

Online Faculty System

A Parish's User Manual

Julie Patenaude

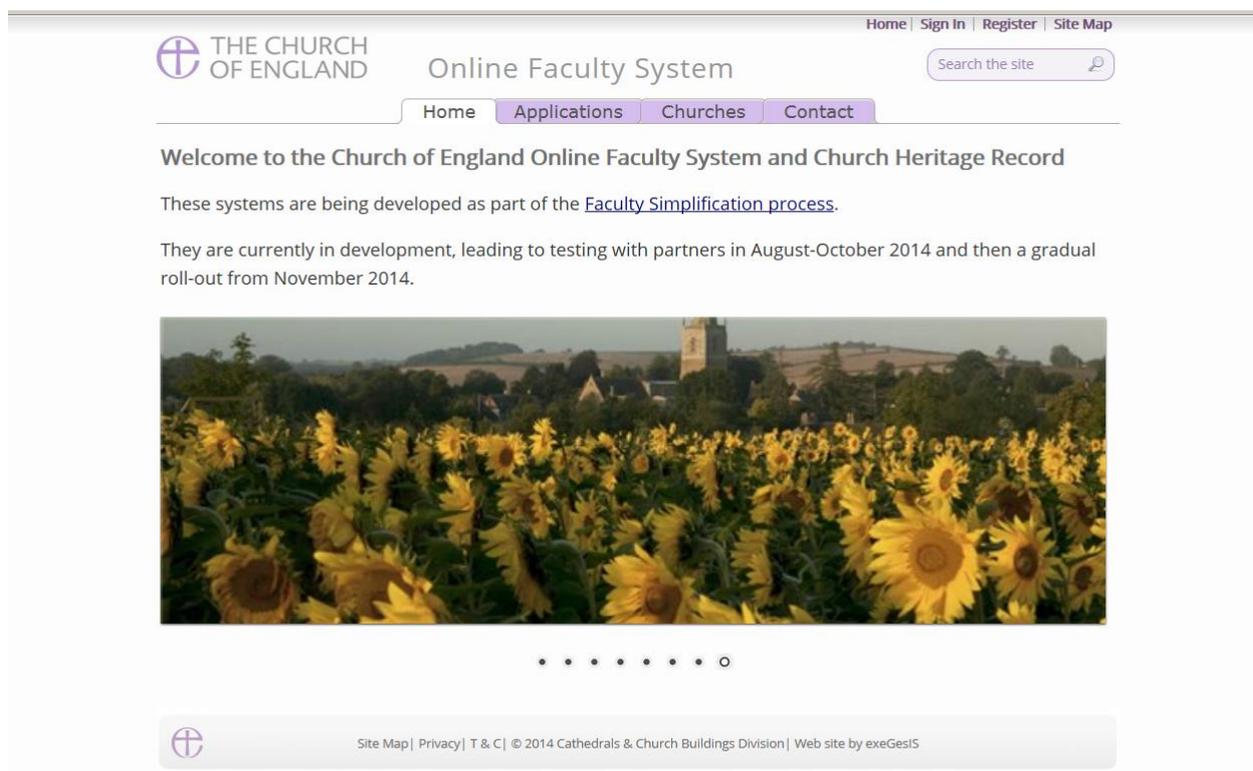
1/1/2016

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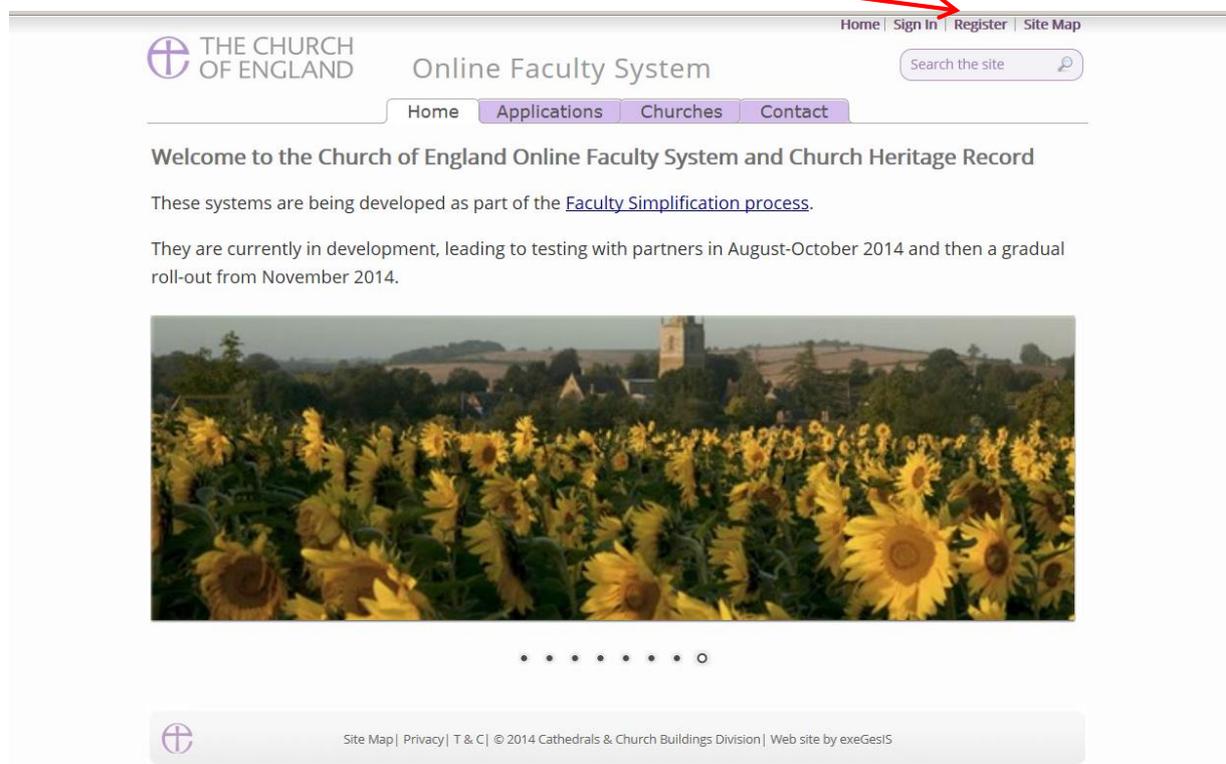
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How to Register as an Applicant

1. Go to the front page of the website (<https://facultyonline.churchofengland.org>). **N.B.** The picture scrolls and so may be different when you open the web page.



2. Click on **Register**



3. This will take you to the **Create a New Account** page.

The screenshot shows the 'Create a New Account' page for the Online Faculty System. At the top left is the Church of England logo and the text 'THE CHURCH OF ENGLAND'. To the right is the text 'Online Faculty System'. In the top right corner, there are links for 'Home', 'Sign In', 'Register', and 'Site Map'. The main heading is 'Create a New Account'. Below this, it says 'Please complete the form below to register for the Online Faculty System.' The form consists of the following fields: 'Email', 'Password', 'Confirm Password', 'Title', 'First Name', 'Last Name', 'Daytime telephone', 'Alternative telephone', 'Address' (a large text area), and 'Postcode'. At the bottom, there are two sections: 'Email preference' with radio buttons for 'Daily summary' (selected) and 'Everytime something happens'; and 'Role applied for' with radio buttons for 'Applicant (to submit petitions)' (selected), 'DAC Secretary', and 'Archdeacon'. A zoom level of 100% is visible in the bottom right corner.

4. Choose the most suitable email address. This could be your personal or work email. It might also be your church's email address. Contact your DAC for advice.
5. You will need to complete **ALL** your contact details (but only one telephone number is required).
6. **Indicate** whether you wish to receive an email about ALL applications related to your church(es) building(s) either as:
 - a. **Daily summary** (received at the end of each day – but only if you need to perform a task)
Or
 - b. **Every time** something changes
7. Select the **role** for which you wish to register (in this case Applicant).

8. When you select **Applicant** and scroll down, you'll get a drop down menu from the Diocese field:

The screenshot shows a registration form with the following sections:

- Email preference**: Daily summary, Everytime something happens
- Role applied for**: Applicant (to submit petitions), DAC Secretary, Archdeacon, Registrar, Chancellor, CCB (Cathedrals & Church Buildings Division), Public (to lodge an objection to an application)
- Diocese**: A dropdown menu is open, showing a list of dioceses: Bath & Wells, Birmingham, Blackburn, Borchester (Test), Bradford, Bristol, Canterbury, Carlisle, Chelmsford, Chester, Chichester, Coventry, Derby, Durham, Ely, Exeter, Gloucester, Guildford, Hereford, Leicester, Lichfield, Lincoln, Liverpool, London, Manchester, Newcastle, Norwich, Oxford, Peterborough. A red arrow points to the 'Applicant' role selection.
- Church**: A text input field is empty.
- Security**: A CAPTCHA image showing 'AH2L' and the text 'Enter the code shown:'.
- Privacy**: A paragraph of text about data collection and sharing, followed by links to 'Privacy Policy' and 'Terms and Conditions'.
- Agreement**: I agree to the terms of use.
- Footer**: Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

9. Select your diocese and go to the church field:

The screenshot shows the registration form with the following sections:

- Email preference**: Daily summary, Everytime something happens
- Role applied for**: Applicant (to submit petitions), DAC Secretary, Archdeacon, Registrar, Chancellor, CCB (Cathedrals & Church Buildings Division), Public (to lodge an objection to an application)
- Diocese**: A dropdown menu is open, showing 'Leicester' selected. A red arrow points to the dropdown.
- Church**: A text input field is highlighted with a red arrow.
- Security**: A CAPTCHA image showing 'AH2L' and the text 'Enter the code shown:'.
- Privacy**: A paragraph of text about data collection and sharing, followed by links to 'Privacy Policy' and 'Terms and Conditions'.
- Agreement**: I agree to the terms of use.
- Create Account**: A button labeled 'Create Account'.
- Footer**: Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

10. Start with the name of your parish. As you **type the name of your parish**, a drop down menu will appear. Select your church with your computer mouse.

Role applied for

- Applicant (to submit petitions)
- DAC Secretary
- Archdeacon
- Registrar
- Chancellor
- CCB (Cathedrals & Church Buildings Division)
- Consultee

Diocese

Leicester

Church

lel

- Leicester Forest East: St Andrew (619329)
- Leicester St. Christopher (619364)
- Leicester: St Peter Belgrave (619005)
- Leicester: All Saints (formerly St Gabriel) (619003)
- Leicester: Holy Trinity w St John the Divine (619032)
- Leicester: St Aidan (619033)

4A6A Enter the code shown

The Church of England collects personal information from you when you use our system. We will use this information to confirm your role within the faculty process and manage your account. We may share your information with, and obtain information about you from other registered users. This is to help registered users deal with faculty applications quickly and to reduce the risk of delay. We will not share your information for marketing purposes with companies outside the Church of England.

11. Once selected, it will appear below the church field in purple. Repeat the process to add all the church buildings you are responsible for.

Role applied for

- Applicant (to submit petitions)
- DAC Secretary
- Archdeacon
- Registrar
- Chancellor
- CCB (Cathedrals & Church Buildings Division)
- Consultee

Diocese

Leicester

Church

*

Leicester St. Christopher (619364)

12. Enter the **security code** as it is shown:

Postcode

Email preference  Daily summary
 Everytime something happens

Role applied for  Applicant (to submit petitions)
 DAC Secretary
 Archdeacon
 Registrar
 Chancellor
 CCB (Cathedrals & Church Buildings Division)
 Public (to lodge an objection to an application)

Diocese

MPBX Enter the code shown:

The Church of England collects personal information when you register with the Online Faculty System. We will use this information to confirm your role within the faculty application process and manage your account. We may share your information with, and obtain information about you from other registered users. This is to help registered users deal with faculty applications quickly and to reduce the risk of delay. We will not share your information for marketing purposes with companies outside the Church of England.

Please visit our [Privacy Policy](#) and [Terms and Conditions](#) for further details.

I agree to the terms of use.

[Create Account](#)

13. Please **read** the **Privacy Policy**, **Cookie Policy** and **Terms and Conditions** and tick the box to say you are happy to agree with these.

14. Click on **Create Account**

15. You will receive an email asking you to confirm your registration by clicking a link. This is to prevent other people from registering with your email address.

16. Please **click on the link** to confirm that your email address is yours, has not been hacked and that you wish to be registered user of the database.

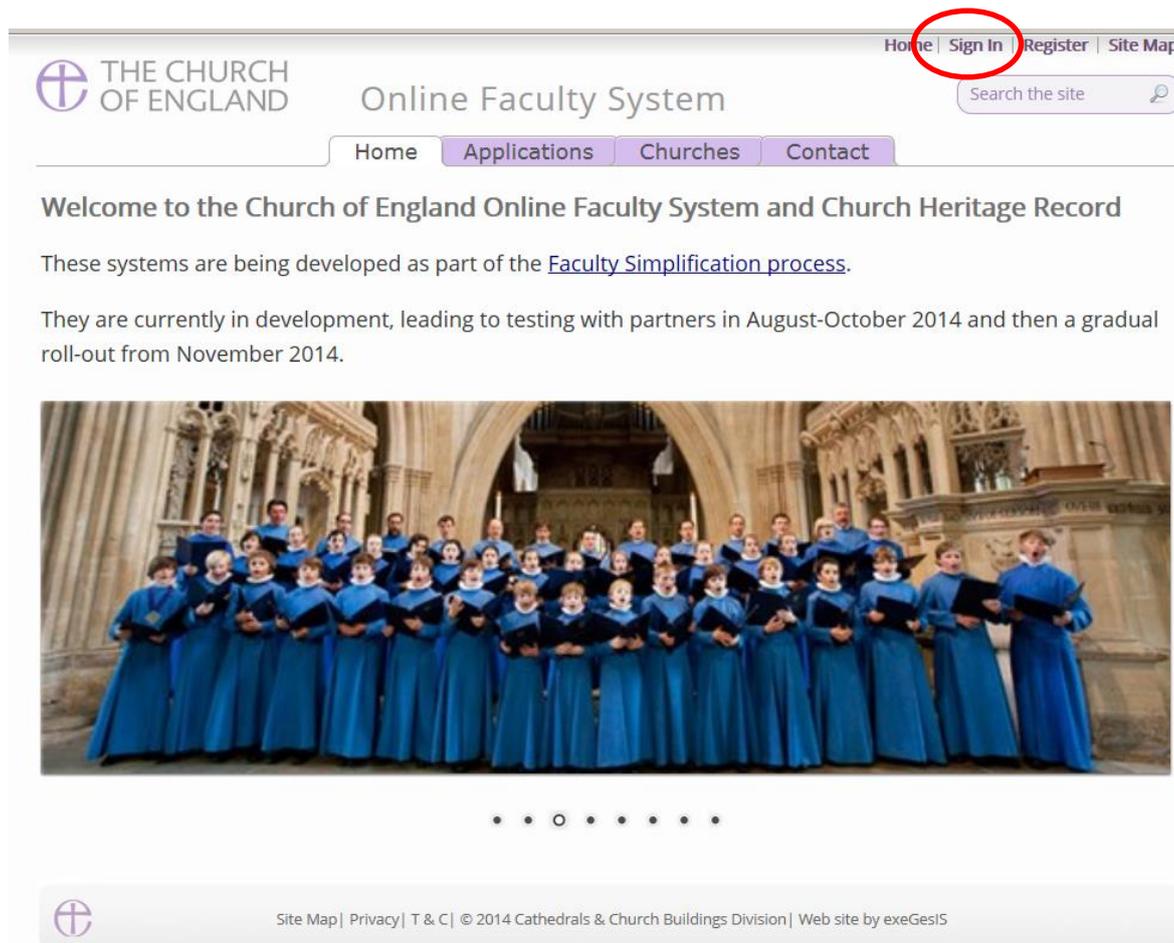
17. The DAC Secretary will then be asked to approve your registration.

N.B. The DAC Secretary will need to check against the Diocesan Database and other records to verify that you are an officer of the PCC. If not, you will be contacted to check the details of your registration.

18. Once this is done, you will be sent an email saying that your account has been approved and inviting you to sign in at <https://facultyonline.churchofengland.org/Secure/Login.aspx>

Signing In and Out of the Online System

1. Go to the main website <https://facultyonline.churchofengland.org> and click on **Sign In**



THE CHURCH OF ENGLAND Online Faculty System

Home | **Sign In** | Register | Site Map

Search the site

Home Applications Churches Contact

Welcome to the Church of England Online Faculty System and Church Heritage Record

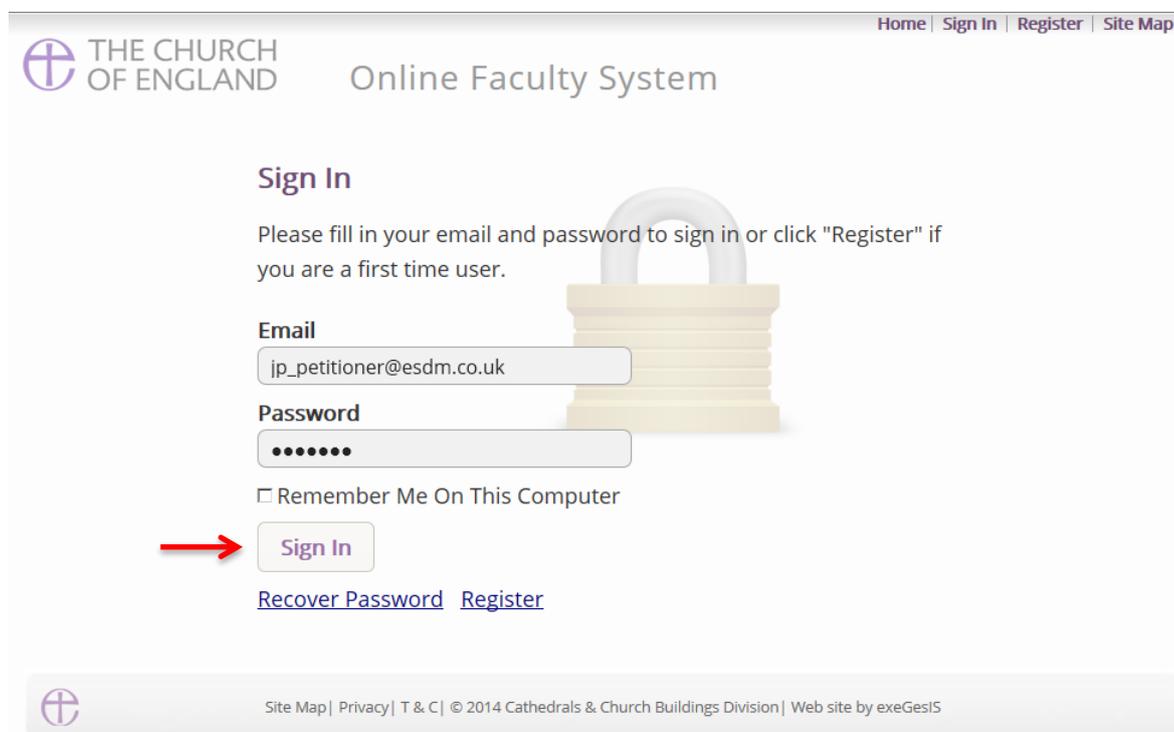
These systems are being developed as part of the [Faculty Simplification process](#).

They are currently in development, leading to testing with partners in August-October 2014 and then a gradual roll-out from November 2014.



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2. Enter your **email** address and **password**, and click **Sign In**



THE CHURCH OF ENGLAND Online Faculty System

Home | Sign In | Register | Site Map

Sign In

Please fill in your email and password to sign in or click "Register" if you are a first time user.

Email

Password

Remember Me On This Computer

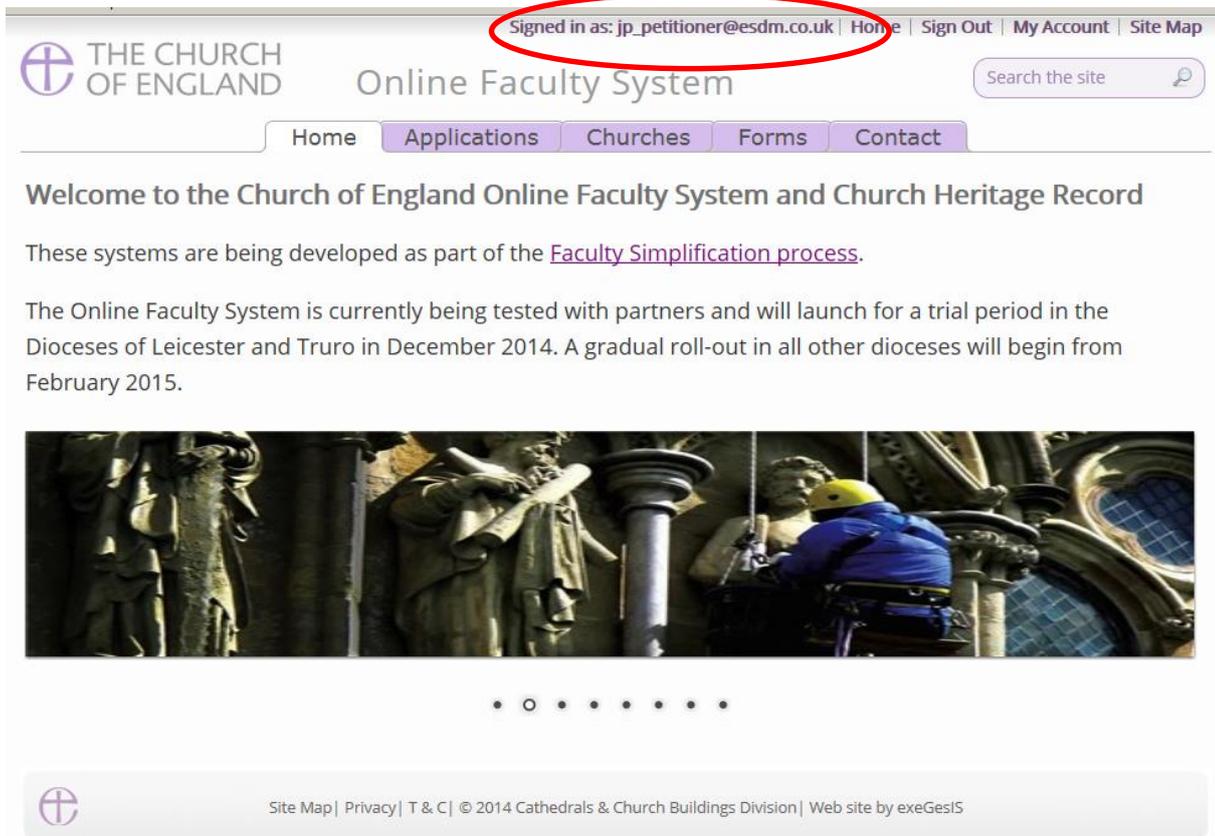
Sign In

[Recover Password](#) [Register](#)

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2.1 If you tick the box “Remember Me on This Computer” you will remain signed into the website every time you return.

3. The system brings you back to the main page of the website. But now you are signed in!



The screenshot shows the top navigation bar of the Church of England Online Faculty System. The user is signed in as jp_petitioner@esdm.co.uk, which is circled in red. Other navigation links include Home, Sign Out, My Account, and Site Map. The main content area features a welcome message and a photograph of a person in a blue jacket working on a church interior.

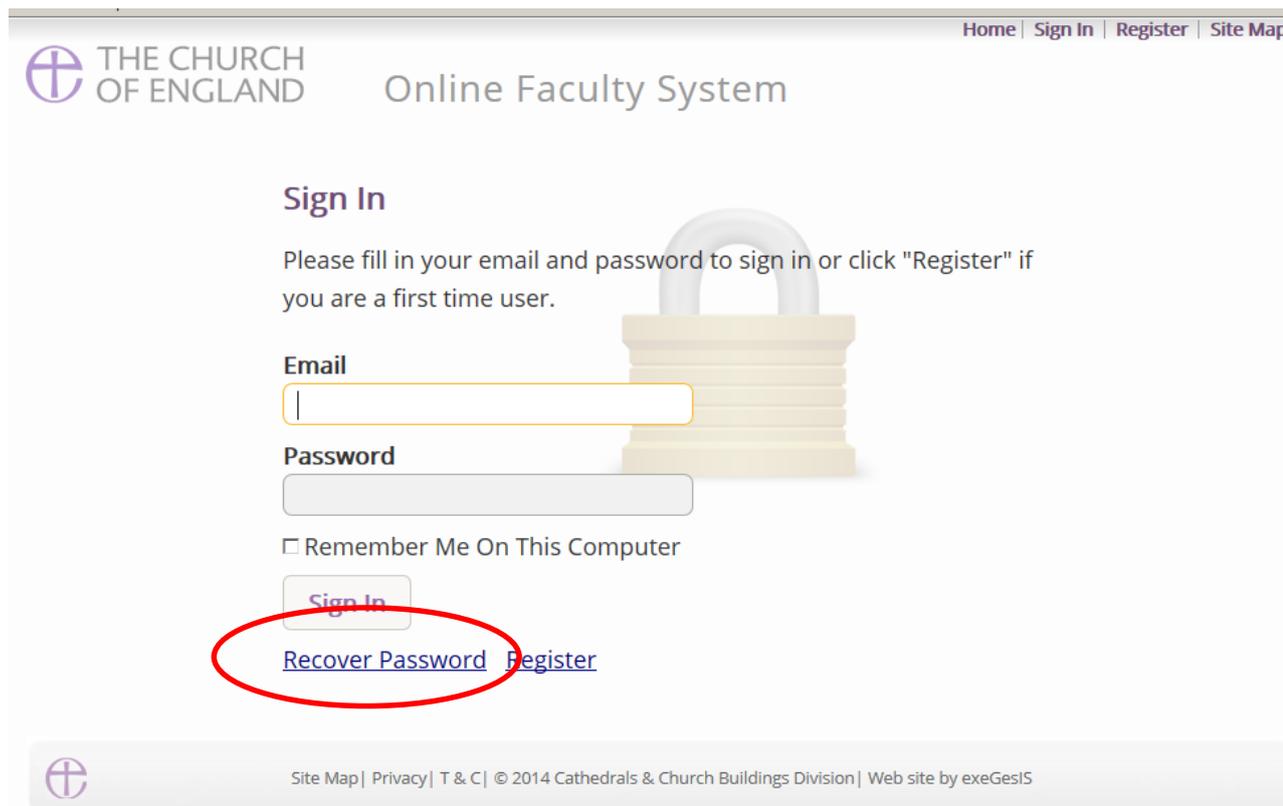
4. To exit the system, click **Sign Out**.



The screenshot shows the same homepage as above, but with a red arrow pointing to the **Sign Out** button in the top navigation bar. The main content area features a welcome message and a photograph of a group of people smiling in a kitchen setting.

Recovering your Password

1. Go to the sign in page <https://facultyonline.churchofengland.org/Secure/Login.aspx> and click **Recover Password**



Home | Sign In | Register | Site Map

THE CHURCH OF ENGLAND Online Faculty System

Sign In

Please fill in your email and password to sign in or click "Register" if you are a first time user.

Email

Password

Remember Me On This Computer

[Recover Password](#) [Register](#)

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2. Enter the **email** address you used to register with the Online Faculty System and click **Next**.



Home | Sign In | Register | Site Map

THE CHURCH OF ENGLAND Online Faculty System

Recover Password

Forgotten Your Password?

Please enter your email address

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3. The system will send you an email with your new password. If you do not receive this email within a few minutes, check your Junk emails (or spam). If you still cannot find it, contact your DAC.
4. Go back to the sign in page <https://facultyonline.churchofengland.org/Secure/Login.aspx> and enter your new password.

5. For safety reasons, the system will ask you for a new password. Create one and click **Change Password**.

Signed in as: Julie Patenaude | Home | Sign Out | My Account | Member list | Site Map

THE CHURCH OF ENGLAND Online Faculty System

You are required to change your password either by the administrator or because of a security issue.

New Password
[Password field with 6 dots]

Confirm New Password
[Password field with 6 dots]

[Change Password](#) ←

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6. You will automatically return to the main page and will be signed in.

tes Tools Help

Signed in as: Julie Patenaude Home | Sign Out | My Account | Member list | Site Map

THE CHURCH OF ENGLAND Online Faculty System Search the site

Home Applications Churches Forms Contact Project

Settings Edit

Welcome to the Church of England Online Faculty System and Church Heritage Record

These systems are being developed as part of the [Faculty Simplification process](#).

They are currently in development, leading to testing with partners in August-October 2014 and then a gradual roll-out from November 2014.

Settings Edit



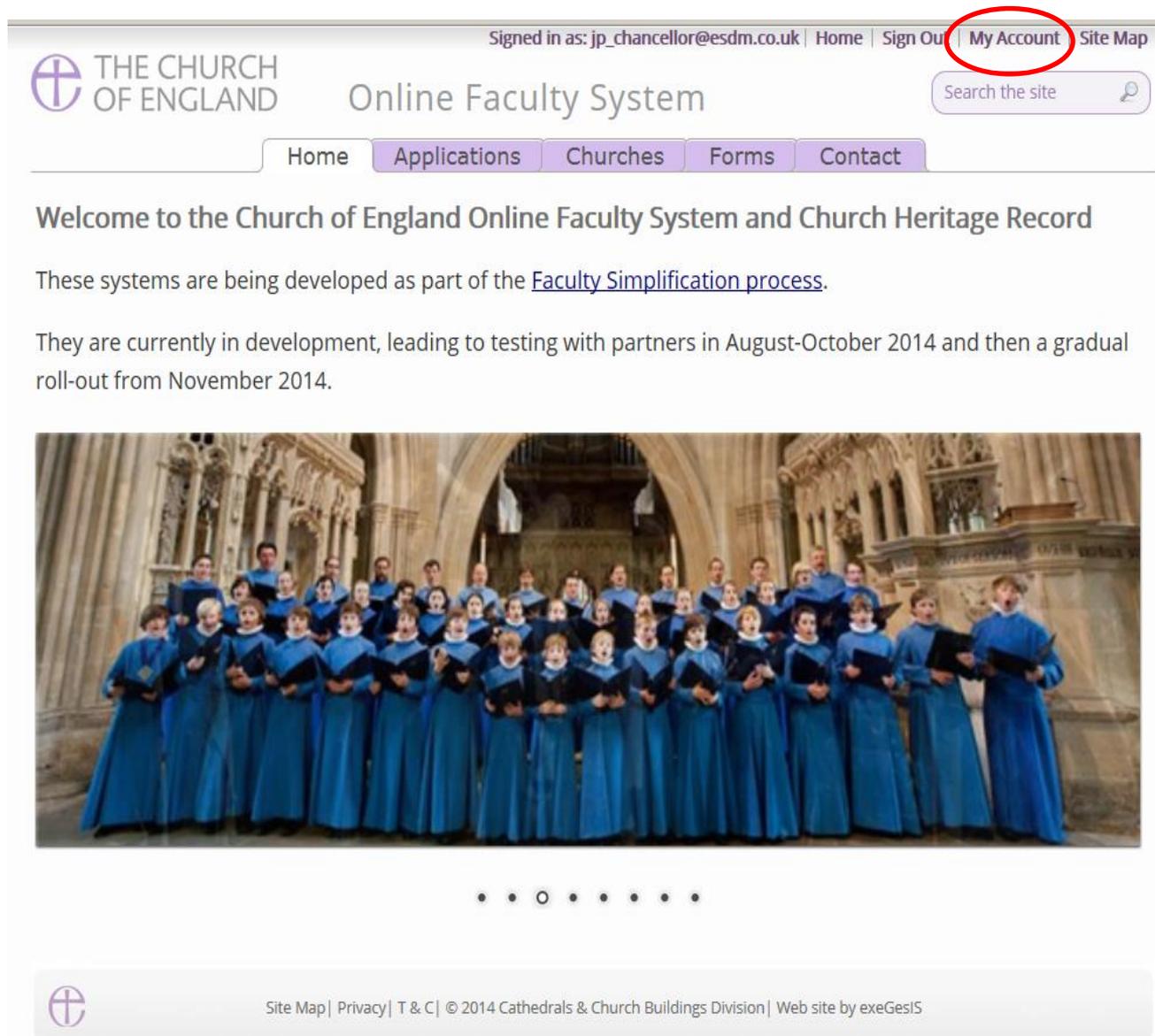
Settings

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Managing your Account

Being able to manage your account is important. It gives you the opportunity to update your email address and contact details if they change. It also allows you to change your password and modify the way you receive emails from the Online Faculty System.

1. Go to the main website <https://facultyonline.churchofengland.org>, sign in and click on **My Account**



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

THE CHURCH OF ENGLAND Online Faculty System

Search the site

[Home](#) [Applications](#) [Churches](#) [Forms](#) [Contact](#)

Welcome to the Church of England Online Faculty System and Church Heritage Record

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2. This is the **Security and Identity** tab of your account.

Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map

THE CHURCH OF ENGLAND Online Faculty System

Home Applications Churches Forms Contact

My Account

Security/Identity Profile

Display Name jp_chancellor@esdm.co.uk

User ID JP Chancellor

Email Address jp_chancellor@esdm.co.uk

Update Change Password

Update your email address here

Do not forget to press update every time you make changes to your account.

Click here to change your password.

3. This is your **Profile** tab. It holds all your contact details and lets you manage the emails you receive from the system.

My Account

Security/Identity Profile

Created 22/07/2014 13:01:36

Time Zone (GMT) Greenwich Mean Time : Dublin, Edinburgh, Lisbon, London

Title Mrs

First Name Julie

Last Name Patenaude

Daytime telephone 020 7898 1860

Alternative telephone

Address Church House
Great Smith Street
London

Postcode SW1P 3AZ

Email preference Daily summary Everytime something happens

Total Posts 0

View my profile as others see it.

Update Change Password

Keep your contact information up-to-date here. Type in your new telephone number or address every time it changes.

Change the way you receive emails from the system. Click Daily Summary or Every time something happens.

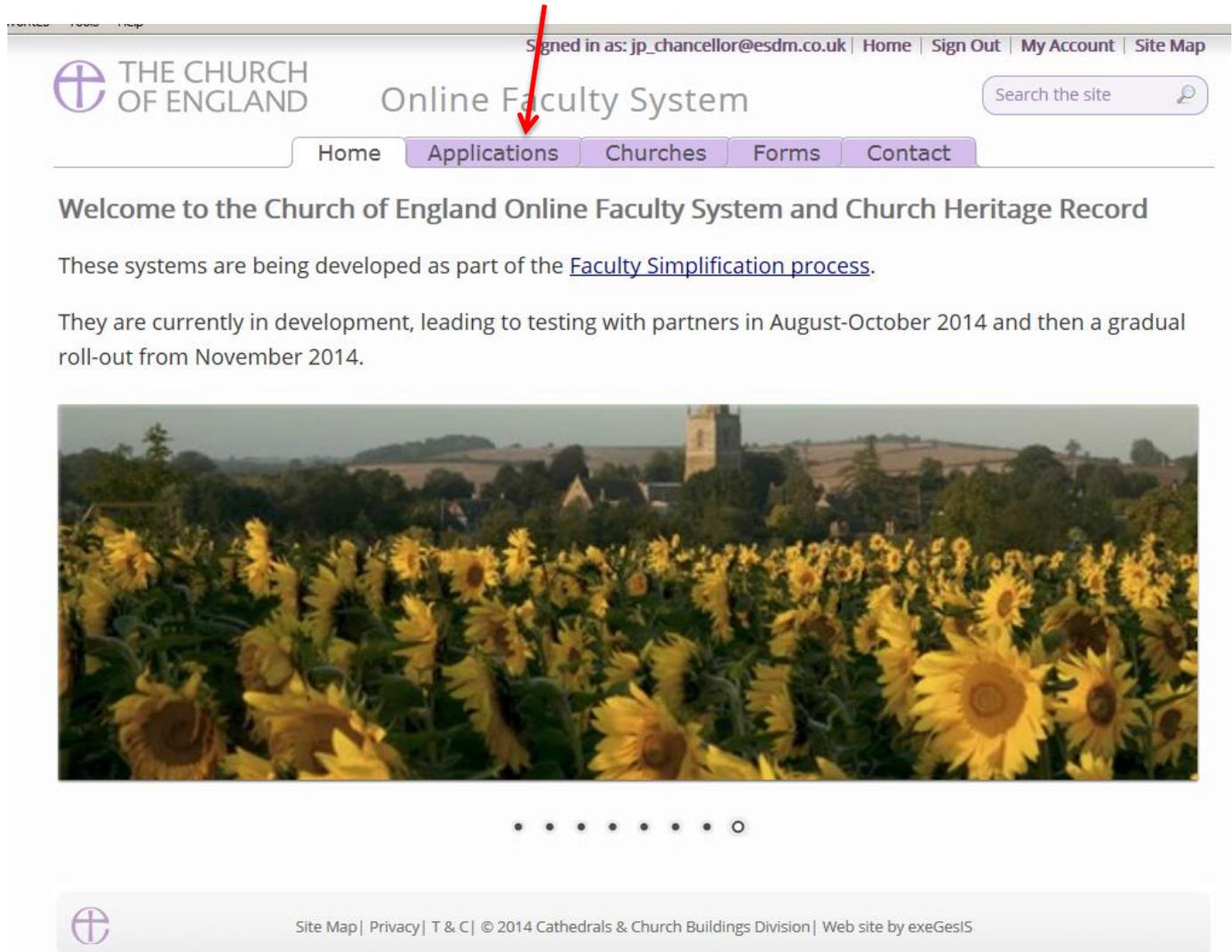
Do not forget to update your changes

Navigating your Dashboard

Your dashboard is where you will be able to access all the Faculty proposals and applications for church buildings in your care. It is also where all the emails sent to you by the Online Faculty System will be stored (in addition to your in own email account).

Remember to **sign in!**

1. From the main page click on the **Applications** tab.



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

THE CHURCH OF ENGLAND Online Faculty System

[Home](#) **[Applications](#)** [Churches](#) [Forms](#) [Contact](#)

Welcome to the Church of England Online Faculty System and Church Heritage Record

These systems are being developed as part of the [Faculty Simplification process](#).

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2. This is your dashboard. From here, you can look at all your messages (You will also receive them in your regular email account).

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 

Home Applications Churches Forms Contact

Online Faculty System dashboard

From this page you can develop your proposal, receive advice from your DAC, submit full faculty applications for your church, as well as continue existing applications.

Click "Start a new application" to begin a new case file or click "view" to continue working on an existing application.

[Start a new Application](#)

Messages Applications requiring your action Active Cases Archived Cases

Subject	Date received	Date read	
Faculty System: petition ref 2014-000053 rejection	Wed 19 Nov 2014		
Faculty System: notification of DAC advice re petition ref 2014-000070	Wed 19 Nov 2014		
Faculty System: notification of DAC advice re petition ref 2014-000058	Wed 19 Nov 2014		
Faculty System: petition ref 2014-000044 rejection	Wed 19 Nov 2014		
Faculty System: petition ref 2014-000076 approval	Wed 19 Nov 2014		
Faculty System: end of Public Notice for petition ref 2014-000076	Wed 19 Nov 2014		
Faculty System: end of Public Notice for petition ref 2014-000046	Wed 19 Nov 2014	Wed 19 Nov 2014	
Faculty System: end of Public Notice for petition ref 2014-000041	Tue 18 Nov 2014		
Faculty System: notification of DAC advice re petition ref 2014-000076	Tue 18 Nov 2014		

You can arrange your messages by:

- Subject
- or
- Date Received
- or
- Date Read

Click on each title to sort your messages.

Click on the **View** icon to look at a message

3. To access any Faculty application which requires your attention, go to **Applications requiring your action**.

Signed in as: jp_petitioner@esdm.co.uk | Home | Sign Out | My Account | Site Map

THE CHURCH OF ENGLAND Online Faculty System

Home Applications Churches Forms Contact

Online Faculty System dashboard

From this page you can develop your proposal, receive advice from your DAC, submit full faculty applications for your church, as well as continue existing applications.

Click "Start a new application" to begin a new case file or click "view" to continue working on an existing application.

[Start a new Application](#)

Messages **Applications requiring your action** Active Cases Archived Cases

App Ref	Summary	Church	Created	Status	View
2014-000078	SE Test for Form3A Q22	Ambridge: St Stephen's (Test)	Tue 18 Nov 2014	Proposal in Preparation	
2014-000070	UAT Permissions	Penny Hassett: St David (Test)	Fri 14 Nov 2014	Ready for formal application	
2014-000066	Installation of a new vicar	Penny Hassett: St David (Test)	Thu 13 Nov 2014	Proposal in Preparation	
2014-000065	Always testing	Ambridge: St Stephen's (Test)	Thu 13 Nov 2014	Proposal in Preparation	
2014-000063	and again	Penny Hassett: St David (Test)	Wed 12 Nov 2014	Ready for formal application	
2014-000060	UAT Test - DAC Secretary - New lift	Penny Hassett: St David (Test)	Sat 08 Nov 2014	Ready for formal application	
2014-000058	UAT Testing DAC Secretary - Removing pews	Ambridge: St Stephen's (Test)	Sat 08 Nov 2014	Ready for formal application	
2014-000054	a	Ambridge: St Stephen's (Test)	Fri 31 Oct 2014	Ready for formal application	

Find an application quickly – sort them by:

- Reference Number
- Church Name
- Status

You can also arrange the applications by:

- Summary of works
- Date Created

Click the **View** icon to open a Faculty application.

4. To access an application where a determination has not yet been made, go to **Active Cases**

The functions here are the same as the previous tab.

Click the **View** icon to open an application.

Organise your applications by clicking on:

- App Ref
- Summary
- Church
- Created
- or
- Status

Scroll through the pages to find a specific application

Start a new Application

Messages Applications requiring your action **Active Cases** Archived Cases

App Ref	Summary	Church	Created	Status	View
2014-000079	Testing notifications	Ambridge: St Stephen's (Test)	Tue 25 Nov 2014	Registrar to Issue Faculty	
2014-000078	SE Test for Form3A Q22	Ambridge: St Stephen's (Test)	Tue 18 Nov 2014	Proposal in Preparation	
2014-000077	JP_DAC starting new app test 2	Ambridge: St Stephen's (Test)	Mon 17 Nov 2014	Awaiting DAC recommendation	
2014-000075	Underfloor heating in sanctuary TEST	Penny Hasset: St David (Test)	Fri 14 Nov 2014	Application with Registrar	
2014-000073	Conservation of wall paintings UAT TEST	Penny Hasset: St David (Test)	Fri 14 Nov 2014	Awaiting Chancellor's determination	
2014-000072	Please don't use this one as I am using it to write the procedural notes	Ambridge: St Stephen's (Test)	Fri 14 Nov 2014	Awaiting DAC Processing	
2014-000071	Re-moval of Chancel Screen	Ambridge: St Stephen's (Test)	Fri 14 Nov 2014	Application with Registrar	
2014-000070	UAT Permissions	Penny Hasset: St David (Test)	Fri 14 Nov 2014	Ready for formal application	
2014-000066	Installation of a new vicar	Penny Hasset: St David (Test)	Thu 13 Nov 2014	Ready for formal application	
2014-000065	Always testing	Ambridge: St Stephen's (Test)	Thu 13 Nov 2014	Proposal in Preparation	

First Previous **Next** Last

Page size: 10 Page 1 of 5 (44 items)

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Decide how many applications you can see per page from your dashboard:

- 10
- 20
- 50
- or
- 100

5. To access old applications which were abandoned or where a determination has been made, go to **Archived Cases**.

Click "Start a new application" to begin a new case file or click "view" to continue working on an existing application.

Use the same functions as before to organise and open the applications.

[Start a new Application](#)

Messages | Applications requiring your action | Active Cases | **Archived Cases**

App Ref	Summary	Church	Created	Status	View
2014-000076	DAC starting new app test	Penny Hassett: St David (Test)	Mon 17 Nov 2014	Faculty Post-Determination	
2014-000069	Test record to task 24008, i.e. does DAC meeting report work.	Ambridge: St Stephen's (Test)	Thu 13 Nov 2014	Abandoned	
2014-000059	UAT Test DAC - Underfloor heating	Penny Hassett: St David (Test)	Sat 08 Nov 2014	Abandoned	
2014-000053	JP - New Community Center - *Please do not push throughy	Penny Hassett: St David (Test)	Thu 30 Oct 2014	Faculty Post-Determination	
2014-000052	JP - New Extension - ***Please do not push through	Ambridge: St Stephen's (Test)	Thu 30 Oct 2014	Faculty Post-Determination	
2014-000049	Anything	Ambridge: St Stephen's (Test)	Thu 23 Oct 2014	Abandoned	
2014-000045	put on a new roof	Ambridge: St Stephen's (Test)	Wed 15 Oct 2014	Post determination List A	
2014-000044	JP - Modification of help-text	Penny Hassett: St David (Test)	Tue 14 Oct 2014	Faculty Post-Determination	
2014-000033	New toilet	Ambridge: St Stephen's (Test)	Tue 16 Sep 2014	Faculty Post-Determination	
2014-000032	sg	Ambridge: St Stephen's (Test)	Tue 16 Sep 2014	Abandoned	

First Previous **Next** Last

Page size: 10 Page 1 of 3 (24 items)

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Navigating a Case File

A case file is where you will find all the necessary legal forms to develop your proposal. It is also where you can attach any other relevant document to support your application. Each Faculty application has its own case file.

You can access a case file from your dashboard under the **Applications** tab.

For help on where to find different types of case files, see *Navigating your Dashboard* (see page 14).

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

Home Applications Churches Forms Contact

Online Faculty System dashboard

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Click "Start a new application" to begin a new case file or click "view" to continue working on an existing application.

Start a new Application

Messages Applications requiring your action Active Cases Archived Cases

App Ref	Summary	Church	Created	Status	View
2014-000078	SE Test for Form3A Q22	Ambridge: St Stephen's (Test)	Tue 18 Nov 2014	Proposal in Preparation	
2014-000070	UAT Permissions	Penny Hasset: St David (Test)	Fri 14 Nov 2014	Ready for formal application	
2014-000066	Installation of a new vicar	Penny Hasset: St David (Test)	Thu 13 Nov 2014	Ready for formal application	
2014-000065	Always testing	Ambridge: St Stephen's (Test)	Thu 13 Nov 2014	Proposal in Preparation	
2014-000063	and again	Penny Hasset: St David (Test)	Wed 12 Nov 2014	Ready for formal application	
2014-000060	UAT Test - DAC Secretary - New lift	Penny Hasset: St David (Test)	Sat 08 Nov 2014	Ready for formal application	
2014-000058	UAT Testing DAC Secretary - Removing pews	Ambridge: St Stephen's (Test)	Sat 08 Nov 2014	Ready for formal application	
2014-000054	a	Ambridge: St Stephen's (Test)	Fri 31 Oct 2014	Ready for formal application	

1. To access a case file, click the **View** icon next to the specific case you wish to open.

2. This is a typical case file in preparation. The **Details** tab gives you access to all the forms generated by the Online Faculty System.

The screenshot shows the 'Online Faculty System' interface for 'THE CHURCH OF ENGLAND'. At the top, it indicates the user is signed in as 'jp_petitioner@esdm.co.uk' and provides links for 'Home', 'Sign Out', 'My Account', and 'Site Map'. A search bar is also present.

The main content area displays application details for 'Application Ref: 2014-000078'. Other details include 'Church: Ambridge: St Stephen's (Test)', 'Diocese: Barchester (Test)', 'Archdeaconry: Felpersham (Test)', 'Status: Proposal in Preparation', and 'Logged By: Mrs Fiona Petty (Tue 18 Nov 2014)'. A summary of 'SE Test for Form3A Q22' is also provided.

Below the details, there is instructional text: 'Use the forms below to develop your proposal. You do not have to complete them all at once - you can always save your work and return to it later.' It further explains the 'Submit' and 'Finish' actions and encourages providing a Statement of Significance and a Statement of Needs. It also mentions the 'Supporting documents and images' tab for attachments and the 'Abandon' option for withdrawing proposals.

The interface features a tabbed menu with 'Details' selected, and other tabs for 'Supporting documents and images', 'History', and 'Messages'. A list of forms is shown, each with a status icon (green checkmark for complete, blue hourglass for in progress) and action icons (eye for view, pencil for edit). The forms listed are: 'Summary description of proposed works', 'Standard Information', 'Petition', 'Statement of Significance', and 'Statement of Needs'. At the bottom of the form list are buttons for 'Submit', 'Return to Applications dashboard', 'Abandon', and 'Invite Consultees'.

Callout boxes provide the following instructions:

- 'Basic summary of an application' points to the application details box.
- 'Click the View icon to look at a form.' points to the eye icon in the 'Summary description of proposed works' row.
- 'Click the Edit icon to make changes to a form.' points to the pencil icon in the 'Petition' row.
- 'The legal forms are found here.' points to the list of forms.
- 'Click here to exit the case file' points to the 'Submit' button.
- 'The status icon tells you if a form is complete or in progress.' points to the green checkmark icon in the 'Summary description of proposed works' row.

3. Under the **Supporting Documents and Images** tab, you can attach any additional information to support your application. This could include architectural drawings, photographs, archaeological reports, or advice letters following consultation with amenity societies.

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

THE CHURCH OF ENGLAND Online Faculty System

Application Ref: **2014-000052** Church: **Ambridge: St Stephen's (Test)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Pending submission to Chancellor** Logged By: **Mrs Julie Patenaude (Thu 30 Oct 2014)**
Summary: **JP - New Extension - ***Please do not push through**

You have applied to the court for Faculty.
The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course.
Don't forget to post a signed copy of the [Certificate of Publication](#) to the registrar at the end of the public notice period.

Detail **Supporting documents and images** History Notes Messages [Edit](#)

File Name	Description	Size	Modified	Uploaded By
 Image of Extension Proposed.JPG	New Extension - Example Image	1005480	30/10/2014 11:36:46	Julie Patenaude

Add a file

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Click on a file to open it.

Add a new file

4. Under the **History** tab, you can see who has been working on an application and when they completed a specific task.

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 THE CHURCH OF ENGLAND Online Faculty System

Application Ref: **2014-000052** Church: **Ambridge: St Stephen's (Test)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Pending submission to Chancellor** Logged By: **Mrs Julie Patenaude (Thu 30 Oct 2014)**
Summary: **JP - New Extension - ***Please do not push through**

You have applied to the court for Faculty.
The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course.
Don't forget to post a signed copy of the [Certificate of Publication](#) to the registrar at the end of the public notice period.

[Details](#) | [Supporting documents and images](#) | **History** | [Notes](#) | [Messages](#) [Edit](#)

Show only status changes Show all

Who	Action	When
Julie Patenaude	Set Public Notice start date	Thu 30 Oct 2014
Julie Patenaude	Set status of proposal - Julie Patenaude set to ready for public notice	Thu 30 Oct 2014
Julie Patenaude	Submitted application	Thu 30 Oct 2014
Julie Patenaude	Submitted proposal to DAC	Thu 30 Oct 2014
Julie Patenaude	Set status of proposal - as Full Faculty	Thu 30 Oct 2014
Julie Patenaude	Created proposal	Thu 30 Oct 2014

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You can choose to see only the details of completed tasks (status changes).

Or
You can choose to see all the details every time some worked on this case file.

See who worked on this application.
What they did.
And when.

6. Finally, the **Messages** tab allows you to find all the emails the Online Faculty System sent to you regarding this particular application.

THE CHURCH OF ENGLAND Online Faculty System

Application Ref: 2014-000052 Church: [Ambridge: St Stephen's \(Test\)](#)
Diocese: [Borchester \(Test\)](#) Archdeaconry: [Felpersham \(Test\)](#)
Status: [Pending submission to Chancellor](#) Logged By: [Mrs Julie Patenaude \(Thu 30 Oct 2014\)](#)
Summary: [JP - New Extension - ***Please do not push through](#)

You have applied to the court for Faculty.
The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course.
Don't forget to post a signed copy of the [Certificate of Publication](#) to the registrar at the end of the public notice period.

Details Supporting documents and images History **Messages** Edit

Recipient	Subject	Date sent	
Julie Patenaude	Faculty System: petition ref 2014-000052 is in preparation	Thu 30 Oct 2014	
Darcey Cavendish	Faculty System: petition ref 2014-000052 is in preparation	Thu 30 Oct 2014	
Sue Thorold	Faculty System: petition ref 2014-000052 is in preparation	Thu 30 Oct 2014	
Julie Patenaude	Faculty System: petition ref 2014-000052 submitted to DAC	Thu 30 Oct 2014	
Darcey Cavendish	Faculty System: petition ref 2014-000052 submitted to DAC	Thu 30 Oct 2014	
Sue Thorold	Faculty System: petition ref 2014-000052 submitted to DAC	Thu 30 Oct 2014	
Julie Patenaude	Faculty System: notification of DAC advice re petition ref 2014-000052	Thu 30 Oct 2014	
Fiona Petty	Faculty System: notification of DAC advice re petition ref 2014-000052	Thu 30 Oct 2014	
Rupert Allen	Faculty System: notification of DAC advice re petition ref 2014-000052	Thu 30 Oct 2014	
Sue Thorold	Faculty System: notification of DAC advice re petition ref 2014-000052	Thu 30 Oct 2014	

First Previous **Next** Last Page size: 10 Page 1 of 2 (13 items)

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See who received the email, what the subject was, and when it was sent.

Click on the **View** icon to read an email

Change how many emails you see at any one time

Navigate through the pages.

Receiving Emails from the Online Faculty System

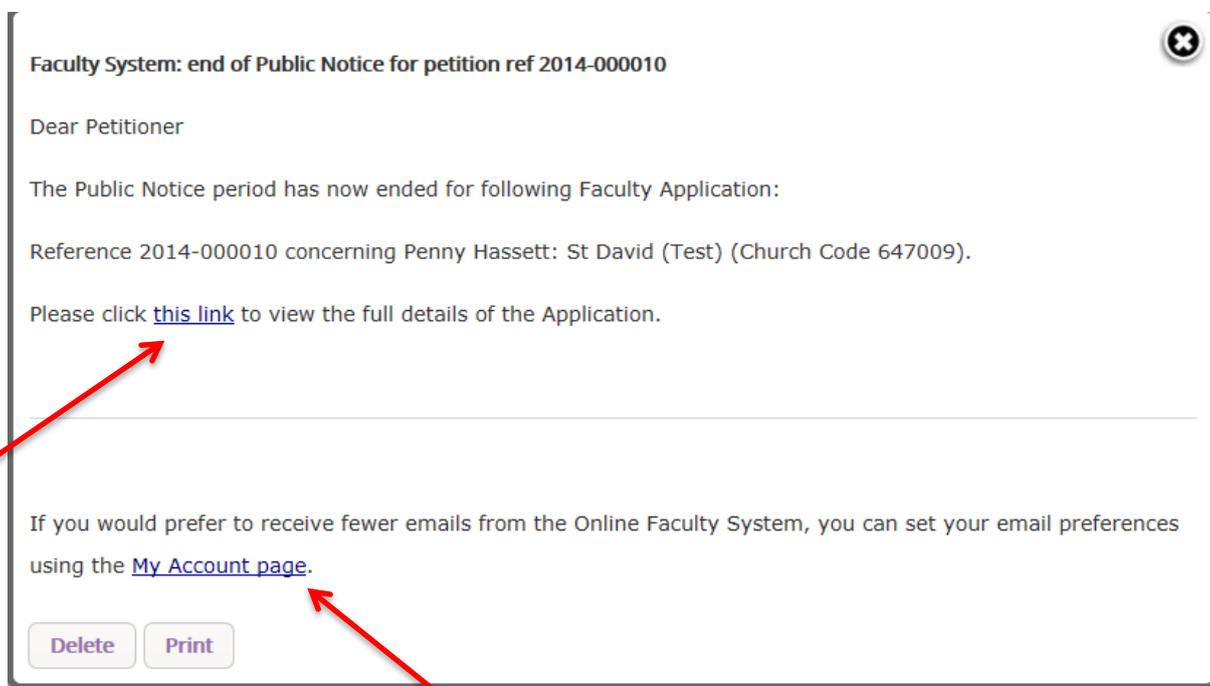
The Online Faculty System automatically sends out emails to the appropriate users at key moments in the faculty process.

You can view your emails in three different locations:

1. In your regular email inbox (e.g. Outlook, Gmail, Hotmail accounts)
2. On your Dashboard under the Messages tab (see *Navigating your Dashboard* page 14)
3. In each individual case file under the Messages tab (see *Navigating a Case File* page 19)

As an Applicant, you will receive an email from the Online Faculty System every time:

1. The Archdeacon makes a decision about a List B application
2. The DAC returns an application to you with comments
3. At the end of the public notice period
4. The Registrar informs you of the Chancellor's determination



Click on the link to open the application's case file.

You will be asked to Sign In before you are given access to the documents.

Click here to change the way you receive emails and manage your account.

Inviting External Consultees to View an Application

In circumstances where you need to send the application to external members for consultation,

1. Go to an application's case file (see *Navigating a Case File* page 19)
2. Click **Invite Consultee**

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

THE CHURCH OF ENGLAND Online Faculty System

Application Ref: **2014-000018** Church: **Ambridge: St Stephen's (Test)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Awaiting Chancellor's determination** Logged By: **Mrs Fiona Petty (Thu 07 Aug 2014)**
Summary: **A new test (SE)**

The Registrar has submitted the faculty application to the Chancellor for review.

[Details](#) | [Supporting documents and images](#) | [History](#) | [Notes](#) | [Messages](#) [Edit](#)

Summary description of proposed works	<input checked="" type="checkbox"/>	
Church information (Form 1)	<input checked="" type="checkbox"/>	
Petition (Form 3)	<input checked="" type="checkbox"/>	
Statement of Significance	<input checked="" type="checkbox"/>	
Statement of Needs	<input checked="" type="checkbox"/>	
Notification of Advice (Form 2)	<input checked="" type="checkbox"/>	
Public Notice (Form 4)	<input checked="" type="checkbox"/>	
Registrar's remarks to Chancellor	<input checked="" type="checkbox"/>	
Chancellor's determination and judgement	<input checked="" type="checkbox"/>	

[Submit](#) | [Return to Applications dashboard](#) | [Invite Consultees](#)

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3. See if the individual(s) to whom you are sending the application is already registered

at your proposal is ready, click "Submit". It will be sent to the DAC who will provide you with a

Invite Consultees

Name	Email	Select
JP Consultee	jp_consultee@esdm.co.uk	<input type="checkbox"/>
Arch Mapper	archmapper@gmail.com	<input type="checkbox"/>

[OK](#) [Cancel](#)

4. If yes, **select them** from the list and click **Ok** to invite that consultee

at your proposal is ready, click "Submit". It will be sent to the DAC who will provide you with a

ar

ov

s t

m

m

op

ou

de

pr

Invite Consultees

Name	Email	Select
JP Consultee	jp_consultee@esdm.co.uk	<input checked="" type="checkbox"/>
Arch Mapper	archmapper@gmail.com	<input type="checkbox"/>

comma separated email addresses ?

OK Cancel

5. If the individual(s) to whom you are sending the application is not already registered, **enter their email address** in the box below and click **Ok** to send.

at your proposal is ready, click "Submit". It will be sent to the DAC who will provide you with a

ar

ov

s t

m

m

op

ou

de

pr

Invite Consultees

Name	Email	Select
JP Consultee	jp_consultee@esdm.co.uk	<input type="checkbox"/>
Arch Mapper	archmapper@gmail.com	<input type="checkbox"/>

john.smith@gmail.com

comma separated email addresses ?

OK Cancel

6. You can invite more than one person at a time to view your application. Select as many registered consultees as you need from the main list and/or enter multiple email addresses of unregistered consultees in the box below (separate email addresses with a comma only).

Invite Consultees

Name	Email	Select
JP Consultee	jp_consultee@esdm.co.uk	<input checked="" type="checkbox"/>
Arch Mapper	archmapper@gmail.com	<input checked="" type="checkbox"/>

john.smith@gmail.com,rogerbeard@btinternet.co.uk

comma separated email addresses

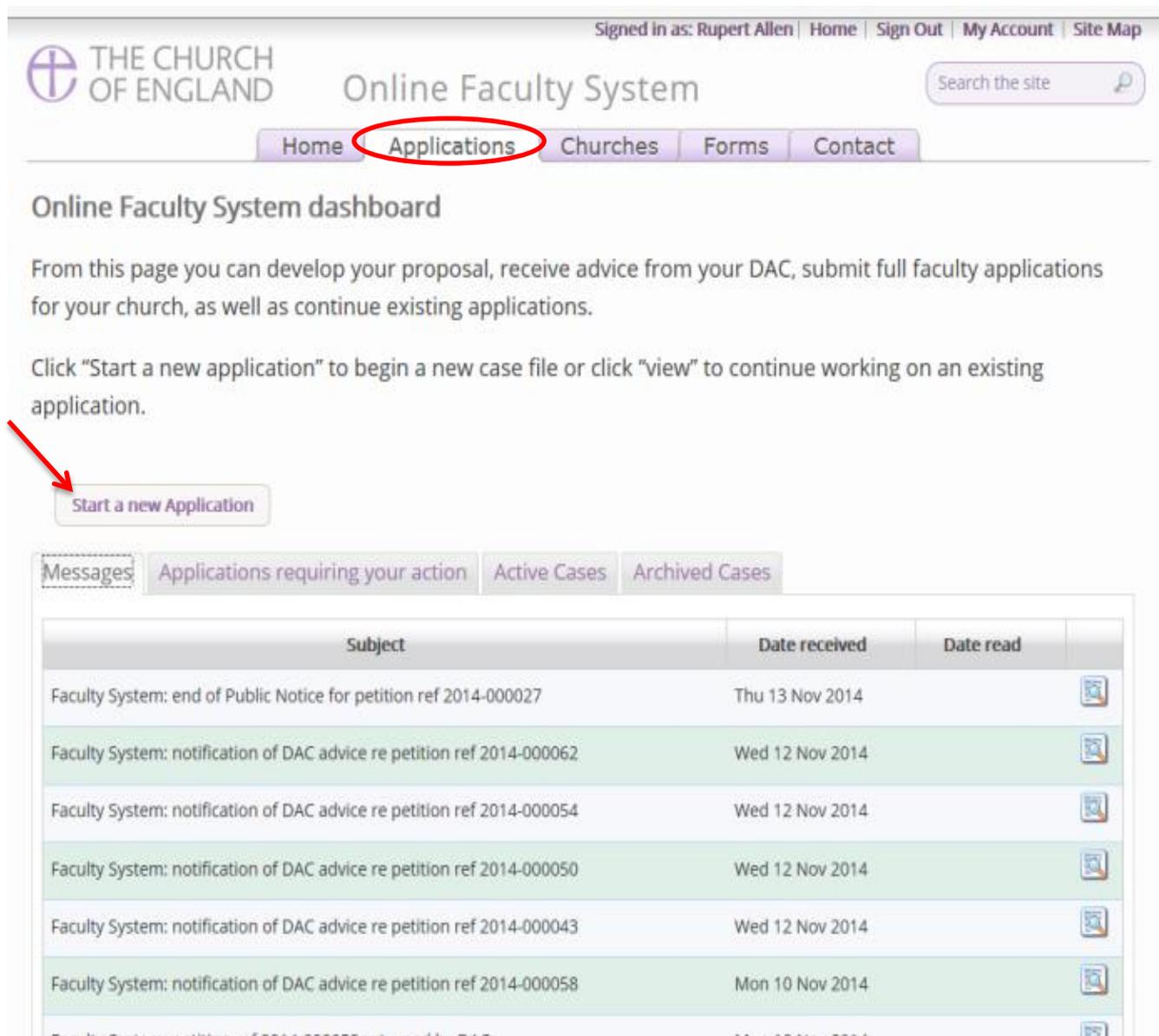
OK Cancel

N.B. You should contact your DAC before inviting external consultees to view your application as some offices will do this for you.

Starting an Application

When you are ready to begin an application:

1. Go to the main page <https://facultyonline.churchofengland.org>
2. Sign In
3. Click on the **Applications** tab
4. Click on **Start a new Application**



Signed in as: Rupert Allen | Home | Sign Out | My Account | Site Map

THE CHURCH OF ENGLAND Online Faculty System Search the site

Home Applications Churches Forms Contact

Online Faculty System dashboard

From this page you can develop your proposal, receive advice from your DAC, submit full faculty applications for your church, as well as continue existing applications.

Click "Start a new application" to begin a new case file or click "view" to continue working on an existing application.

[Start a new Application](#)

Messages Applications requiring your action Active Cases Archived Cases

Subject	Date received	Date read
Faculty System: end of Public Notice for petition ref 2014-000027	Thu 13 Nov 2014	
Faculty System: notification of DAC advice re petition ref 2014-000062	Wed 12 Nov 2014	
Faculty System: notification of DAC advice re petition ref 2014-000054	Wed 12 Nov 2014	
Faculty System: notification of DAC advice re petition ref 2014-000050	Wed 12 Nov 2014	
Faculty System: notification of DAC advice re petition ref 2014-000043	Wed 12 Nov 2014	
Faculty System: notification of DAC advice re petition ref 2014-000058	Mon 10 Nov 2014	
Faculty System: notification of DAC advice re petition ref 2014-000058 returned by DAC	Mon 10 Nov 2014	

Case File Summary

1. Complete the Case File Summary
 - a. If you have **registered for only one church**, this will appear automatically under Church
 - b. If you have **registered for multiple churches**, click on the arrow to the right of the church box to produce a drop down menu and select the appropriate church building

Signed in as: Rupert Allen | Home | Sign Out | My Account | Site Map

THE CHURCH OF ENGLAND Online Faculty System Search the site

Application Ref: 2014-000064 Church: Diocese: Archdeaconry: Status: Awaiting initial application details Logged By: Mr Rupert Allen (Thu 13 Nov 2014) Summary:

Case file summary

Case reference 2014-000064

Church Ambridge: St Stephen's (Test) Penny Hasset: St David (Test)

Summary of proposed works

Contact number

Cancel Finish

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2. Enter a **brief** summary (max 10 words) of the works into the **Summary of proposed works box**
3. Enter a contact telephone number into the next box
4. Click **Finish**

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THE CHURCH OF ENGLAND Online Faculty System Search the site

Application Ref: 2014-000064 Church: Diocese: Archdeaconry: Status: Awaiting initial application details Logged By: Mr Rupert Allen (Thu 13 Nov 2014) Summary:

Case file summary

Case reference 2014-000064

Church Ambridge: St Stephen's (Test)

Summary of proposed works Removal of Pews

Contact number 0116 261 5332

Cancel **Finish**

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Recording a List A matter

Is the work you are recording happening to the building or within the churchyard?
Not sure? Read [List A](#) to find out.

Church buildings etc. includes:

- A1 – Church buildings etc.
- A2 – Musical instruments
- A3 – Bells etc.
- A4 – Clocks
- A5 – Church content
- A6 – Church halls and similar buildings

Churchyard includes:

- A7 – Churchyard
- A8 – Trees

1. Select the appropriate option
2. Click **Next**

Step 1 Step 2 Step 3

Please specify whether the proposed works affect the interior or exterior of the Church. If you already know that the application requires Full Faculty, it does not matter which option you select.

Area affected by proposed works Edit

Church buildings etc. Churchyard

[Save & come back later](#) [Cancel](#) [Next](#)

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3. Select the appropriate List A matter which you want to record. Don't forget to read the conditions

http://www.churchcare.co.uk/churches/church-buildings-council/who-s-who/dacs/dac-contact-details' Below this, there are three radio button options: '(A7-1) The introduction and maintenance of equipment for maintenance of the church and churchyard', '(A7-2) The repair of paths and other hard-surfaced areas, including resurfacing in the same materials and colour', and '(A7-3) The routine maintenance of, repairs to, and like for like replacement of fences and gates (but not lychgates, walls or historic railings)'. The '(A7-3)' option is selected. A red arrow points to the '(A7-3)' option. Below the options, there is a section titled 'Specified conditions:' with a bullet point: 'The works do not involve any new disturbance below ground level'. The footer contains a site map, privacy policy, and copyright information."/>

Step 1 Step 2 Step 3

If the proposed works match one of the "List A" items below, you can either select that item and click Next or proceed with the works without further ado.

If the proposed works do not match one of the "List A" items, select "None of the above" to proceed.

If in doubt, contact your DAC Secretary for advice <http://www.churchcare.co.uk/churches/church-buildings-council/who-s-who/dacs/dac-contact-details>

(A7-1) The introduction and maintenance of equipment for maintenance of the church and churchyard

(A7-2) The repair of paths and other hard-surfaced areas, including resurfacing in the same materials and colour

(A7-3) The routine maintenance of, repairs to, and like for like replacement of fences and gates (but not lychgates, walls or historic railings)

Specified conditions:

- The works do not involve any new disturbance below ground level

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4. Scroll to the bottom of the page

5. Click **Next**

(A8-3) The removal of dead branches from a living tree

Specified conditions:

- Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards

None of the above

[Previous](#) [Save & come back later](#) [Cancel](#) [Next](#)

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6. A message confirms that you have selected a List A matter

Awaiting List A classification

Application Ref: **2015-001075** Church: **Ambridge: St Stephen's (Test)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Awaiting List A item selection** Logged By: **Mrs Fiona Petty (Wed 30 Dec 2015)**
Summary: **testing**

Step 1 > Step 2 > Step 3

You selected an item of work from "List A". Works on this list do not require any permission. You may proceed without further ado.
If in doubt, contact your DAC Secretary <http://www.churchcare.co.uk/churches/church-buildings-council/who-s-who/dacs/dac-contact-details>

[Previous](#) [Save & come back later](#) [Cancel](#) [Finish](#) [Edit](#)

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7. If you are **certain** that the work you wish to undertake falls under List A and complies with all specified conditions, click **Finish**.

Step 1 > Step 2 > Step 3

You selected an item of work from "List A". Works on this list do not require any permission. You may proceed without further ado.
If in doubt, contact your DAC Secretary <http://www.churchcare.co.uk/churches/church-buildings-council/who-s-who/dacs/dac-contact-details>

[Previous](#) [Save & come back later](#) [Cancel](#) [Finish](#) [Edit](#)

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Applying for a List B matter

You can use the Online Faculty System to apply to your Archdeacon for permission to undertake works, which fall under [List B](#) of the Faculty Jurisdiction Rules.

1. Repeat steps on pages 28 to 29.

N.B. Church buildings etc. includes:

- B1 – Church buildings etc.
- B2 – Bells etc.
- B3 – Clocks
- B4 – Church contents
-

Churchyard includes:

- B5 – Churchyard
- B6 – Trees

2. When you arrive at List A, scroll to the bottom of the page

3. Click **None of the Above**

4. Click **Next**



(A8-3) The removal of dead branches from a living tree

Specified conditions:

- Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards

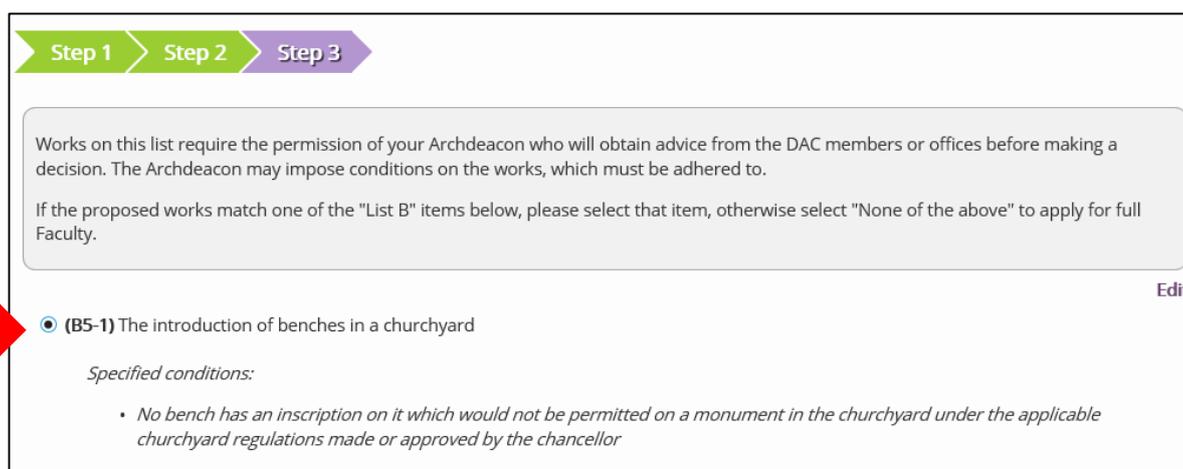
None of the above

[Previous](#) [Save & come back later](#) [Cancel](#) [Next](#)

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5. You will arrive at List B

6. Select the appropriate List B matter which you want to apply for. Don't forget to read the conditions



Step 1 Step 2 Step 3

Works on this list require the permission of your Archdeacon who will obtain advice from the DAC members or offices before making a decision. The Archdeacon may impose conditions on the works, which must be adhered to.

If the proposed works match one of the "List B" items below, please select that item, otherwise select "None of the above" to apply for full Faculty.

(B5-1) The introduction of benches in a churchyard

Specified conditions:

- No bench has an inscription on it which would not be permitted on a monument in the churchyard under the applicable churchyard regulations made or approved by the chancellor

Edit

7. Scroll to the bottom of the page

8. Click **Finish**

(B6-3) All other works to trees (whether or not prescribed in List A) except felling

Specified conditions:

- If applicable, the law relating to the preservation of trees in respect of which a tree preservation order is in force or which are in a conservation area is complied with
- Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards

None of the above

[Previous](#) [Save & come back later](#) [Cancel](#) [Finish](#)

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You have successfully begun a new List B application and created a case file.

[Details](#) [Supporting documents and images](#) [History](#) [Messages](#) [Edit](#)

Summary description of proposed works   

List A or List B classification   

List B application details   

[Submit](#) [Return to Applications dashboard](#) [Abandon](#)

9. Click the **Edit** icon to add more details to the application

[Details](#) [Supporting documents and images](#) [History](#) [Messages](#) [Edit](#)

Summary description of proposed works   

List A or List B classification   

List B application details   

[Submit](#) [Return to Applications dashboard](#) [Abandon](#)

10. Type additional details about your proposal in the text box

11. Click **Finish**

Application Details

Missing help text - to be added by an administrator [Edit](#)

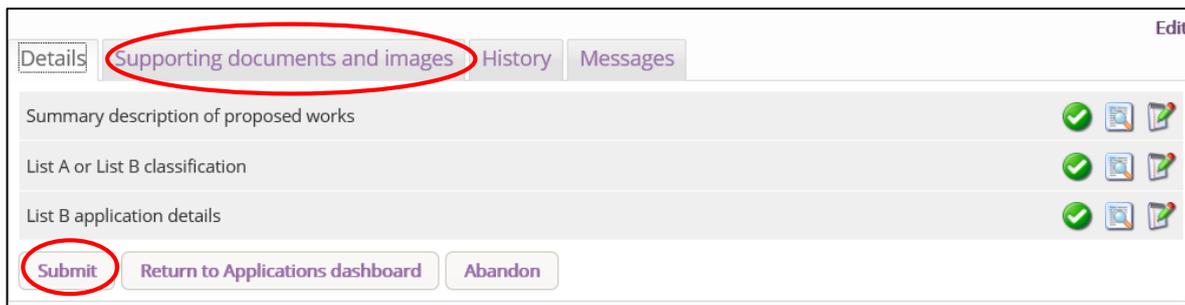
Details of your proposal  [Edit](#)

Additional information that the Archdeacon might need

[Cancel](#) [Finish](#)

12. Attach any additional files under the **Supporting Documents and Image** tab

13. Click **Submit** to send to the next stage



Details **Supporting documents and images** History Messages Edit

Summary description of proposed works ✓ [icon] [icon]

List A or List B classification ✓ [icon] [icon]

List B application details ✓ [icon] [icon]

Submit Return to Applications dashboard Abandon

Applying for Full Faculty

1. Repeat steps on pages 28 to 29.
2. Arrive at **List A**,
3. Scroll to the bottom of the page
4. Click **None of the Above**
5. Click **Next**

6. Arrive at **List B**
7. Scroll to the bottom of the page
8. Click **None of the Above**
9. Click **Finish**



(B4-9) The replacement of a grand piano with another grand piano and the disposal of the original grand piano

Specified conditions:

- No piano of historic or artistic interest is disposed of

None of the above

Previous Save & come back later Cancel **Finish**

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You have successfully begun a new faculty proposal and created a case file.

Application Ref: 2014-000064
Diocese: **Borchester (Test)**
Status: **Proposal Application in Preparation**
Summary: **Removal of Pews**

Church: **Ambridge: St Stephen's (Test)**
Archdeaconry: **Felpersham (Test)**
Logged By: **Mr Rupert Allen (Thu 13 Nov 2014)**

Use the forms below to develop your proposal. You do not have to complete them all at once – you can always save your work and return to it later.

Once you are confident that your proposal is ready, click "Submit". It will be sent to the DAC who will provide you with advice. You will no longer be able to make changes to your proposal once you have clicked "Submit".

You are encouraged to provide a Statement of Significance and a Statement of Needs (although these documents are only essential when proposals involve changes to a listed church). If you choose not to provide these documents, go to the last page of each relevant online form and click "Finish". Keep in mind that your decision not to supply the DAC with these documents could lead to a delay in providing you with advice.

Use the "Supporting documents and images" tab to attach any other relevant document (including a statement of significance or statement of needs) to support your proposal.

If you wish to withdraw your proposal, click "Abandon".

[Details](#) | [Supporting documents and images](#) | [History](#) | [Messages](#)

Summary description of proposed works	  
Standard Information	  
Petitioner	  
Statement of Significance	  
Statement of Needs	  

[Submit](#) | [Return to Applications dashboard](#) | [Abandon](#) | [Invite Consultees](#)

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For more on navigating a case file, see page 19.

Before proceeding any further, you should contact your DAC Secretary to find out what type of information is required by them when seeking informal and formal advice.

Standard Information

1. Complete the Standard Information Form. Click the **Edit** icon.

[Details](#) | [Supporting documents and images](#) | [History](#) | [Messages](#)

Summary description of proposed works	  
Standard Information	  
Petitioner	  
Statement of Significance	  
Statement of Needs	  

[Submit](#) | [Return to Applications dashboard](#) | [Abandon](#) | [Invite Consultees](#)

2. **First**, click **Reload from Church Heritage Record**. If your church building's record has already been completed by the DAC or the CCB, this information will automatically fill in the Standard Information Form for you.

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

 THE CHURCH OF ENGLAND Online Faculty System

Application Ref: **2014-000078** Church: **Ambridge: St Stephen's (Test)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Proposal in Preparation** Logged By: **Mrs Fiona Petty (Tue 18 Nov 2014)**
Summary: **SE Test for Form3A Q22**

Form 1A

This form helps us understand your church building. Click "Reload from Church Heritage Record" to fill it in automatically and/or insert the information manually. The online system will remember your data in all future proposals.

1 2 3 4

Approximate date of church

Is the church listed? Yes No

If so, please state whether it is grade I, II* or II

Is the church, churchyard or any adjoining structure wholly or partly scheduled as an ancient monument? Yes No

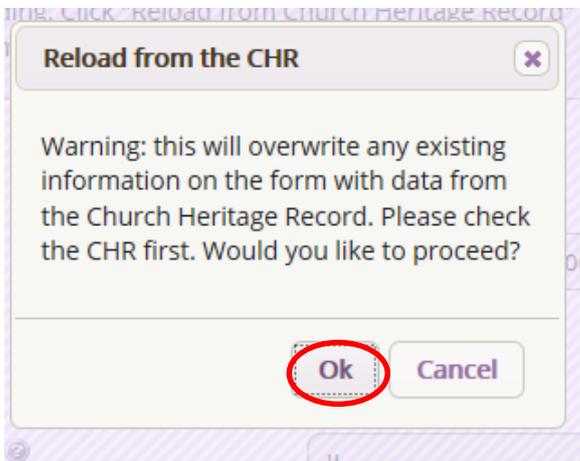
Is the church, churchyard or any adjoining structure in a conservation area? Yes No

If it is, please state which

Reload from Church Heritage Record Save & come back later Cancel Next

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3. You will get this prompt. Any information you have already entered yourself will be overwritten. **Click Ok** to proceed or press cancel to complete the form manually.



4. Insert any missing information manually, and **click Next** to continue on to the next page. At any time, you can save your work and return to it another day by clicking **Save & come back later**

Application Ref: 2014 000004 Church: Cambridge St. Andrew's Church
Diocese: Barchester (Test) Archdeaconry: Felpersham (Test)
Status: Proposal Application in Preparation Logged By: Mr Rupert Allen (Thu 13 Nov 2014)
Summary: Removal of Pews

Form 1A

This form helps us understand your church building. Click "Reload from Church Heritage Record" to fill it in automatically and/or insert the information manually. The online system will remember your data in all future proposals.

1 2 3 4

Approximate date of church

Is the church listed?

If so, please state whether it is grade I, II* or II

Is the church, churchyard or any adjoining structure wholly or partly scheduled as an ancient monument? Yes No

Is the church, churchyard or any adjoining structure in a conservation area? Yes No

If it is, please state which

Modern (1914AD to Present)
Victorian/Pre-War (1837AD to 1914AD)
Post Medieval (1540AD to 1837AD)
Medieval
Early Medieval (pre 1066AD)

Reload from Church Heritage Record Save & come back later Cancel **Next**

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5. Complete the second page and click **Next**.

Application Ref: 2014-000064 Church: Ambridge: St Stephen's (Test)
 Diocese: Barchester (Test) Archdeaconry: Felpersham (Test)
 Status: Proposal Application in Preparation Logged By: Mr Rupert Allen (Thu 13 Nov 2014)
 Summary: Removal of Pews

Form 1A

This form helps us understand your church building. Click "Reload from Church Heritage Record" to fill it in automatically and/or insert the information manually. The online system will remember your data in all future proposals.

1 2 3 4

Is the church, churchyard or any adjoining structure in a national park? Yes No

If it is, please state which

Is there any evidence that bats use the church, its curtilage or any adjoining structure? Yes No

Please give details of any privately owned chapels, aisles or windows

Name of lay rector, if known

Previous Save & come back later Cancel **Next**

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6. Complete the third page and click **Next**.

Signed in as: Rupert Allen | Home | Sign Out | My Account | Site Map

THE CHURCH OF ENGLAND Online Faculty System Search the site

Application Ref: 2014-000064 Church: Ambridge: St Stephen's (Test)
 Diocese: Barchester (Test) Archdeaconry: Felpersham (Test)
 Status: Proposal Application in Preparation Logged By: Mr Rupert Allen (Thu 13 Nov 2014)
 Summary: Removal of Pews

Form 1A

This form helps us understand your church building. Click "Reload from Church Heritage Record" to fill it in automatically and/or insert the information manually. The online system will remember your data in all future proposals.

1 2 3 4

Is the churchyard or burial ground consecrated? Yes No

Is the churchyard or burial ground still used for burials? Yes No

If the churchyard or burial grounds is no longer used for burials has it been closed by Order in Council? Yes No

If it has, please give the date of the Order

Are there any graves that are identified as war graves by the Commonwealth War Graves Commission? Yes No

Previous Save & come back later Cancel **Next**

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7. Complete the last page and click **Finish**

Application Ref: 2014-000064
Diocese: Barchester (Test)
Status: Proposal Application in Preparation
Summary: Removal of Pews

Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mr Rupert Allen (Thu 13 Nov 2014)

Form 1A

This form helps us understand your church building. Click "Reload from Church Heritage Record" to fill it in automatically and/or insert the information manually. The online system will remember your data in all future proposals.



Please identify any historic structures, listed tombs, war memorials or significant trees in the churchyard or burial ground

3 Yew trees with TPOs

Please give the name and address of the architect or surveyor appointed for the church under the Inspection of Churches Measure 1955

Mr Church
Churchtown

Previous Save & come back later Cancel **Finish**



8. The form is now complete

Use the forms below to develop your proposal. You do not have to complete them all at once – you can always save your work and return to it later.

Once you are confident that your proposal is ready, click "Submit". It will be sent to the DAC who will provide you with advice. You will no longer be able to make changes to your proposal once you have clicked "Submit".

You are encouraged to provide a Statement of Significance and a Statement of Needs (although these documents are only essential when proposals involve changes to a listed church). If you choose not to provide these documents, go to the last page of each relevant online form and click "Finish". Keep in mind that your decision not to supply the DAC with these documents could lead to a delay in providing you with advice.

Use the "Supporting documents and images" tab to attach any other relevant document (including a statement of significance or statement of needs) to support your proposal.

If you wish to withdraw your proposal, click "Abandon".

Details Supporting documents and images History Messages

Summary description of proposed works			
Standard Information			
Petition			
Statement of Significance			
Statement of Needs			

Submit Return to Applications dashboard Abandon Invite Consultees



Petition

1. You will need to begin filling out the **petition** form. Contact your DAC Secretary first to find out exactly what information they require from you so that they might provide their advice. This will differ between dioceses.
2. Click the **Edit** icon to begin

Details Supporting documents and images History Messages

Summary description of proposed works	✓	📄✎	📄✎
Standard Information	✓	📄✎	📄✎
Petition	⌚	📄✎	📄✎✎
Statement of Significance	⌚	📄✎	📄✎
Statement of Needs	⌚	📄✎	📄✎

Submit Return to Applications dashboard Abandon Invite Consultees

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3. Navigate the petition form by selecting a **specific step** on the row of numbers at the top of the page or by **Next** at the bottom of the page.
4. At any time, you can save your work and return to it another day by clicking **Save & come back later**

Application Ref: 2014-000071
Diocese: Borchester (Test)
Status: Proposal in Preparation
Summary: Re-moval of Chancel Screen

Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mr Rupert Allen (Fri 14 Nov 2014)

Form 3A

This is the faculty petition form.

For the purpose of seeking advice from the DAC, you may only need to fill in page 1 (your details) and 2 (details of your proposal). Please check with your DAC if in doubt. When you have finished go to the last page and click "Finish".

It is only once you formally submit your faculty petition to the court that the legal process has begun. Please make sure you have filled in all required information before you submit to the court in due course.

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15

Petitioners

Name	Office Held	Email	Tel No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Residential Address (including postcode)	Preferred		
<input type="text"/>	<input type="radio"/>		
Name	Office Held	Email	Tel No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Name	Office Held	Email	Tel No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Residential Address (including postcode)	Preferred		
<input type="text"/>	<input type="radio"/>		
Name	Office Held	Email	Tel No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Residential Address (including postcode)	Preferred		
<input type="text"/>	<input type="radio"/>		

Please use capital letters
Please indicate here which of the above should be regarded as the contact address. A telephone number and email address should also be provided where possible.
Usually the minister and churchwardens should be the petitioners. Where that is not the case, please provide an explanation here (including details of the interest which it is said that a person who is not the minister or a churchwarden has in the matter).

Save & come back later | Cancel | **Next**

5. Once you have completed as much information as you can or as advised by your DAC, go to **step 15 and click Finish.**

Form 3A

This is the faculty petition form.

For the purpose of seeking advice from the DAC, you may only need to fill in page 1 (your details) and 2 (details of your proposal). Please check with your [DAC](#) if in doubt. When you have finished go to the last page and click "Finish".

It is only once you formally submit your faculty petition to the court that the legal process has begun. Please make sure you have filled in all required information before you submit to the court in due course.



M. Further information
Please answer this section in every case

21. Will the work affect any graves? Yes No

22. Are any private rights (including rights in seats in the church) affected by the works or proposals? Yes No

23. If the answer to question 21 or 22 is yes, please provide details in the schedule of works or proposals.

24. Is the information about the church and churchyard included in the most recent quinquennial inspection report still accurate? Yes No

25. If there is any further information that the petitioners would like the court to take into account, details should be set out in a letter or statement included with this petition.

[Previous](#) [Save & come back later](#) [Cancel](#) [Finish](#)



6. The form is now complete

[Details](#) [Supporting documents and images](#) [History](#) [Messages](#)

Summary description of proposed works	
Standard Information	
Petition	
Statement of Significance	
Statement of Needs	



[Submit](#) [Return to Applications dashboard](#) [Abandon](#) [Invite Consultees](#)



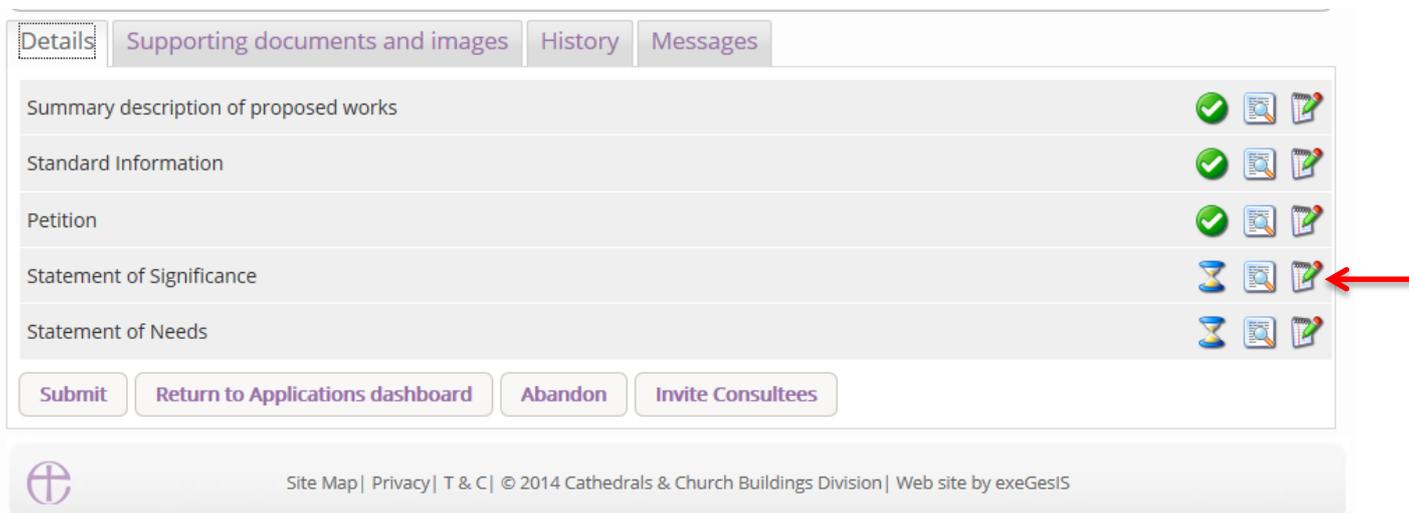
Statement of Significance

You are encouraged to provide a **Statement of Significance** (although this document is only essential when proposals involve changes to a listed church). Contact your DAC for advice.

Click [here](#) for guidance on writing statements of significance.

If you choose **not** to provide a statement of significance:

1. Click the **edit** icon on the statement of significance



The screenshot shows a web interface with a navigation bar at the top containing 'Details', 'Supporting documents and images', 'History', and 'Messages'. Below this is a table with five rows: 'Summary description of proposed works', 'Standard Information', 'Petition', 'Statement of Significance', and 'Statement of Needs'. Each row has three icons on the right: a green checkmark, a document with a magnifying glass, and a document with a pencil. A red arrow points to the pencil icon in the 'Statement of Significance' row. At the bottom of the table are four buttons: 'Submit', 'Return to Applications dashboard', 'Abandon', and 'Invite Consultees'. Below the table is a footer with a cross icon, 'Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS'.

2. Go to the **last page** and click **Finish**.

If you choose to **attach** a pre-prepared statement of significance as a Word or PDF document instead of completing the online form:

1. Click the **edit** icon on the statement of significance
2. **Tick** the box indicating that you have chosen to upload a file instead

Statement of Significance Form

For assistance with your statement of significance, please visit the [ChurchCare](#) website and look up your [Church Heritage Record](#).

If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.



I have uploaded it as a file instead 

[Save & come back later](#)

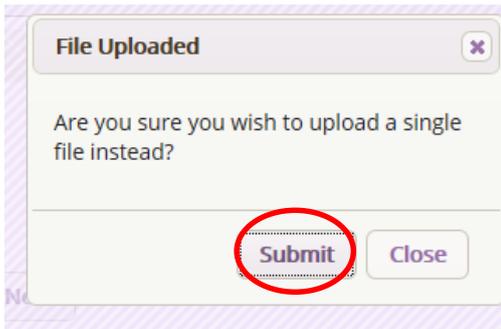
[Cancel](#)

[Next](#)



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3. You will see this prompt. Click **Submit** to continue or close if you wish to complete the online statement of significance form



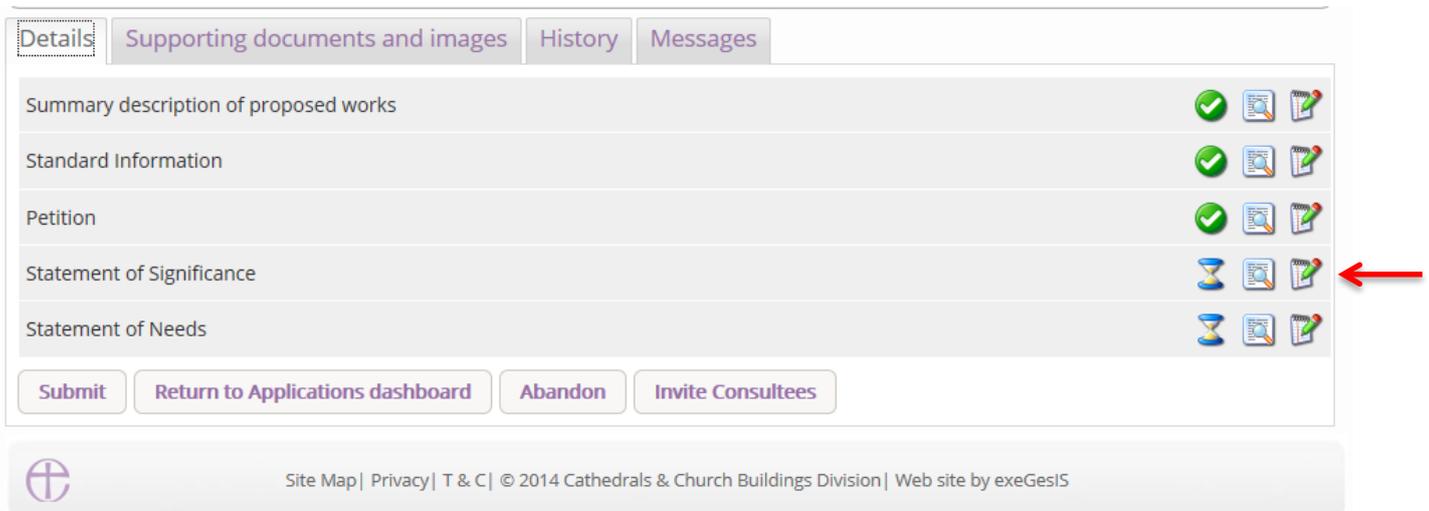
4. The form is now complete



5. Go to *Attaching Documents* (page 48) to find out how to **attach** your pre-prepared statement of significance as a Word or PDF document

If you choose to complete the online statement of significance form:

1. Click the **Edit** icon



2. Ensure that the box remains empty. Click **Next**

Statement of Significance Form

For assistance with your statement of significance, please visit the [ChurchCare](#) website and look up you [Church Heritage Record](#).
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.

1 2 3 4 5 6 7

I have uploaded it as a file instead 

Save & come back later

Cancel

Next



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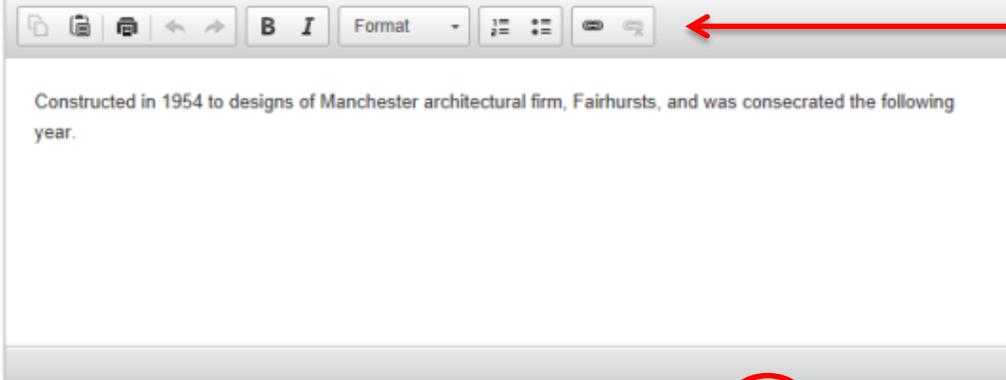
3. Complete the brief history and description of your church building. Click **Next**.

Statement of Significance Form

For assistance with your statement of significance, please visit the [ChurchCare](#) website and look up you [Church Heritage Record](#).
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.

1 2 3 4 5 6 7

Section 1: Brief history and description of the church building(s) contents, churchyard and setting 



Constructed in 1954 to designs of Manchester architectural firm, Fairhursts, and was consecrated the following year.

Previous

Save & come back later

Cancel

Next



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Use the web-editing tools to format your text:

- Copy & Paste
- Print
- Undo & Redo
- Bold
- Italics
- Headings
- Numbering
- Bullets
- Web links

4. Complete steps 3 and 4. Navigate the form using the **Next** button

Statement of Significance Form

For assistance with your statement of significance, please visit the [ChurchCare](#) website and look up you [Church Heritage Record](#).
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.



Section 2: The significance of the church (including its contents and churchyard) in terms of:

- i) Its special architectural and historical interest
- ii) Any significant features of artistic or archaeological interest

St Luke and its site have low archaeological potential. St Luke's is positioned on a corner site and therefore has some prominence within the local streetscape which is enhanced by the contrasting copper roofs and the vertical accents of the cross affixed to the south porch, and the roofline above the north baptistery. The church was designed by the Fairhursts, a well-regarded firm of local architects, in 1964. It is of low architectural significance. Although many of the contents are contemporary with the building, and therefore of associated interest, they are individually of low significance.

[Previous](#) [Save & come back later](#) [Cancel](#) [Next](#)



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5. **Steps 5 through 7** allow you to upload a plan of your church and photographs of the interior and exterior of the building. Click **Add**

Statement of Significance Form

For assistance with your statement of significance, please visit the [ChurchCare](#) website and look up you [Church Heritage Record](#).
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.



Interior

Add a file [Add](#)

[Previous](#) [Save & come back later](#) [Cancel](#) [Next](#)



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6. 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...**

Statement of Significance Form

For assistance with your statement of significance, please visit the [ChurchCare](#) website and look up you [Church Heritage Record](#).
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.



Interior ⓘ

Add a file



Description



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7. Write a **description** of the image and click **Upload**

Statement of Significance Form

For assistance with your statement of significance, please visit the [ChurchCare](#) website and look up you [Church Heritage Record](#).
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.



Interior ⓘ

Add a file



Pews.jpg ⓘ

Description

8. Once you have completed step 7, click **Finish**

Statement of Significance Form

For assistance with your statement of significance, please visit the [ChurchCare](#) website and look up you [Church Heritage Record](#).
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.



Exterior

File Name	Description	Size	Modified	Uploaded By
 Image of Extension Proposed.JPG	exterior	1005480	14/11/2014 10:04:12	jp_dac@esdm.co.uk

Add a file



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9. The form is now complete

Use the forms below to develop your proposal. You do not have to complete them all at once – you can always save your work and return to it later.

Once you are confident that your proposal is ready, click "Submit". It will be sent to the DAC who will provide you with advice. You will no longer be able to make changes to your proposal once you have clicked "Submit".

You are encouraged to provide a Statement of Significance and a Statement of Needs (although these documents are only essential when proposals involve changes to a listed church). If you choose not to provide these documents, go to the last page of each relevant online form and click "Finish". Keep in mind that your decision not to supply the DAC with these documents could lead to a delay in providing you with advice.

Use the "Supporting documents and images" tab to attach any other relevant document (including a statement of significance or statement of needs) to support your proposal.

If you wish to withdraw your proposal, click "Abandon".

Summary description of proposed works	  
Standard Information	  
Petitioner	  
Statement of Significance	  
Statement of Needs	  



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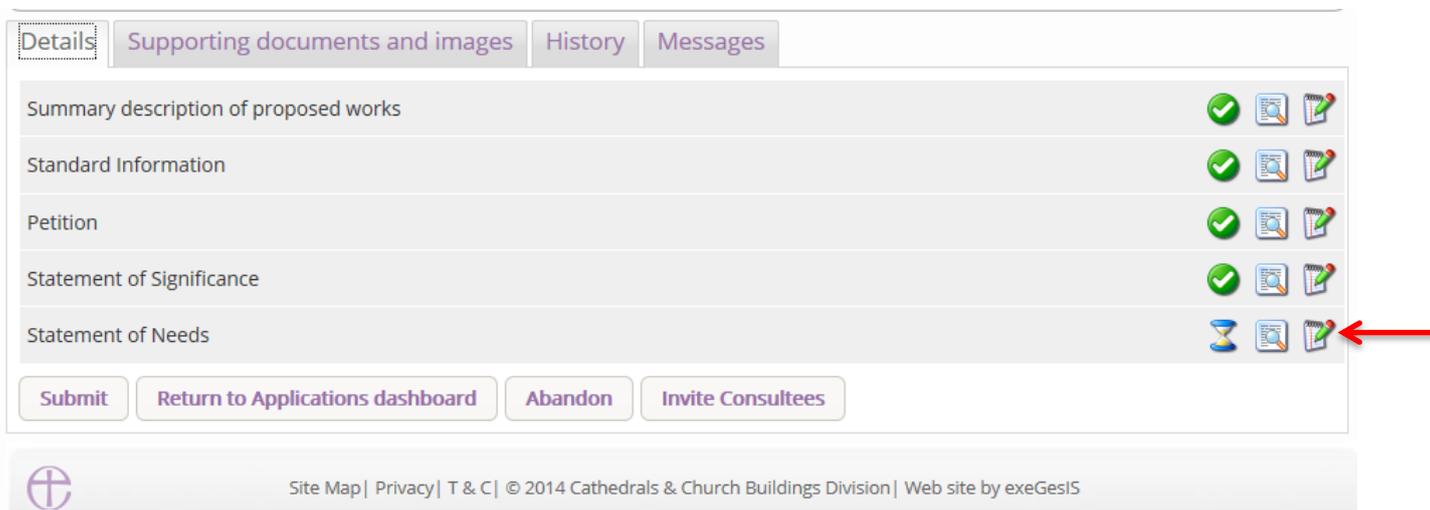
Statement of Needs

You are encouraged to provide a **Statement of Needs** (although this document is only essential when proposals involve changes to a listed church). Contact your DAC for advice.

Click [here](#) for guidance on writing statements of needs.

If you choose **not** to provide a statement of needs or **attach** a pre-prepared Word or PDF document:

1. Click the **edit** icon on the statement of needs



The screenshot shows a web interface with a navigation bar at the top containing 'Details', 'Supporting documents and images', 'History', and 'Messages'. Below this is a list of sections: 'Summary description of proposed works', 'Standard Information', 'Petition', 'Statement of Significance', and 'Statement of Needs'. Each section has a green checkmark icon and a document icon. The 'Statement of Needs' section also has a blue hourglass icon and a document icon with a pencil, which is highlighted by a red arrow. At the bottom of the dashboard are buttons for 'Submit', 'Return to Applications dashboard', 'Abandon', and 'Invite Consultees'. The footer contains a cross icon, 'Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS'.

2. Go to step 5 and click **Finish**

Statement of Needs Form

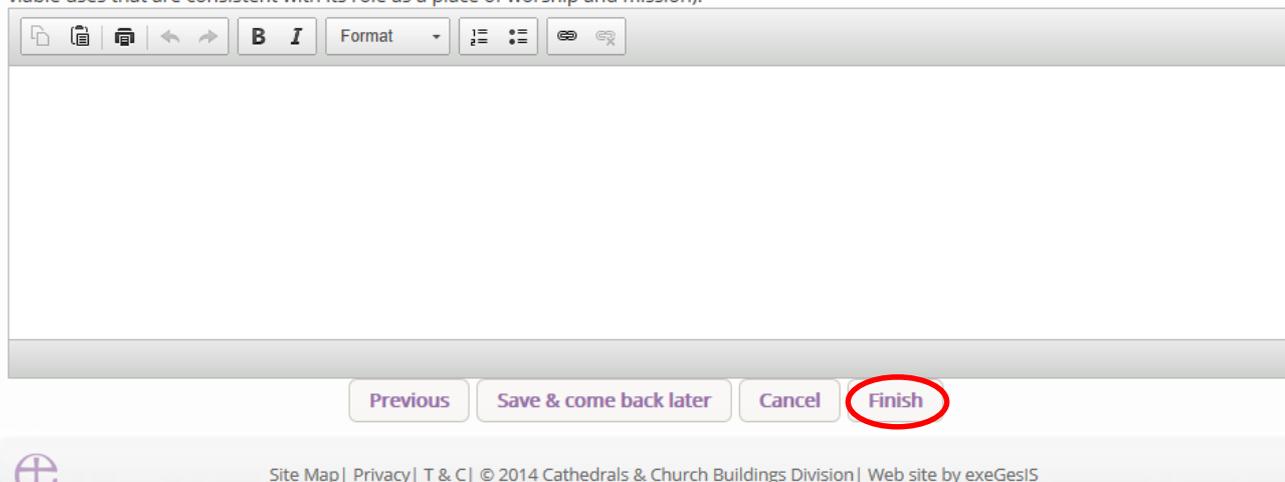
For assistance with your statement of needs, please visit the [ChurchCare](#) website.

If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.



Section 5: Justification

If the proposals are likely to harm the significance outlined in the Statement of significance, explain how the proposals would result in public benefits which outweigh such harm (public benefits include matters such as liturgical freedom, pastoral wellbeing and putting the church to viable uses that are consistent with its role as a place of worship and mission).



The screenshot shows a rich text editor with a toolbar containing icons for copy, paste, undo, redo, bold, italic, format, bulleted list, numbered list, link, and unlink. Below the editor is a large empty text area. At the bottom of the form are buttons for 'Previous', 'Save & come back later', 'Cancel', and 'Finish'. The 'Finish' button is circled in red. The footer contains a cross icon, 'Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS'.

If you choose to complete the online statement of needs form:

1. Click the **Edit** icon

The screenshot shows a dashboard with tabs for 'Details', 'Supporting documents and images', 'History', and 'Messages'. Below the tabs is a list of sections: 'Summary description of proposed works', 'Standard Information', 'Petition', 'Statement of Significance', and 'Statement of Needs'. Each section has a green checkmark icon, a document icon, and a pencil icon. A red arrow points to the pencil icon for the 'Statement of Needs' section. Below the list are buttons for 'Submit', 'Return to Applications dashboard', 'Abandon', and 'Invite Consultees'. At the bottom is a footer with a cross icon, 'Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS'.

2. Complete the General Information and click **Next**

Statement of Needs Form

For assistance with your statement of needs, please visit the [ChurchCare](#) website.

If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.



Section 1: General information

This should provide an overview of the parish and the current use of the building.

The screenshot shows a text editor interface. At the top is a toolbar with icons for copy, paste, print, undo, redo, bold, italic, format, bulleted list, numbered list, link, and unlink. A red arrow points to the paste icon. Below the toolbar is a text area containing the following text: "In summary, the overall picture of attendance at established and „traditional“ services is of gentle decline over the past twenty years. This reflects a significant number of deaths of regular older attendees, plus the less frequent attendance of „regulars“ due to changing social habits, and a slower rate of replacement by newer and younger worshippers." At the bottom of the text area are buttons for 'Save & come back later', 'Cancel', and 'Next'. The 'Next' button is circled in red.

Use the web-editing tools to format your text:

- Copy & Paste
- Print
- Undo & Redo
- Bold
- Italics
- Headings
- Numbering
- Bullets
- Web Links

3. Repeat for steps 2 through 5

Statement of Needs Form

For assistance with your statement of needs, please visit the [ChurchCare](#) website.

If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.



Section 2: What do you need?

Briefly explain your needs (not your proposals). Append any brief for your architect.

[Previous](#)

[Save & come back later](#)

[Cancel](#)

[Next](#)



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4. Click **Finish**

Statement of Needs Form

For assistance with your statement of needs, please visit the [ChurchCare](#) website.

If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.



Section 5: Justification

If the proposals are likely to harm the significance outlined in the Statement of significance, explain how the proposals would result in public benefits which outweigh such harm (public benefits include matters such as liturgical freedom, pastoral wellbeing and putting the church to viable uses that are consistent with its role as a place of worship and mission).

[Previous](#)

[Save & come back later](#)

[Cancel](#)

[Finish](#)



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5. The form is now complete

Application Ref: **2014-000064**

Diocese: **Borchester (Test)**

Status: **Proposal in Preparation**

Summary: **Removal of Pews**

Church: **Ambridge: St Stephen's (Test)**

Archdeaconry: **Felpersham (Test)**

Logged By: **Mr Rupert Allen (Thu 13 Nov 2014)**

Use the forms below to develop your proposal. You do not have to complete them all at once – you can always save your work and return to it later.

Once you are confident that your proposal is ready, click "Submit". It will be sent to the DAC who will provide you with advice. You will no longer be able to make changes to your proposal once you have clicked "Submit".

You are encouraged to provide a Statement of Significance and a Statement of Needs (although these documents are only essential when proposals involve changes to a listed church). If you choose not to provide these documents, go to the last page of each relevant online form and click "Finish". Keep in mind that your decision not to supply the DAC with these documents could lead to a delay in providing you with advice.

Use the "Supporting documents and images" tab to attach any other relevant document (including a statement of significance or statement of needs) to support your proposal.

If you wish to withdraw your proposal, click "Abandon".

Details Supporting documents and images History Messages

Summary description of proposed works



Standard Information



Petitioner



Statement of Significance



Statement of Needs



Submit

Return to Applications dashboard

Abandon

Invite Consultees



Submitting your proposal

You have now completed all forms initially required by the Online Faculty System.

1. If you need to **attach any documents** to your application, see page 48.
2. Make sure that all forms are marked as complete (green check mark). You will not be able to submit your proposal to the DAC if a form is still pending completion (hourglass icon). If a form is not complete:
 - a. Click the Edit icon on that particular form
 - b. Go to the form's last page
 - c. Click the Finish button

3. Once you are certain that you are ready to seek DAC advice, Click **Submit**

The screenshot shows a web application interface with a navigation bar at the top containing 'Details', 'Supporting documents and images', 'History', and 'Messages'. Below this is a checklist of documents to be submitted, each with a green checkmark icon and a document icon with a red arrow. The items are: 'Summary description of proposed works', 'Standard Information', 'Petitioner', 'Statement of Significance', and 'Statement of Needs'. At the bottom of the checklist area, there are four buttons: 'Submit' (circled in red), 'Return to Applications dashboard', 'Abandon', and 'Invite Consultees'. Below the checklist area is a footer with a cross icon, 'Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS'.

4. Click **OK** to proceed or Cancel if you change your mind.

The screenshot shows a 'Submit Proposal' dialog box. The text inside the dialog box reads: 'Your application is ready for submission to the next stage of: Awaiting DAC Processing. Click 'OK' to proceed'. At the bottom right of the dialog box, there are two buttons: 'Ok' (circled in red) and 'Cancel'.

N.B. Once you have submitted your proposal to the DAC, you will no longer be able to amend the forms until the DAC returns the proposal to you with comments.

5. The DAC will receive an email to inform them of your application
6. You can monitor the progress of your application anytime by signing into your account (see *Navigating a Case File* page 19).

Attaching Documents

If you need to attach other relevant documents to support your proposal:

1. Go to the application's case file (see *Navigating a Case File* page 19)
2. Click on **Supporting Documents and Images**

THE CHURCH OF ENGLAND Online Faculty System

Application Ref: **2014-00064** Church: **Ambridge: St Stephen's (Test)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Proposal in Preparation** Logged By: **Mr Rupert Allen (Thu 13 Nov 2014)**
Summary: **Removal of Pews**

Use the forms below to develop your proposal. You do not have to complete them all at once – you can always save your work and return to it later.

Once you are confident that your proposal is ready, click "Submit". It will be sent to the DAC who will provide you with advice. You will no longer be able to make changes to your proposal once you have clicked "Submit".

You are encouraged to provide a Statement of Significance and a Statement of Needs (although these documents are only essential when proposals involve changes to a listed church). If you choose not to provide these documents, go to the last page of each relevant online form and click "Finish". Keep in mind that your decision not to supply the DAC with these documents could lead to a delay in providing you with advice.

Use the "Supporting documents and images" tab to attach any other relevant document (including a statement of significance or statement of needs) to support your proposal.

If you wish to withdraw your proposal, click "Abandon".

Details | **Supporting documents and images** | History | Messages

Summary description of proposed works	✓ [icon] [icon]
Standard Information	✓ [icon] [icon]
Petitioner	✓ [icon] [icon]
Statement of Significance	✓ [icon] [icon]
Statement of Needs	✓ [icon] [icon]

[Submit](#) [Return to Applications dashboard](#) [Abandon](#) [Invite Consultees](#)

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3. Click **Add**

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

THE CHURCH OF ENGLAND Online Faculty System

Application Ref: **2014-00018** Church: **Ambridge: St Stephen's (Test)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Awaiting Chancellor's determination** Logged By: **Mrs Fiona Petty (Thu 07 Aug 2014)**
Summary: **A new test (SE)**

The Registrar has submitted the faculty application to the Chancellor for review.

Details | **Supporting documents and images** | History | Notes | Messages | [Edit](#)

Add a file **Add**

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Option 1

4. You can **Drag & Drop** a file into the middle of the box using your computer's mouse
5. Insert a summary **description** of the file you have attached (e.g. Plan Drawing)

The screenshot shows the 'Online Faculty System' interface. At the top, it indicates the user is signed in as 'jp_chancellor@esdm.co.uk'. The main header includes 'THE CHURCH OF ENGLAND' logo and 'Online Faculty System' with a search bar. Below this, application details are displayed: Application Ref: 2014-000018, Diocese: Borchester (Test), Status: Awaiting Chancellor's determination, Summary: A new test (SE), Church: Ambridge: St Stephen's (Test), Archdeaconry: Felpersham (Test), and Logged By: Mrs Fiona Petty (Thu 07 Aug 2014). A message states: 'The Registrar has submitted the faculty application to the Chancellor for review.' The interface has tabs for 'Details', 'Supporting documents and images', 'History', 'Notes', and 'Messages'. The 'Supporting documents and images' tab is active. It features an 'Add a file' button with an 'Add' sub-button. Below this is a dashed box for file upload with the text 'Drag and drop a file here' and a red arrow pointing to it. A 'Select file...' button is also present. Below the upload area is a 'Description' text box containing the text 'Plan Drawing', with a red arrow pointing to it. The footer contains site map, privacy, and copyright information.

6. Notice that the file has uploaded (you can delete it by click on the trash can next to it)
7. Click **Upload**

This screenshot shows the same 'Online Faculty System' interface as the previous one, but with the file upload completed. The 'Supporting documents and images' tab is still active. The dashed box for file upload now contains the text 'Drag and drop a file here'. Below this, the file 'Church Plan.bmp' is listed with a trash can icon next to it, and a red arrow points to it. The 'Upload' button is circled in red. The 'Description' text box still contains 'Plan Drawing'. The rest of the interface, including the header, application details, and footer, remains the same.

8. The file has successfully attached.

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

 THE CHURCH OF ENGLAND Online Faculty System

Application Ref: **2014-000018** Church: **[Ambridge: St Stephen's \(Test\)](#)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Awaiting Chancellor's determination** Logged By: **[Mrs Fiona Petty \(Thu 07 Aug 2014\)](#)**
Summary: **A new test (SE)**

The Registrar has submitted the faculty application to the Chancellor for review.

[Details](#) | [Supporting documents and images](#) | [History](#) | [Notes](#) | [Messages](#) [Edit](#)

File Name	Description	Size	Modified	Uploaded By
 Church Plan.bmp	Plan Drawing	151318	04/11/2014 10:43:05	Julie Patenaude

Add a file

 Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

Option 2

9. You can also choose to upload a file by **locating** it on your computer. Click **Select file...**

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

 THE CHURCH OF ENGLAND Online Faculty System

Application Ref: **2014-000018** Church: **[Ambridge: St Stephen's \(Test\)](#)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Awaiting Chancellor's determination** Logged By: **[Mrs Fiona Petty \(Thu 07 Aug 2014\)](#)**
Summary: **A new test (SE)**

The Registrar has submitted the faculty application to the Chancellor for review.

[Details](#) | [Supporting documents and images](#) | [History](#) | [Notes](#) | [Messages](#) [Edit](#)

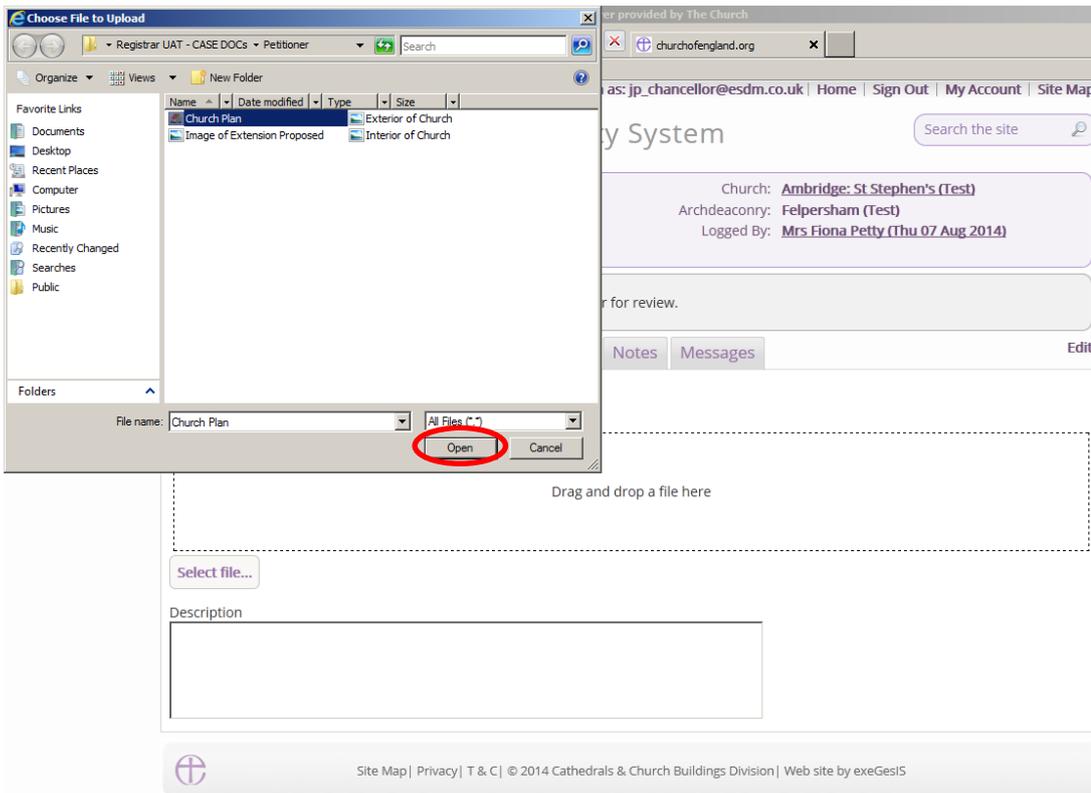
Add a file

Drag and drop a file here

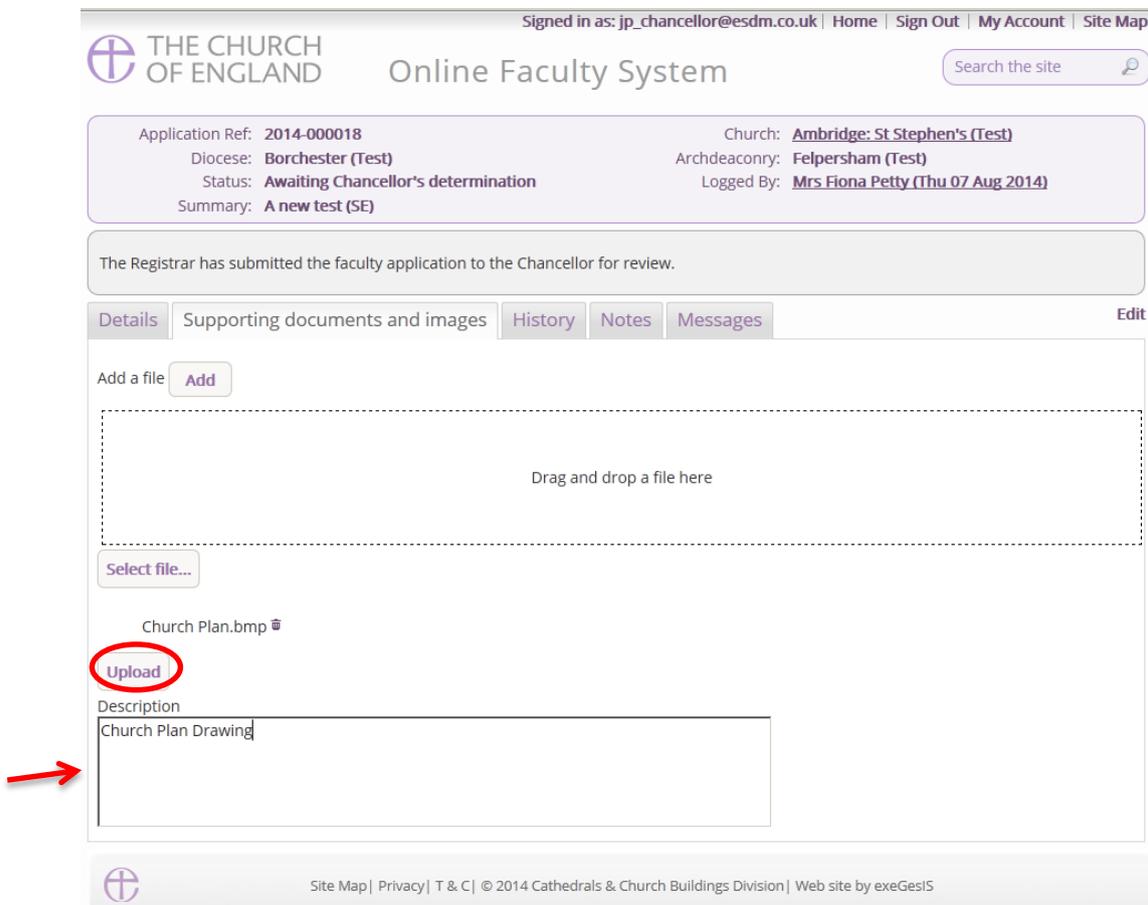
Description

 Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

10. **Locate** the file on your computer. **Select** it. Click **Open**.



11. Insert a summary **description** of the file you have attached (e.g. Archaeological Report)
12. Click **Upload**



13. The file has successfully attached

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

 THE CHURCH OF ENGLAND Online Faculty System Search the site 

Application Ref: 2014-000018	Church: Ambridge: St Stephen's (Test)
Diocese: Borchester (Test)	Archdeaconry: Felpersham (Test)
Status: Awaiting Chancellor's determination	Logged By: Mrs Fiona Petty (Thu 07 Aug 2014)
Summary: A new test (SE)	

The Registrar has submitted the faculty application to the Chancellor for review.

[Details](#) | [Supporting documents and images](#) | [History](#) | [Notes](#) | [Messages](#) [Edit](#)

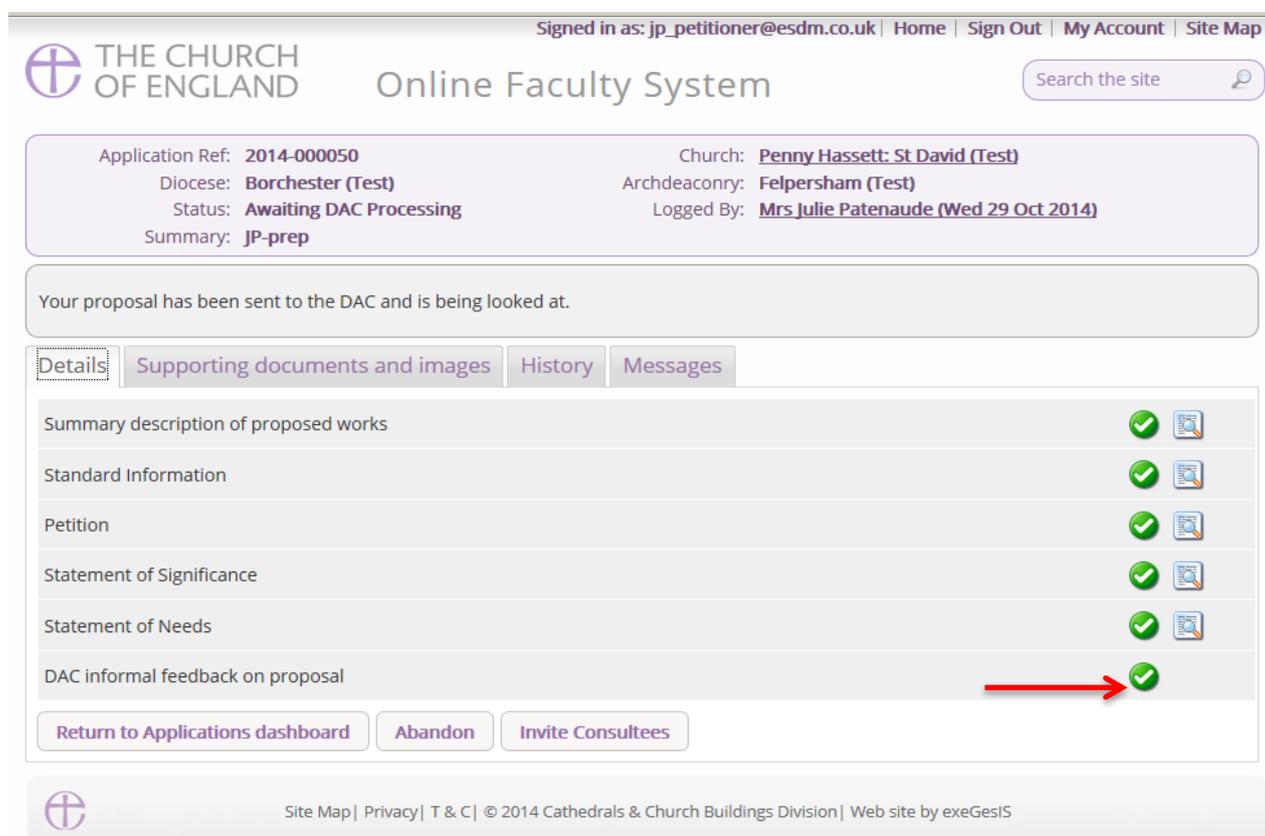
File Name	Description	Size	Modified	Uploaded By
 Church Plan.bmp	Plan Drawing	151318	04/11/2014 10:43:05	Julie Patenaude

Add a file 

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Receiving Informal Advice from the DAC Secretary

The Online Faculty System will inform your DAC Secretary once you have submitted your proposal. You can keep track of the progress of your application by logging into your account and monitoring the status icon.



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

THE CHURCH OF ENGLAND Online Faculty System

Application Ref: **2014-000050** Church: **[Penny Hassett: St David \(Test\)](#)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Awaiting DAC Processing** Logged By: **[Mrs Julie Patenaude \(Wed 29 Oct 2014\)](#)**
Summary: **JP-prep**

Your proposal has been sent to the DAC and is being looked at.

[Details](#) | [Supporting documents and images](#) | [History](#) | [Messages](#)

Summary description of proposed works	 
Standard Information	 
Petition	 
Statement of Significance	 
Statement of Needs	 
DAC informal feedback on proposal	 

[Return to Applications dashboard](#) | [Abandon](#) | [Invite Consultees](#)

[Site Map](#) | [Privacy](#) | [T & C](#) | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

Should the DAC Secretary decide that further information is required in order to provide formal advice, you will receive an email from the Online Faculty System which will include all the DAC's comments.

Dear Applicant

The following Faculty Proposal has been returned with comments:

Please consult English Heritage and the Victorian Society on your proposal.

Reference 2014-000050 concerning Penny Hassett: St David (Test) (Church Code 647009).

Please click [this link](#) to view the full details of the Proposal.

If you would prefer to receive fewer emails from the Online Faculty System, you can set your email preferences using the [My Account page](#).

In order to make changes to your proposal:

1. Sign In to the Online Faculty System
2. Locate your proposal on your Dashboard (see *Navigating your Dashboard* page 14)
3. Make the necessary changes using the **Edit** icons

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

 THE CHURCH OF ENGLAND Online Faculty System

Application Ref: **2014-000050** Church: **[Penny Hasset: St David \(Test\)](#)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Proposal in Preparation** Logged By: **[Mrs Julie Patenaude \(Wed 29 Oct 2014\)](#)**
Summary: **JP-prep**

Use the forms below to develop your proposal. You do not have to complete them all at once – you can always save your work and return to it later.

Once you are confident that your proposal is ready, click "Submit". It will be sent to the DAC who will provide you with advice. You will no longer be able to make changes to your proposal once you have clicked "Submit".

You are encouraged to provide a Statement of Significance and a Statement of Needs (although these documents are only essential when proposals involve changes to a listed church). If you choose not to provide these documents, go to the last page of each relevant online form and click "Finish". Keep in mind that your decision not to supply the DAC with these documents could lead to a delay in providing you with advice.

Use the "Supporting documents and images" tab to attach any other relevant document (including a statement of significance or statement of needs) to support your proposal.

If you wish to withdraw your proposal, click "Abandon".

[Details](#) | [Supporting documents and images](#) | [History](#) | [Messages](#)

Summary description of proposed works	  
Standard Information	  
Petition	  
Statement of Significance	  
Statement of Needs	  

[Submit](#) | [Return to Applications dashboard](#) | [Abandon](#) | [Invite Consultees](#)

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4. Once your finished making alterations to your proposal, click Submit to return it to your DAC Secretary

Receiving Formal Advice from the DAC Committee

The Online Faculty System will inform your DAC Secretary once you have submitted your proposal. You can keep track of the progress of your application by logging into your account and monitoring the status icon.

Should the DAC Secretary decide that your proposal is ready to go before the Committee, the Notification of Advice form will appear on your case file.

Your proposal has been processed by the DAC and will be reviewed at an upcoming committee meeting.
This does not constitute authority for carrying out the works.

Details Supporting documents and images History Messages

Summary description of proposed works	✓	
Standard Information	✓	
Petition	✓	
Statement of Significance	✓	
Statement of Needs	✓	
Notification of Advice	✓	

Return to Applications dashboard Abandon Invite Consultees

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Once the Committee has made its determination, you will automatically receive their formal advice by email.

You will also be able to access the Notification of Advice by clicking the **View** icon in your proposal's case file.

Details Supporting documents and images History Messages

Summary description of proposed works	✓	
Standard Information	✓	
Petition	✓	
Statement of Significance	✓	
Statement of Needs	✓	
Notification of Advice	✓	

The DAC recommends your proposal

Should the Committee recommend your proposal, you will receive a Notification of Advice via email.

Dear Applicant

Reference 2014-000043 concerning Ambridge: St Stephen's (Test) (Church Code 647001).

The Diocesan Advisory Committee has recommended your proposal for approval and you may now proceed to public consultation.

The details of the Diocesan Advisory Committee Notification of Advice are included below for your records.

Please click the link below to view the full details of the proposal.

[Click here to view details.](#)

Form 2
(Rule 3.6)
Diocesan Advisory Committee
Notification of Advice

This notification constitutes advice only and does not give you permission to carry out the works or other proposals to which it relates. A faculty must be obtained from the court before the works or proposals may lawfully be carried out.

In the diocese of Barchester (Test)

Parish of Ambridge (Test)

Church of Ambridge: St Stephen's (Test)

The church is listed under the Planning (Listed Buildings and Conservation Areas) Act 1990.

The listing is grade II*

1. Sign in to the Online Faculty System
2. Locate your proposal on your dashboard (see *Navigating your Dashboard* page 14)
3. Click the **View** icon to access the Notification of Advice

Details | Supporting documents and images | History | Messages | Edit

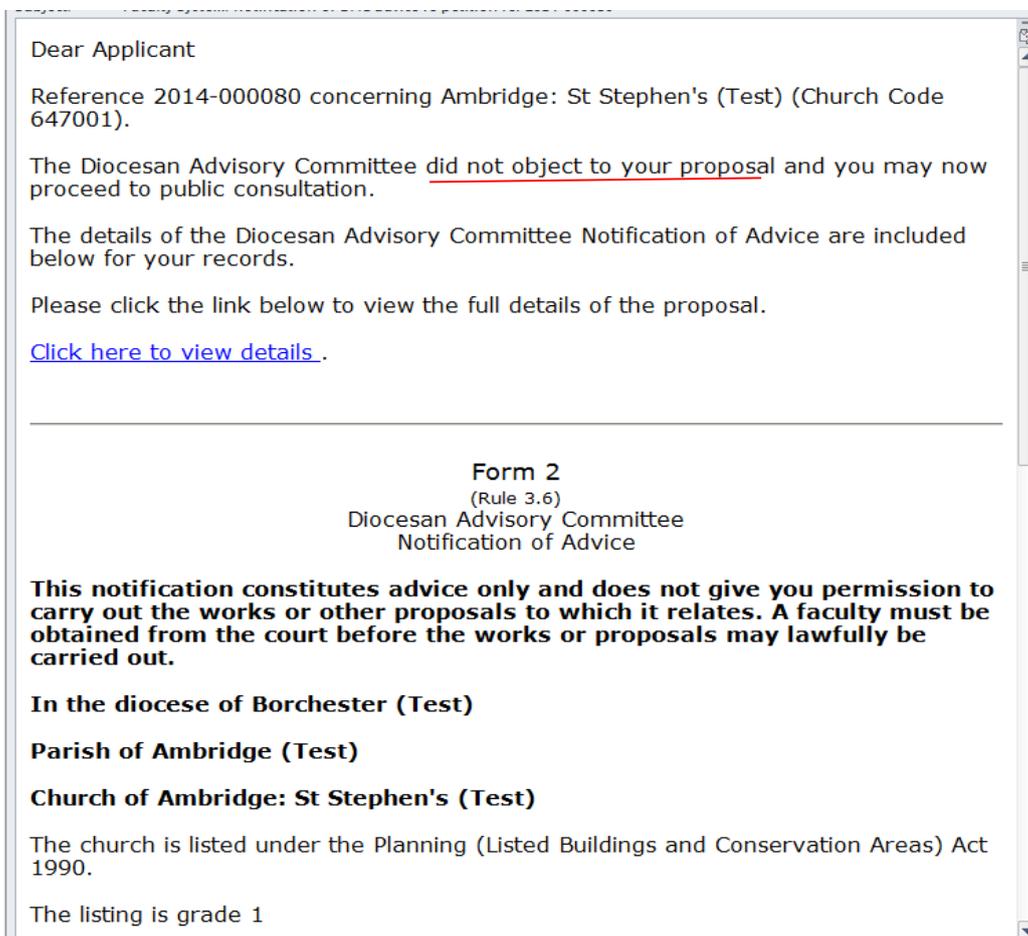
Summary description of proposed works	 
Standard Information	  
Petition	  
Statement of Significance	  
Statement of Needs	  
Notification of Advice	   
Public Notice	  

Submit | Return to Applications dashboard | Abandon | Invite Consultees

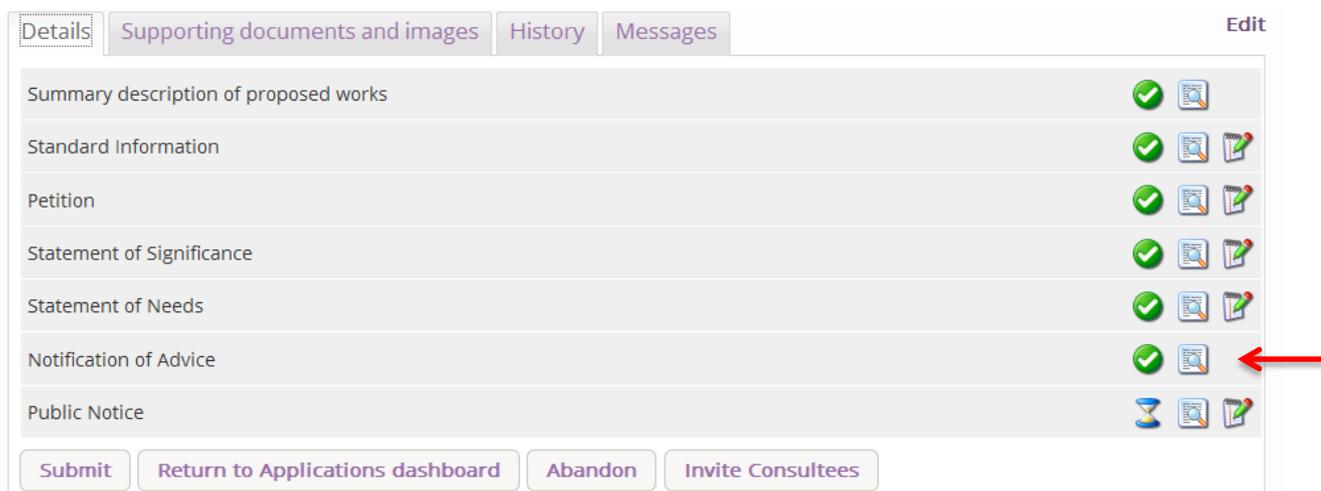
Before submitting your formal application to the Registrar and Chancellor, you will need to complete the Public Notice form (see page 61).

The DAC does not object to your proposal

Should the Committee not object to your proposal, you will receive a Notification of Advice via email.



1. Sign in to the Online Faculty System
2. Locate your proposal on your dashboard (see *Navigating your Dashboard* page 14)
3. Click the **View** icon to access the Notification of Advice



Before submitting your formal application to the Registrar and Chancellor, you will need to complete the Public Notice form (see page 61).

The DAC does not recommend your proposal

Should the Committee not recommend your proposal, you will receive a Notification of Advice via email.

Subject: Faculty system, notification of DAC advice re petition no 2014-000080

Dear Applicant

Reference 2014-000080 concerning Ambridge: St Stephen's (Test) (Church Code 647001).

The Diocesan Advisory Committee has not recommended your proposal for approval.

The details of the Diocesan Advisory Committee Notification of Advice are included below for your records.

Please click the link below to view the full details of the proposal.

[Click here to view details.](#)

Form 2
(Rule 3.6)
Diocesan Advisory Committee
Notification of Advice

This notification constitutes advice only and does not give you permission to carry out the works or other proposals to which it relates. A faculty must be obtained from the court before the works or proposals may lawfully be carried out.

In the diocese of Barchester (Test)

Parish of Ambridge (Test)

Church of Ambridge: St Stephen's (Test)

The church is listed under the Planning (Listed Buildings and Conservation Areas) Act 1990.

The listing is grade 1

At a meeting of the Diocesan Advisory Committee held on 27/11/2014

1. Sign in to the Online Faculty System
2. Locate your proposal on your dashboard (see *Navigating your Dashboard* page 14)
3. Click the **View** icon to access the Notification of Advice

The screenshot shows a dashboard with a table of application sections. Each row has a green checkmark and a document icon. A red arrow points to the document icon for the 'Notification of Advice' row. Below the table are five buttons: 'Submit anyway', 'Revise', 'Return to Applications dashboard', 'Abandon', and 'Invite Consultees'. At the bottom is a footer with a cross icon, 'Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS'.

Summary description of proposed works	✓	📄
Standard Information	✓	📄
Petition	✓	📄
Statement of Significance	✓	📄
Statement of Needs	✓	📄
Notification of Advice	✓	📄

[Submit anyway](#) [Revise](#) [Return to Applications dashboard](#) [Abandon](#) [Invite Consultees](#)

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Once you have read the DAC's advice, you can choose to either submit your formal application to the Registrar and Chancellor for determination, **OR** revise your proposal in line with the DAC's advice.

To **submit** your formal application to the Registrar and Chancellor:

1. Click **Submit anyway**

This screenshot is identical to the one above, but the 'Submit anyway' button is circled in red.

Summary description of proposed works	✓	📄
Standard Information	✓	📄
Petition	✓	📄
Statement of Significance	✓	📄
Statement of Needs	✓	📄
Notification of Advice	✓	📄

[Submit anyway](#) [Revise](#) [Return to Applications dashboard](#) [Abandon](#) [Invite Consultees](#)

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2. Click **Ok** to proceed

The dialog box has a title bar 'Submit Proposal'. The text inside reads: 'Your application is ready for submission to the next stage of: Ready for Formal Application. Click 'OK' to proceed'. At the bottom right, there are two buttons: 'Ok' and 'Cancel'. The 'Ok' button is circled in red.

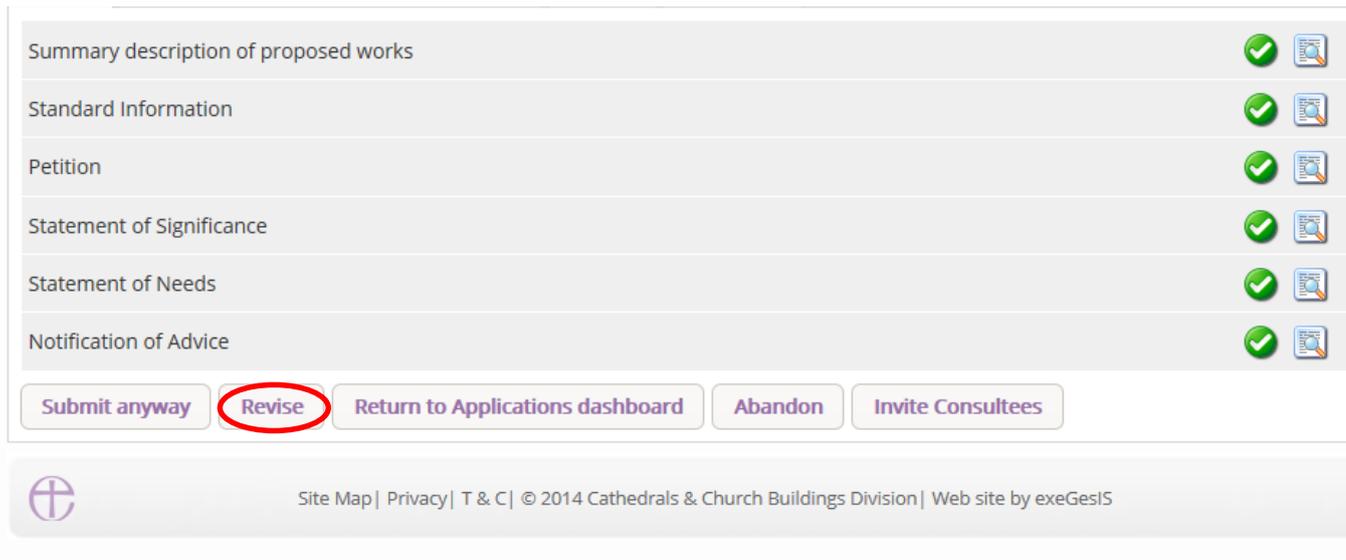
Submit Proposal

Your application is ready for submission to the next stage of:
Ready for Formal Application. Click 'OK' to proceed

[Ok](#) [Cancel](#)

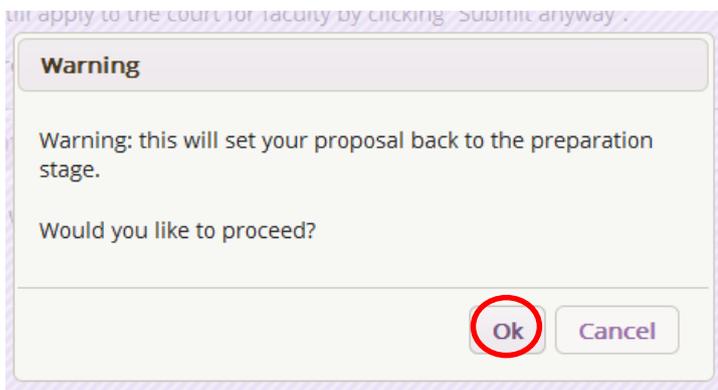
To **revise** your proposal in line with the DAC's advice:

1. Click **revise**



The screenshot shows a list of proposal sections: Summary description of proposed works, Standard Information, Petition, Statement of Significance, Statement of Needs, and Notification of Advice. Each section has a green checkmark and a document icon. Below the list are buttons for 'Submit anyway', 'Revise', 'Return to Applications dashboard', 'Abandon', and 'Invite Consultees'. The 'Revise' button is circled in red. At the bottom, there is a footer with a cross icon, 'Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS'.

2. Click **OK** to proceed



A warning dialog box with the title 'Warning'. The text inside reads: 'Warning: this will set your proposal back to the preparation stage. Would you like to proceed?'. At the bottom right, there are two buttons: 'Ok' and 'Cancel'. The 'Ok' button is circled in red.

3. You can **make changes** to your proposal and continue to seek DAC advice.



The screenshot shows the 'Details' tab of the proposal interface. It has tabs for 'Supporting documents and images', 'History', and 'Messages'. Below are the same proposal sections as in the first screenshot, but each now has a green checkmark, a document icon, and a red pencil icon. Below the list are buttons for 'Submit', 'Return to Applications dashboard', 'Abandon', and 'Invite Consultees'. A red arrow points to the red pencil icons. At the bottom, there is a footer with a cross icon, 'Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS'.

Public Notice Form

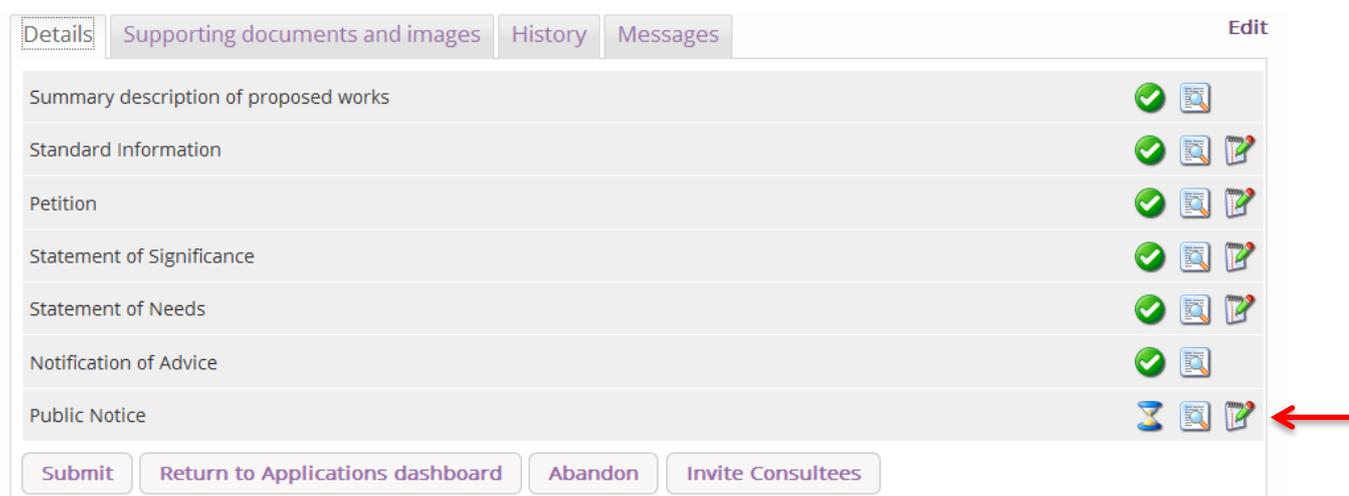
Your Public Notice must be displayed inside and outside the church building on a notice board or in a prominent position so that it can be read by the public.

It must be displayed no later than on the day you submit your application to the diocesan registry (or on a later day if the chancellor so directs)

And it must be displayed for a continuous period of 28 days (or longer). The online system will send you an email reminder when the notice period has ended.

To complete the public notice form:

1. Sign in to the Online Faculty System
2. Locate your proposal on your dashboard (see *Navigating your Dashboard* page 14)
3. Click the **Edit** icon



The screenshot shows a web interface with a navigation bar at the top containing tabs for 'Details', 'Supporting documents and images', 'History', and 'Messages', and an 'Edit' button on the right. Below the navigation bar is a table with seven rows, each representing a different form component. The 'Public Notice' row is highlighted in light grey and has a red arrow pointing to its 'Edit' icon. At the bottom of the interface are four buttons: 'Submit', 'Return to Applications dashboard', 'Abandon', and 'Invite Consultees'.

Component	Status	Actions
Summary description of proposed works	Complete (Green checkmark)	View (Document icon)
Standard Information	Complete (Green checkmark)	View (Document icon), Edit (Pencil icon)
Petition	Complete (Green checkmark)	View (Document icon), Edit (Pencil icon)
Statement of Significance	Complete (Green checkmark)	View (Document icon), Edit (Pencil icon)
Statement of Needs	Complete (Green checkmark)	View (Document icon), Edit (Pencil icon)
Notification of Advice	Complete (Green checkmark)	View (Document icon)
Public Notice	Not Started (Hourglass icon)	View (Document icon), Edit (Pencil icon)

N.B. if you have not already done so, complete the remaining information on the petition form before submitting your application to the courts. **You must not change your schedule of works** (page 2) as this has been agreed by your DAC. If you change your schedule of works, you risk having to start the application progress again. If you have decided not to apply for everything on your schedule of works, please notify your registry.

4. Indicate **where** a member of the public could view copies of application's the relevant plans and documents
5. Using the **Calendar** function, select the date you will put up the public notice inside and outside your church building
6. Click **Finish**. (You will still be able to make changes if necessary)

Form 4 - Public Notice

Your Public Notice must be displayed inside and outside the church building on a notice board or in a prominent position so that it can be read by the public.

It must be displayed no later than on the day you submit your application to the diocesan registry (or on a later day if the chancellor so directs)

And it must be displayed for a continuous period of 28 days (or longer). The online system will send you an email reminder when the notice period has ended.

Copies of the relevant plans and documents may be examined at 

23 Beverly Road
Bromley, Kent
BR1 8LP

Public notice start date 

Public notice end date 

Calendar for November, 2014. The date 28 is selected. A red arrow points to the calendar icon for the start date field.

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Today: November 28, 2014

for the start date

Cancel

Finish

The Online Faculty System will automatically calculate the end date for you.

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

7. Click the **View** icon

Details | Supporting documents and images | History | Messages | Edit

Summary description of proposed works	 
Standard Information	  
Petition	  
Statement of Significance	  
Statement of Needs	  
Notification of Advice	 
Public Notice	  

Submit | Return to Applications dashboard | Abandon | Invite Consultees

A red arrow points to the hourglass icon in the Public Notice row.

8. 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

1 of 2 | 100% | Find | Next |   

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.)

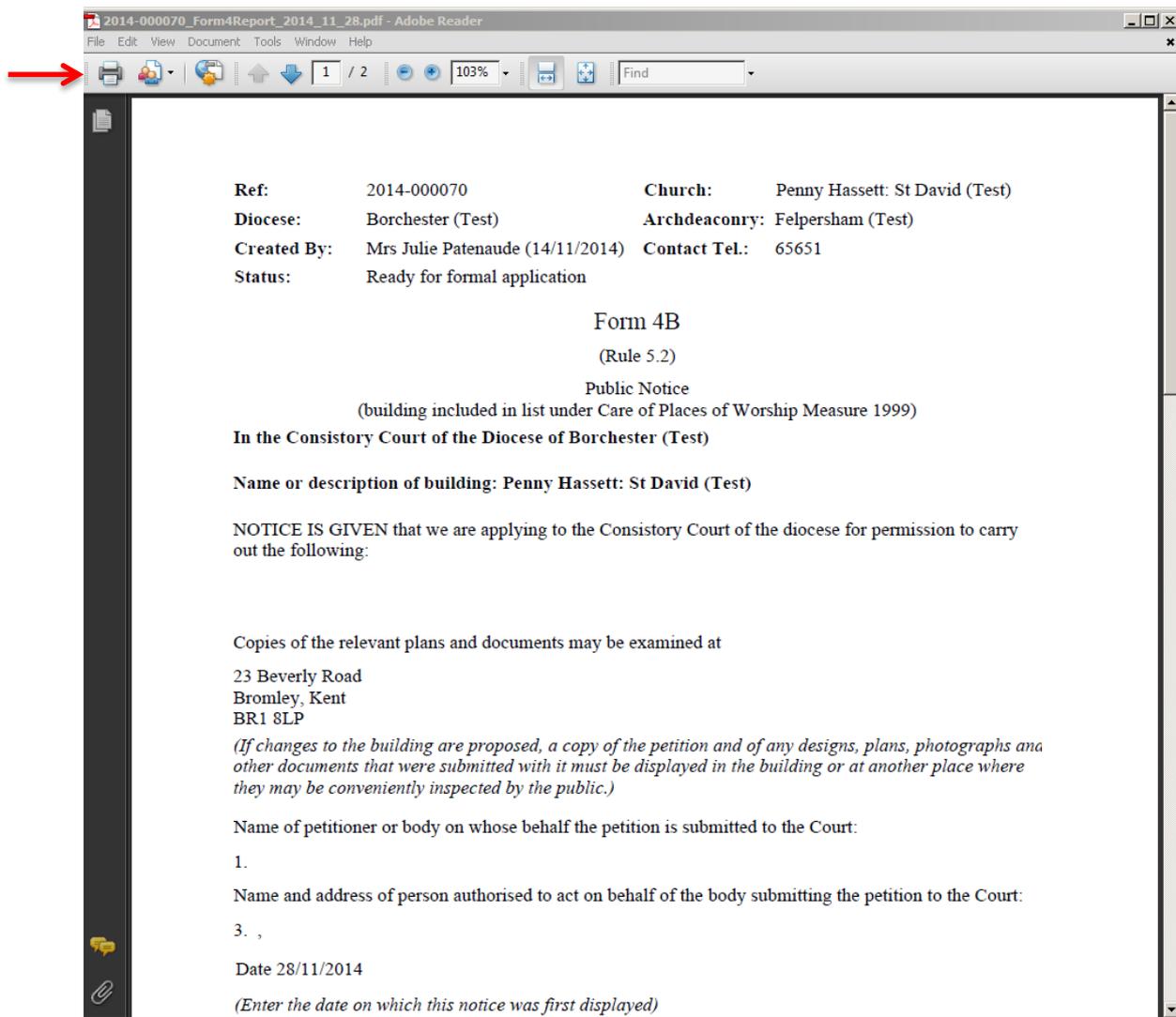
Name of petitioner or body on whose behalf the petition is submitted to the Court:

1.

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

9. 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.



Do not forget to click **submit** and send your application to the Registrar.

The Online Faculty System will automatically send you an email at the end of the public notice period.

Do not forget to take down your Public Notice form, remove and fill in the Certificate of Publication, and post it to your Diocesan Registry at the end of the public notice period.

Monitoring the Progress of your Faculty Application

You can easily monitor the progress of your faculty application while it is being assessed by the Registrar and Chancellor.

1. Sign in to the Online Faculty System
2. Locate your application using your Dashboard under **Active Cases** (see page 14)
3. Find the **Status** icons on the Registrar's remarks and Chancellor's determination forms.

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

 THE CHURCH OF ENGLAND Online Faculty System

Application Ref: **2014-000078** Church: **Ambridge: St Stephen's (Test)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Application with Registrar** Logged By: **Mrs Fiona Petty (Tue 18 Nov 2014)**
Summary: **SE Test for Form3A Q22**

Current Status: You have applied to the court for a Faculty.
The Registrar is reviewing your application and you will receive the Chancellor's determination in due course.
Do not forget to post a signed copy of the Public Notice and the [Certificate of Publication](#) to the registrar at the end of the public notice period if you have not already done so.

[Details](#) | [Supporting documents and images](#) | [History](#) | [Messages](#)

Summary description of proposed works	 
Standard Information	 
Petition	 
Statement of Significance	 
Statement of Needs	 
Notification of Advice	 
Public Notice	 
Registrar's remarks to Chancellor	 
Chancellor's determination and judgement	 

[Return to Applications dashboard](#) | [Abandon](#) | [Invite Consultees](#)

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Faculty Approved

In cases where the Chancellor approves your faculty application, the Registrar will contact you through the Online Faculty System to inform you of the decision.

1. Sign in to the Online Faculty System
2. Locate your application using your Dashboard under **Archived Cases** (see page 14)
3. Click the **View** icon on the Faculty Form

[Details](#) [Supporting documents and images](#) [History](#) [Messages](#)

Summary description of proposed works	 
Standard Information	 
Petition	 
Statement of Significance	 
Statement of Needs	 
Notification of Advice	 
Public Notice	 
Registrar's remarks to Chancellor	
Chancellor's determination and judgement	
Faculty	  

[Return to Applications dashboard](#) [Abandon](#) [Invite Consultees](#)

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4. Click Open as PDF for printing

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

 THE CHURCH OF ENGLAND Online Faculty System

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](#)

1 of 1 100% Find | Next

Ref: 2014-000076 **Church:** Penny Hassett: St David (Test)
Diocese: Borchester (Test) **Archdeaconry:** Felpersham (Test)
Created By: Mrs Julie Patenaude (17/11/2014) **Contact Tel.:** 4654655444
Status: Faculty Post-Determination

Form 6
(Rule 6.4)
Faculty

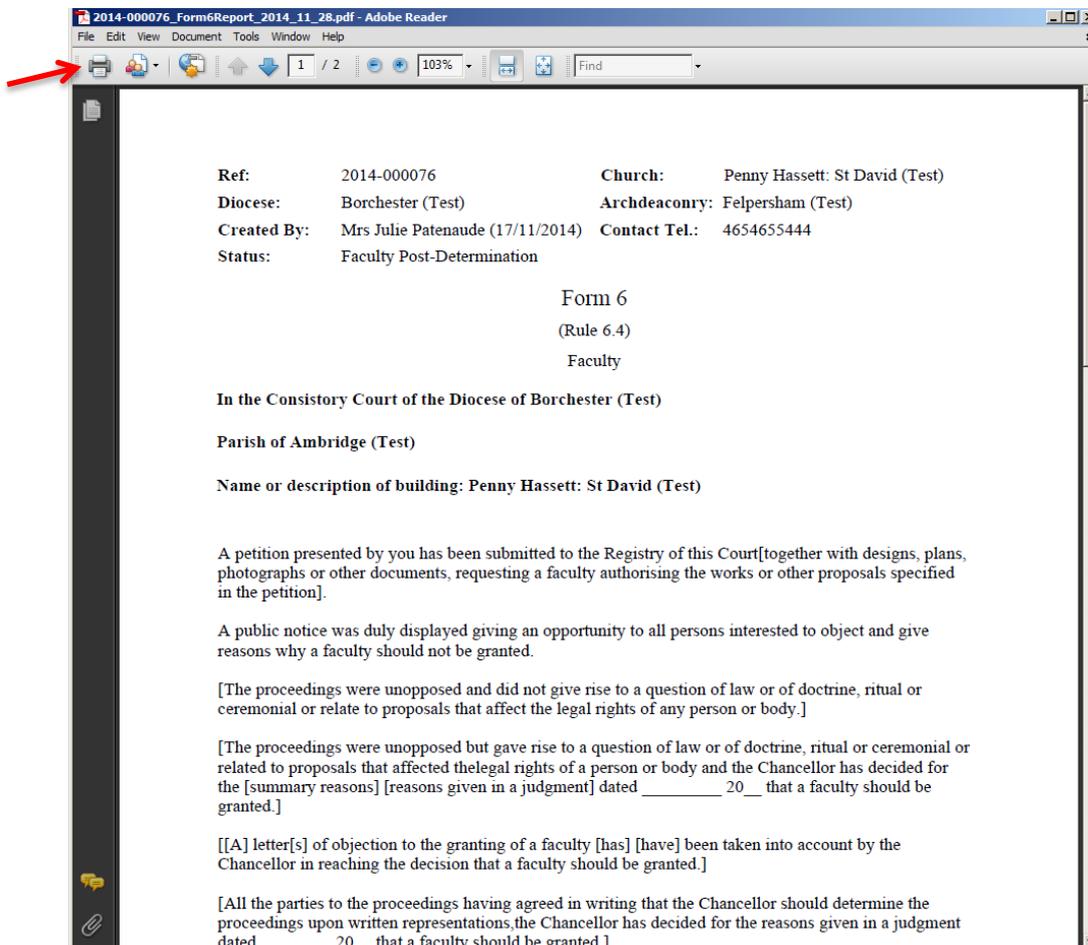
In the Consistory Court of the Diocese of Borchester (Test)

Parish of Ambridge (Test)

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

A petition presented by you has been submitted to the Registry of this Court[together with designs, plans, photographs or other documents, requesting a faculty authorising the works or other proposals specified in the petition].

5. Click Print



2014-000076_Form6Report_2014_11_28.pdf - Adobe Reader

File Edit View Document Tools Window Help

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Ref: 2014-000076 **Church:** Penny Hassett: St David (Test)
Diocese: Borchester (Test) **Archdeaconry:** Felpersham (Test)
Created By: Mrs Julie Patenaude (17/11/2014) **Contact Tel.:** 4654655444
Status: Faculty Post-Determination

Form 6
(Rule 6.4)
Faculty

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

Parish of Ambridge (Test)

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

A petition presented by you has been submitted to the Registry of this Court[together with designs, plans, photographs or other documents, requesting a faculty authorising the works or other proposals specified in the petition].

A public notice was duly displayed giving an opportunity to all persons interested to object and give reasons why a faculty should not be granted.

[The proceedings were unopposed and did not give rise to a question of law or of doctrine, ritual or ceremonial or relate to proposals that affect the legal rights of any person or body.]

[The proceedings were unopposed but gave rise to a question of law or of doctrine, ritual or ceremonial or related to proposals that affected the legal rights of a person or body and the Chancellor has decided for the [summary reasons] [reasons given in a judgment] dated _____ 20__ that a faculty should be granted.]

[[A] letter[s] of objection to the granting of a faculty [has] [have] been taken into account by the Chancellor in reaching the decision that a faculty should be granted.]

[All the parties to the proceedings having agreed in writing that the Chancellor should determine the proceedings upon written representations the Chancellor has decided for the reasons given in a judgment dated _____ 20__ that a faculty should be granted.]

Faculty Refused

In cases where the Chancellor refuses your faculty application, the Registrar will contact you through the Online Faculty System to inform you of the decision.

1. Sign in to the Online Faculty System
2. Locate your application using your Dashboard under **Archived Cases** (see page 14)
3. Click the **View** icon on the Faculty Refusal Letter to read the Registrar's comments
4. Go to the **Supporting documents and images** Tab to find the Chancellor's judgement

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

 THE CHURCH OF ENGLAND Online Faculty System

Application Ref: **2014-000044** Church: **[Penny Hasset: St David \(Test\)](#)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Faculty Post-Determination** Logged By: **[Mrs Julie Patenaude \(Tue 14 Oct 2014\)](#)**
Summary: **JP - Modification of help-text**

Your Faculty application is complete.

[Details](#) | **[Supporting documents and images](#)** | [History](#) | [Messages](#)

Summary description of proposed works	 
Standard Information	 
Petition	 
Statement of Significance	 
Statement of Needs	 
Notification of Advice	 
Public Notice	 
Registrar's remarks to Chancellor	
Chancellor's determination and judgement	
Faculty Refusal Letter	  

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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 Project Officer at the Cathedral and Church Building Division:

julie.patenaude@churchofengland.org

020 7898 1860

or click on <https://facultyonline.churchofengland.org/contact>