDF for printing**

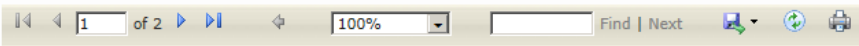
\*Please note that this function will only work if you have installed Adobe Acrobat Reader software on your computer. This software is free to download and can be obtained by clicking this link <http://get.adobe.com/uk/reader/>

Signed in as: [jp\\_petitioner@esdm.co.uk](#) | [Home](#) | [Sign Out](#) | [My Account](#) | [Site Map](#)

 THE CHURCH OF ENGLAND Online Faculty System Search the site 

The report below can be opened as a PDF or saved in a variety of formats including Microsoft Word.

Open as PDF for printing Return to application details



**Ref:** 2014-000070      **Church:** Penny Hassett: St David (Test)  
**Diocese:** Borchester (Test)      **Archdeaconry:** Felpersham (Test)  
**Created By:** Mrs Julie Patenaude (14/11/2014)      **Contact Tel.:** 65651  
**Status:** Ready for formal application

Form 4B  
(Rule 5.2)  
Public Notice  
(building included in list under Care of Places of Worship Measure 1999)

**In the Consistory Court of the Diocese of Borchester (Test)**

**Name or description of building: Penny Hassett: St David (Test)**

NOTICE IS GIVEN that we are applying to the Consistory Court of the diocese for permission to carry out the following:

Copies of the relevant plans and documents may be examined at  
23 Beverly Road  
Bromley, Kent  
BR1 8LP

*(If changes to the building are proposed, a copy of the petition and of any designs, plans, photographs and other documents that were submitted with it must be displayed in the building or at another place where they may be conveniently inspected by the public.)*

Name of petitioner or body on whose behalf the petition is submitted to the Court:

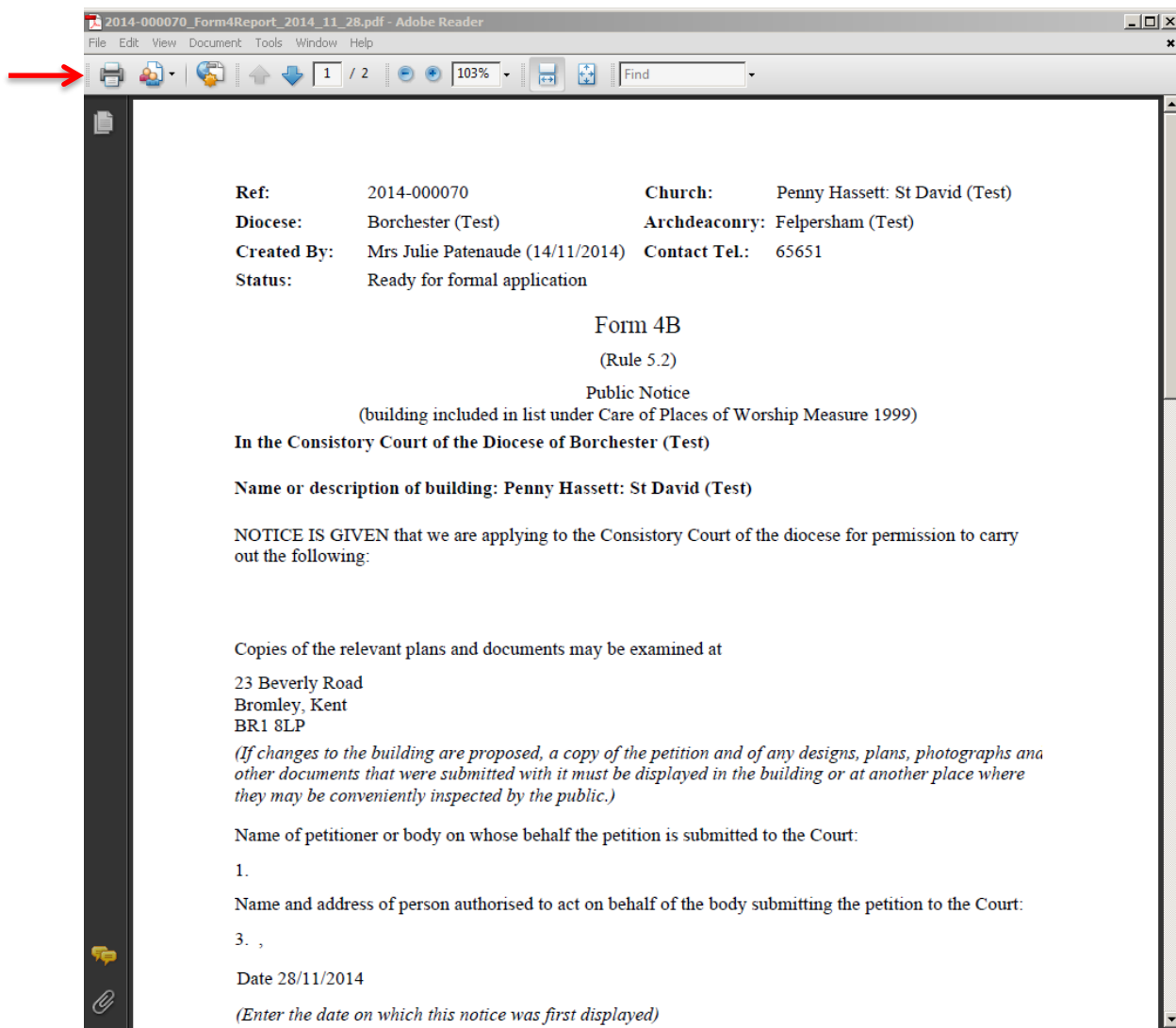
1.

Name and address of person authorised to act on behalf of the body submitting the petition to the Court:

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3. The Public Notice form will open as a PDF. Click **Print**

\*Please note this process might be slightly different according to individual computers and operating systems.



Once printed, do not forget to click **submit** and send your application to the Registrar.

Public notice period

[Edit](#)

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	

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

## Public Notice Certificate

During the above process, you may notice that a new form has been added, the Public Notice Certificate. This previously had to be completed and sent via the post. **Please do not fill this form in until the Public Notice period is over.** You do not have to complete this form to send the application to the registry, but it is a requirement of the law that this is filled in correctly and sent to the registry after the public notice period is over. This may be completed at any point whilst the case is reviewed by the Registrar and Chancellor. The Registrar will be unable to issue the faculty until the form is filled in. If you complete this too early by mistake, it can be edited later.

## 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>

