Online Faculty System

A DAC Secretary’s User Manual

2020 Rules

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This document is a step-by-step guide to the Online Faculty System for DAC Secretaries.
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How to Register as a DAC Secretary

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.

4. Choose the most suitable email address. This is likely to be your work email.

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 in your diocese:
   
   a. **Daily summary** (daily summary of work that requires that your attention only) Or
   
   b. **Every time** something changes (an email that is sent everytime something happens)
   
   c. **Daily Digest** (an email that is sent once a day which groups these every time something happens emails into one)

7. Select the **role** for which you wish to register (in this case DAC Secretary).
8. When you select **DAC Secretary** and scroll down, you'll get a drop-down menu from the Diocese field:

9. Select **your diocese**:

10. Enter the **security code** as it is shown:
11. Please read the Privacy Policy and Terms and Conditions and tick the box to say you are happy to agree with these.

12. Click on Create Account

13. 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.

14. Please click on the link to confirm that your email address is yours.

15. The CCB will then be asked to approve your registration.

   **N.B.** The CCB will need to check against their records to verify that you are a DAC Secretary. If not, you will be contacted to check the details of your registration.

16. 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](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](https://facultyonline.churchofengland.org) and click on **Sign In**

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

   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!
4. To exit the system, click **Sign Out**.
Recovering your Password

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

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

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 the CCB.

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**.
6. You will automatically return to the main page and will be signed in.
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.
2. This is the **Security and Identity** tab of your account.

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

Update your email address here

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

Do not forget to update your changes

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 or Daily Digest email setting
Managing the Members List
As DAC Secretary, you are responsible for overseeing user registrations and management in your diocese.

Approving a new user
Every time an individual registers in your diocese, the Online Faculty System will send you an email to let you know.

1. Click on the link supplied and sign in
   Or
2. Go to the main page (https://facultyonline.churchofengland.org/), Sign In, and Click Members List
3. Click **Show users waiting for approval**

4. Click the **Edit** icon to open the account of the user you need to approve

5. Go to the user’s **profile** page. Make sure that the contact information is correct.

6. Make certain that they have applied for the **correct role** (if not change it)
7. If the user has applied for the role of **Applicant**, ensure that he/she has selected ALL the **church buildings** in their care.

8. To find a church building, start typing the **name of the parish**. A list will appear automatically.

9. If you make any changes, click **Update**

10. Go to the **Identity** tab

11. Click **Approve**

12. If an individual who is not part of the faculty process applies to use the Online Faculty System in your diocese, click **Lock**

**N.B.** An applicant who has not selected any church buildings will not be able to complete a faculty application.
Registration Emails
Users are asked to confirm their email address upon registration. They will automatically receive an email from the Online Faculty System instructing them to click on a link as confirmation.

Should a user lose this confirmation email:

1. Ask them to look into their spam or junk inbox
   OR
2. Go to the Online Faculty System’s main page
3. Sign In
4. And click Members List
Option 1

5. Search for a user with their **first, last, full name or email address** (This is case sensitive)
6. Click Search

7. Click the Edit icon to open the user's account
Option 2

8. Search for a user by filtering for the letter for their first name

9. Scroll through to users using the **Next** & **Last** buttons

10. Once you have found the specific user you are looking for, click the **Edit** icon to open their account
The user will receive their confirmation email again. If they still do not receive it, verify that the email address is entered correctly.
Changing a user's password
As DAC Secretary, you can change a user's password if necessary (e.g. because the user can no longer remember his or her password, or because the account's main administrator has left).

1. Go to the Online Faculty System's main page and Sign In
2. Go to the Members List and find your user
3. Click the **Edit** icon to open a user's account and go to the **Identity** tab

4. Type in a **new password**
5. Tick **User must change password**
6. Click **Update**

7. **Contact the user** to inform them of their new password
8. The next time they sign in, they will be asked to change it for security purposes.
Navigating your Dashboard
Your dashboard is where you will be able to access all the Faculty proposals and applications for church buildings in your diocese. It is also where all the emails sent to you by the Online Faculty System will be stored (in addition to your own email account).

Remember to sign in!

1. From the main page click on the Applications tab.
2. This is your dashboard. From here, you can look at all your messages (You will also receive them in your regular email account).

You can arrange your messages by:
- Subject
- Date Received
- 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**.

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
- Status

Scroll through the pages to find a specific application.

Decide how many applications you can see per page from your dashboard:
- 10
- 20
- 50
- 100
5. To access old applications which were abandoned or where a determination has been made, go to Archived Cases.

Use the same functions as before to organise and open the applications.
Navigating a Case File

A case file is where you will find all the legal forms and information necessary to assess a parish’s proposal and provide your advice. It is also where you can attach any other relevant documents to an 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*.

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 which has passed through the necessary steps and has been submitted to the registrar. The Details tab gives you access to all the forms generated by the Online Faculty System. These forms will be released as the cases progresses and stops any form being completed too early or unnecessarily.

Click here to exit the case file

Basic summary of an application

The status icon tells you if a form is complete or in progress.

Click the View icon to look at a form.

Click the Edit icon to make changes to a form.
3. Under the **Supporting Documents and Images** tab, you can attach any additional information relevant to the application. This could include architectural drawings, photographs, archaeological reports, or advice letters following consultation with amenity societies.

**Click on a file to open it.**

**Add a new file**

---

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

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

Or

You can choose to see all the details every time someone worked on this case file.
5. The **Notes** tab lets you keep track of your thoughts on a specific application. This is specific to the user and will not be shared between the User Type.

Type in the information and click **Add** to save your comments.

Click **Edit** to make changes or add new information.
Finally, the **Messages** tab allows you to find all the emails the Online Faculty System sent to you regarding this particular application.

![Online Faculty System](image)

1. **See who received the email, what the subject was, and when it was sent.**
2. **Click on the View icon to read an email.**
3. **Navigate through the pages.**
4. **Change how many emails you see at any one time.**
7. Finally, the **Archive Forms** tab allows you to view previous copies of the forms produced throughout the application. These forms are archived at set stages of the case and is available to view as a PDF to review if any changes were made, but also to provide an archive of how the case has progressed.
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*)
3. In each individual case file under the Messages tab (see *Navigating a Case File*)

As a DAC Secretary, you will receive an email from the Online Faculty System every time:

1. A parish begins an application for List B or Full Faculty
2. A parish records a List A matter
3. A parish submits a Temporary Minor Reordering License to the Archdeacon.
4. A parish submits an application to you for informal advice
5. A parish completes the required forms for pre-formal consultation review.
6. The formal consultation period is complete
7. When the Petition document is completed
8. At the end of the public notice period
9. When the Registrar informs you of the Chancellor's determination
10. When the Archdeacon approves a List B application
11. When the Archdeacon approves a Temporary Minor Reordering License

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 for pre-application advice

In circumstances where you need to send the application to external members for pre-application advice, this is now only possible in the Pre-formal consultation review status

1. Go to an application’s case file (see *Navigating a Case File*)
2. Click *Pre-Application Consultation Request*
3. 

4. Search for the consultee by **typing in the name or role** into the text box & clicking **FIND**
4. Select the consultee you wish to invite

5. Write an optional message

6. Click OK

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.
Managing your List of Consultees
Tailor your list of consultees. Choose which organisation or individual(s) applicants can have access to on the Online Faculty System – i.e. removing DAC members from those contactable by the parish

1. Go to Applications
2. Find the TOOLS tab
3. Click Manage Consultees

4. Select which consultee should be visible to applicants
5. Click Save
Casework Analytics Report

This tool allows you to find out how many applications have come through the Online Faculty System in your Diocese.

1. Go to the **Applications** tab
2. Go to the **Tools** tab on your Dashboard
3. Click **Casework Analytics Report**

4. Select your **Diocese** from the Drop-down menu
5. Filter by listed building grade (if required)

6. Select a **start and end date** for your search using both calendars. These looks at the creation date only, so if you wish to find all open or closed applications since your diocese joined the system, enter a date from 2014.

7. Filter by **Open** (active) cases or **Closed** (archived) cases.

8. Click **View Report** to obtain your results.
9. Use the floppy disk icon to **export your results** into different file format types.

<table>
<thead>
<tr>
<th>Ref</th>
<th>Church</th>
<th>Diocese</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-001016</td>
<td>Hazelwood: St John the Evangelist (612243)</td>
<td>Derby</td>
<td>II</td>
</tr>
</tbody>
</table>

Options for exporting include:
- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel
- TIFF file
- Word
Generating an Agenda for the DAC Committee Meeting

The Online Faculty System can produce a simple list of all proposals in your diocese which are ready to go to the DAC committee. This can help you, for example, draw up agendas quickly and easily.

1. From your dashboard, go to the **Tools** tab (see *Navigating your Dashboard* on page 22)

2. Click on **DAC meeting report**

3. All the cases with the status **Awaiting DAC Recommendation** in your diocese will appear in a table complete with basic information about the proposal.
4. Click **Open as PDF for printing** to print the document as seen on your screen.

5. **OR, export it into a Word** document and adapt the tables to fit your diocese’s needs.
When you are ready to begin a Faculty application on behalf of a parish in your diocese:

1. Go to the Church Heritage Record [https://facultyonline.churchofengland.org/churches](https://facultyonline.churchofengland.org/churches)
2. Sign In

3. Use the Church Search function to locate the specific church building
   a. Select **Find a church**
   b. Enter the church’s **name**  OR
   c. Enter the church’s **code**

4. Click on the **red dot** symbolising the church building. This will open a summary information box. Click on the church’s **name** to open the record.
5. In the Church Heritage Record for your specific church building, go to the **Condition** tab
   *Please note that you will only have access to this tab if you are logged in as DAC Secretary.*

6. Scroll down the page to Event Log (Faculty History)
7. Click **Start a new application**
## Event Log (Faculty History)

<table>
<thead>
<tr>
<th>App Ref</th>
<th>Summary</th>
<th>Church</th>
<th>Created</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-000529</td>
<td>qwert</td>
<td>Ambridge: St Stephen's (Test)</td>
<td>Thu 26 Mar 2020</td>
<td>Application in formal consultation</td>
</tr>
<tr>
<td>2020-000528</td>
<td>testing</td>
<td>Ambridge: St Stephen's (Test)</td>
<td>Mon 23 Mar 2020</td>
<td>Await applicant completion of the petition form</td>
</tr>
<tr>
<td>2020-000527</td>
<td>Test 1</td>
<td>Ambridge: St Stephen's (Test)</td>
<td>Mon 23 Mar 2020</td>
<td>Faculty works completed</td>
</tr>
<tr>
<td>2020-000526</td>
<td>Test 1</td>
<td>Ambridge: St Stephen's (Test)</td>
<td>Mon 23 Mar 2020</td>
<td>Awaiting List A item selection</td>
</tr>
<tr>
<td>2020-000525</td>
<td>Test 1</td>
<td>Ambridge: St Stephen's (Test)</td>
<td>Mon 23 Mar 2020</td>
<td>Awaiting List A item selection</td>
</tr>
<tr>
<td>2020-000524</td>
<td>Testing</td>
<td>Ambridge: St Stephen's (Test)</td>
<td>Fri 20 Mar 2020</td>
<td>Awaiting List A item selection</td>
</tr>
<tr>
<td>2020-000523</td>
<td>1234</td>
<td>Ambridge: St Stephen's (Test)</td>
<td>Thu 19 Mar 2020</td>
<td>Awaiting DAC advice on List B application</td>
</tr>
<tr>
<td>2020-000522</td>
<td>list b</td>
<td>Ambridge: St Stephen's (Test)</td>
<td>Thu 19 Mar 2020</td>
<td>Faculty works completed</td>
</tr>
<tr>
<td>2020-000521</td>
<td>testing</td>
<td>Ambridge: St Stephen's (Test)</td>
<td>Thu 19 Mar 2020</td>
<td>Await applicant completion of the petition form</td>
</tr>
<tr>
<td>2020-000519</td>
<td>Test</td>
<td>Ambridge: St Stephen's (Test)</td>
<td>Mon 16 Mar 2020</td>
<td>Await applicant completion of the petition form</td>
</tr>
</tbody>
</table>
Case File Summary
8. Complete the Case File Summary
   a. The Case Reference will appear automatically
   b. The name of the church will appear automatically

9. Enter a brief summary of the works into the Summary of proposed works box
10. Enter a contact telephone number into the next box
11. Click Finish
Recording a List A matter

Under the 2019 legislation change, a number of new items have been included under List A. The new list is available [here](#) and we would strongly recommend that this list is reviewed in full.

On the online system, you are able to select whether the works apply to the building or within the churchyard and the specified List A items will appear. The categorisation is as follows:

**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**

3. Select the appropriate List A matter which you want to record. Don’t forget to read the conditions.
4. Scroll to the bottom of the page
5. Click **Next**

- **(A1-1)**
  - Work of maintenance, not involving repair or substantial replacement of material, carried out as part of the regular course of care and upkeep of the building.
  - Work of repair not materially affecting the fabric or any historic material.
    - Specified conditions:
      - The parochial church council's insurers are notified if external scaffolding is to be erected.

- **(A1-2)**
  - Repairs and replacement of fittings in existing kitchens, lavatories, office accommodation and other ancillary rooms.

- **(A1-3)**
  - Like for like repairs to window glass.
    - Specified conditions:
      - The works do not include repairs to stained glass or to clear glass manufactured before 1960.

- **(A1-4)**
  - Repair or like for like replacement of wire mesh window guards.
    - Specified conditions:
      - Only non-corroding fixings are used and, where practicable, are fixed in mortar joints.

- **(A1-5)**
  - The treatment of timber against beetle or fungal activity where the church is not a listed building.
    - Specified conditions:
      - The works do not involve the replacement of timber.

6. A message confirms that you have selected a List A matter
7. If you are **certain** that the work you wish to undertake falls under List A and complies with all specified conditions, click **Finish**.
Applying for a List B matter

Under the 2019 legislation change, a number of new items have been included under List B. The new list is available [here](#) and we would strongly recommend that this list is reviewed in full. There is now no longer a requirement that requested works have to be included within your Quinquennial Inspection Report.

On the online system, you are able to select whether the works apply to the building or within the churchyard and the specified List B items will appear. The categorisation is as follows:

**Church buildings etc. includes:**
- B1 – Church buildings etc.
- B2 – Bells etc.
- B3 – Clocks.
- B4 – Church Contents
- B5 – Church halls and similar buildings

**Churchyard includes:**
- B6 – Churchyard
- B7 – Trees

1. Repeat steps included under *Case File Summary*
2. When you arrive at List A, scroll to the bottom of the page
3. Click **None of the Above**
4. Click **Next**
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
7. Scroll to the bottom of the page
8. Click Finish

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

9. Click the Edit icon to add more details to the application
10. Type additional details about your proposal in the text box
   11. Click Finish

12. Attach any additional files under the Supporting Documents and Image tab
   13. Click Submit to send to the next stage
Applying for Full Faculty

1. Repeat steps outlined in the Case File Summary
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
You have successfully begun a new faculty proposal for the 2019 legislation and have created a case file.

For those who have processed applications under the 2015 legislation, a number of changes have been made for the 2019 set up. Each case will now begin by the Petitioner entering two forms and then submitting it to the DAC secretary for review and the selection of the relevant forms.

For reference, a new process has been adopted for all cases submitted through the online system from the 1st April 2020 onwards. All cases that sit between the public notice period and the chancellor issuing their determination, will be made available publically. This will be through a new page listed on the main website under the Public Notice page. All legal documents, including the Petition form, will be made available to members of the public. These forms are already legally required to be shown to members of the public who request access to view them in person, and under the new legislation, these forms will be made digitally available. Under GDPR, the processing and making public of these forms and the personal details included are allowed, as there is a legal requirement to make these available.
Standard Information

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

2. **First**, click **Reload from Church Heritage Record**. If the church building’s record have already been completed by the DAC or the CCB, this information will automatically fill in the Standard Information Form for you. There have been some changes to Form 1, so please review each question.
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**.
5. Complete the second page and click **Next**.

6. Complete the third page and click **Next**.
7. Complete the last page and click **Finish**
8. The form is now complete

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, please review the *Attaching Documents guidance* note.

2. Make sure that all forms are marked as complete (green check mark). You will not be able to submit the 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**

**N.B.** Once you have clicked submit, the applicant will no longer be able to amend the forms until you return the proposal with informal comments or ask them to fill in further forms.

4. As DAC, you will receive an email to inform you of this application
5. You can monitor the progress of the application anytime by signing into your account (see *Navigating a Case File)*
Attaching Documents
If you need to attach relevant documents to support the proposal:

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

3. Click Add
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)

6. Notice that the file has not uploaded yet (you can delete it by click on the trash can next to it)
7. **Click Upload**

8. The file has successfully attached.
Option 2

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

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

<table>
<thead>
<tr>
<th>File Name</th>
<th>Description</th>
<th>Size</th>
<th>Modified</th>
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Add a file
Providing Advice to a List B Application

As DAC, you will be notified by email when a parish submits a List B application for determination by the Archdeacon. You have the option to provide informal advice to assist the Archdeacon with their decision. Once a List B process has started, the only person who can determine whether or not the proposals are a List B is the archdeacon. Should this be submitted to the DAC and it is clear that it is not a List B item, please provide a comment around this and submit it to them for their determination.

1. To access the application, click the link

   Faculty System: List B petition ref 2015-001064 submitted

   Dear DAC

   Reference 2015-001064 concerning Penny Hassett: St David (Test) (Church Code 647009).

   A new application (reference 2015-001064) has been submitted for a List B matter(s) and is now awaiting DAC advice.

   Please click this link to view the full details of the application.

   If you would prefer to receive fewer emails from the Online Faculty System, you can set your email preferences within the My Account page.

You will arrive at the List B case file

2. Click here to find out which List B matter was selected

3. Click here to read more details about the application

4. Go to the Supporting Documents and Images tab for additional information
5. Click the **Edit** icon to provide advice to the Archdeacon

6. Insert your **draft conditions** or **written advice** to the Archdeacon in the box (N.B. If you do not wish to comment, write N.A.)

7. Click **Finish**

8. Click **Submit** to send your comments to the Archdeacon
Initial DAC review

Each Faculty case that will be submitted to you will start in the same way, as an informal application, whereby you will decide how the case will progress and what information is required for external consultees and your own Diocesan Advisory Committee to review.

The first part of the application that a petitioner will be able to complete is the summary description and standard information (Form 1). Once an application has been submitted to the DAC secretary, you will be able review both of these forms, as well as the supporting documentation.

Once reviewed, to move the case forward or backwards select the edit button next to the Initial DAC review form.

Once in the form, you have a simple tick box function to follow. If you think that further work is required within the Standard Information form, select No, add any necessary comments in the feedback text box, and press finish form. If you No is selected, when the form is submitted onto the next stage, the application will be sent back to the petitioners for them to edit.

The petitioners will receive an email notifying them that application has been sent back to them, and any comments added in the feedback will be sent to them. It is in this status, that the DAC Secretary role can also edit the Standard Information. Importantly, if the application is not a Faculty, but is a List A or List B item under the 2019 legislation, the DAC secretary role can Revert the application by...
pressing the revert button and selecting the List A and B selection process. Should the case have been through the List B process already, and was accidently converted to a Faculty application, the DAC secretary can also Revert the application back to the archdeacon.

If the application does not require this reversion, the petitioners can make the necessary edits required and resubmit this back to you for this initial review process to take place again. Should further work be required, this can again be sent back to them as explained above. If the application is now suitable to be moved forward, the edit button for the initial DAC review can be selected, and the Yes button can be selected within the form to say that the proposal is ready to proceed. If this Yes box is selected, there is no requirement to enter any feedback.

To finish the form, press Finish Form, to then create the necessary Green Tick on the main application dashboard and press Submit to move the case forward.
DAC selection of forms

Once the Standard Information form is complete and is confirmed by you, you will be able to select which forms are necessary for completion. Remember that the Statement of Significance and the Statement of Needs are not necessary for every application, and for non-listed churches there is no requirement for these to be filled in. You can still request that these forms be filled in by the applicant, as they may offer an insight into the church and the application, but this is for you to decide. Also remember that if the case requires formal consultation, these forms will be required by those statutory bodies.

To select which forms are necessary, press the edit button against the DAC form selection.

Within this selection process, you will need to select the relevant statements that are necessary (or none) and then provide an outline of the supporting documentation that are required for the case to be reviewed by both external consultees and your own DAC.
Within this text box, it may also be advisory to list which questions are required as part of statement of significance (if the form is needed) as the format of this has changed to the longer version (see statement of significance for more details).
Once the selection process is finished, press finish form, return to the application dashboard and press Submit to send the case back to the petitioners. They will be notified via email as to the forms required, and any text entered within the outline provided above will be included.

Awaiting application form completion

Should you realise that you have made a mistake and further forms are required, you are able to revert the application from this stage, back to the DAC selection of forms, and then go through the above process to edit those needed.

Whilst the application sits within this stage, the petitioners will be able to edit the forms that you selected, as well as the petition details, which includes the first three pages of Form 3. These three pages provide an outline of who the applicants are; the outline of the proposed works; whether they have engaged with their architect; and whether they have the finances to afford to do the works. The statement of significance has also been extended to ask more focused question. You are able to complete these forms on behalf of the parish, should it be necessary, and below are the extracts necessary from the petitioner’s guidance notes.
Petition details

In this section, you are asked to fill in the first three pages of Form 3, the petition document. Through the online system this appears as five pages. All text that is entered in this form, will be available towards the end of the application when you are asked to complete the full document.

Press the edit button to access the Petition details form
Page 1 asks for the details of each petitioner. Fill the relevant parts in and navigate to the bottom of the page and press **next** to move onto the next page.

Page 2 asks for the details of schedule of works that you are requesting. Fill this section in with as much or as little detail as is required and navigate to the bottom of the page and press **next** to move onto the next page.
Page 3 asks for the details of any professional advice that has been sought as part of the intended works. Fill this section in if necessary and navigate to the bottom of the page and press next to move onto the next page.

Page 4 asks questions around whether the intended works are to the interior and/or exterior of the church, and whether a statement of significance and statement of needs have been prepared. If the DAC secretary has not directed that these be filed in, there is no requirement to select "Yes, but the church may have this information already and may wish to select Yes and upload the documents via
the support documents tab. Fill the relevant parts of the is page in and navigate to the bottom of the page and press **next** to move onto the next and final page.

Page 5 asks for financial costs of the intended works. Please fill this part of the form in as honestly as possible, as it helps both the DAC within their notification, but also external bodies in their formal consultative roles. Once completed, navigate to the bottom of the page and press **Finish Form** to complete the form.
Statement of Significance

The statement of significance is a required document for proposals that involve making changes to a listed church or other listed building. It is an important tool to help everyone understand the significance of the church building, but it is not required in every case. Where the DAC secretary requests this form, the Statement of Significance will appear in the main page and will be editable by you.

Click here for guidance on writing statements of significance.

To begin, press the edit button to access the Statement of Significance form
For those who are used to processing applications under the 2015 legislation, changes have been made to the form, and this has been expanded to include more relevant questions. The template provided through the system does not need to be completed, but it is advised that the template is followed. Should you wish to provide your own version, the first page will ask if you would prefer to upload this, and if this is the case, this tick box must be ticked to tell the system that form has been added. Once ticked, please upload the document via the support documents tab.

Within the template provided, not every question is relevant to the proposal, and usually the questions required to be filled in for both the DAC and the external consultations will be explained in the email sent by the DAC secretary prior to this stage. Please follow this guidance, but should you wish to enter the text for each question, these will be saved for future applications.

The second page of the new Statement of Significance asks questions around the setting of the church; details of the living churchyard; the social history of the church; the church building in general and in detail; the contents of the church; and the significance for mission. Each text entered can be as long as necessary, so if you have a large and complex church, each section of the church could be broken down and discussed separately. Once the relevant questions have been entered, navigate to the bottom of the page, and press next to move onto the next and page.
Section 1: The church in its urban / rural environment.

1.1 Setting of the Church

How does the setting out of the church contribute to its landscape / townscape value and to its significance?

1.2 The Living Churchyard

What is the significance of the natural heritage of the site?

1.3 Social History

What is the historic and present use of the church and churchyard by the congregation and wider community? How does this contribute to its significance?
The third page asks further questions around the significance of the area affected by the proposal, where you are asked to identify the parts that will be affected directly and indirectly by the proposed works and then set their individual significances. Once the relevant questions have been entered, navigate to the bottom of the page, and press next to move onto the next and page.
The fourth page asks further questions around the assessment of the proposals, specifically around their impact and how, where possible, how you hope to mitigate these impacts. Furthermore, if you have used any sources of information within this statement, these can be added to a central text box. Once the relevant questions have been entered, navigate to the bottom of the page, and press **next** to move onto the next and page.
Pages fifth page through the seventh page subsequently asks for image files related to the floor plans, interior images, and exterior images of where the work will take place.

Top upload these files press the **ADD** button and then

1. 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**…
2. Write a description of the image and click Upload

Once you have uploaded the image, press Next or Finish to move onto the next page or to finish the form
Statement of Needs

The statement of needs is a required document for proposals that involve making changes to a listed church or other listed building. It is an important tool to help everyone understand the needs of the proposal, but it is not required in every case. Where the DAC secretary requests this form, the Statement of Significance will appear in the main page and will be editable by you.

Click here for guidance on writing statements of needs.

To begin, press the edit button to access the Statement of Needs form

The template provided through the system does not need to be completed, but it is advised that the template is followed. Should you wish to provide your own version, the first page of the form will ask if you would prefer to upload this, and if this is the case, this tick box must be ticked to tell the system that form has been added. Once ticked, please upload the document via the support documents tab.
Should you wish to complete the online statement of needs form press the **next** button to go to the next page.

The second page asks for details that are general to the parish and the building. Once entered, these details will appear in future statements of needs in any future application. Complete this page and press the **next** button to go to the next page.

Repeat the same process for page three, where you should explain why you need to do the work requested; page four, which asks you to set out what you are proposing to do in order to meet the needs set out in the previous; page five, which asks you why you need the works and why you need to them now; and page six, which asks petitioners to justify and explain how the proposals would result in public benefits when the works are likely to harm the significance outlined in the Statement of significance.

Press **Next** or **Finish** to move the statement onto the next page or to finish the form.
Finished Forms

Once all of the forms have been completed (with green ticks next to each of the forms to signify this), and all of the supporting documents requested by the DAC secretary have been uploaded, you are able to send the case forward to the DAC secretary for review. To do this, simply press Submit and then confirm that you wish to send the case forward. Once submitted, you will lose the ability to amend the forms, or add any further supporting documentation until it is returned to you.
DAC review pre-formal consultation

Once the petitioners have submitted the forms back to you, you as DAC secretary, and/or members of the DAC can review the application as needed. Within this stage, there are a number of processes which can be completed.

Within the main application page, you will be met with the following interface, where you will you be able to edit the pre-formal consultation form and send the case to external persons or bodies for pre-application advice.

Selecting the Pre-Application Consultation Request button will lead to the invite consultee function that you are used to appearing. Here you can select the relevant bodies that you have within your dioceses and contact them to gain early support or advice. This could be statutory bodies or your DAC members. To send these requests, select the relevant body or person, write a message at the bottom of the page, and then press OK to send the email. Your parish members also have the ability to conduct this pre-application advice in this stage, and you can control which consultees are available to be included within this list (see Managing your List of Consultees).
Sending the case back to the petitioners

Should changes be required to any of the forms, or if any documents are missing, you have the ability to send the application back to the petitioners for them to complete and/or add these. This process may be needed several times, as the case should only move forward once the forms are finalised, as it will cause delays with any formal consultation that will follow, as these forms and documents will be required by those bodies. If they are not complete, extra time may be required for the consultation period, or your Chancellor may direct at a later point to issue a further round of consultation so that these statutory bodies can review the full proposals. You are also able to do this if needed.

To achieve this, press the edit button on the main dashboard next to the DAC review pre-consultation
Within this form, you will be met with the following screen. Select the first option, the application is not ready, write the necessary feedback (which will be sent in an email to the petitioners) and press Finish Form. Within the main dashboard, press Submit, and case will be sent back to Awaiting application form completion where the applicants will be able to edit the forms again and resubmit this back to for review. Again, this may be checked by you and the same process can take place until you are happy (or the parish are insistent) that the case moves forward to review.

Due to the change in legislation, formal consultation with national bodies such Historic England, Amenity Societies and the Church Buildings Council has been brought forward prior to the notification
of advice. The documentation required as part of this statutory process will need to be in a format that is acceptable for their review and this is why this loop system has been created.

**Sending the case forward to Formal Consultation**

In the acceptance form, selecting the second option and then pressing **Finish form**, and **Submit**, will send the application forward to the formal consultation period, where the invited statutory bodies each have 42 days to review and respond to the proposals set out by the petitioners.

**Sending the case forward to Notification of Advice, avoiding formal consultation**

Not every case requires a formal consultation, and the system has been designed to allow for the consultation period to be bypassed. To send the case forward to the notification of advice, In the acceptance form, selecting the third option and then pressing **Finish form**, and **Submit** will achieve this.
Formal Consultation

Under Part 4 of the new legislation, **formal consultation** with national bodies is now required prior to the DAC giving their **notification of advice**. In many dioceses, the DAC secretary is the one who directs this function, but under Rule 4.1, the parish are the ones who should manage this. The system has therefore been created and adapted to allow for both the parish and the DAC secretary to control this process. To achieve this, from a DAC perspective, the DAC secretary should only process formal consultation requests on behalf of the parish if the Chancellor has indicated that they are content for this way of working. If your chancellor does not authorise this, or it is the policy of the diocese to focus on parish consultation requests, you will need to advise the PCCs who should be consulted, either offline, or via the feedback function available in the pre-formal consultation review process.

Each person/body who is invited to formally consult on a case has a statutory period of 42 days to respond. Should you forget to invite a body after 40 days, and they are legally required to consult on the proposal, they themselves will have 42-days to respond, which could result in a total of 82 days of consultation. Always remember then to invite all bodies necessary as early as you can. An online response function has been developed to allow these external bodies to reply directly through the system.
Inviting Bodies to formally consult

To invite bodies to formally consult on cases during this consultation period, you will be met with the following new form when the application sits in the Formal Consultation period. To invite Formal Consultees, press the Formal Consultation Invite button.

You will then be invited to select the relevant bodies that are required to be consulted. Usually these are Historic England, National Amenity Societies, Local Authorities, and the Church Buildings Council. Unlike the pre-application consultation invite function, this new form will list the Amenity Societies at the top of the page. Select each relevant body (as required), together with the bodies and people who are listed in the consultee list, write an optional message to them, and press OK. This will then send an email to the Joint Committee for the National Amenity Societies (if selected) and the relevant bodies. You may invite anyone that you would like via this function, but each body/person has 42 days to respond. Asking these bodies now discharges the duty of asking. You do not need to chase them for a reply. Should these bodies not respond within the 42-day window, you may move the case forward to the review process of the consultation. Should a body/person contact you to ask for slightly more time, it would be advisable to allow for this, otherwise the Chancellor may direct that this consultation be completed again at a later point, which adds further to the time of gaining permission to complete the proposal.
### Invite Consultees

**Message:** (not editable) to be added by an administrator

#### Statutory Bodies
- The Ancient Monuments Society
- The Society for the Protection of Ancient Buildings
- The Victorian Society
- The Twentieth Century Society

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<thead>
<tr>
<th>Name</th>
<th>Consultative role</th>
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<tbody>
<tr>
<td>FAS Consultee1</td>
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</tr>
<tr>
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<tr>
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<td>FAS Consultee7</td>
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**Email message (optional):**

- **Edit**

Page size: 10 / 16 Items

- **First**
- **Previous**
- **Next**
- **Last**
Reviewing replies

Once relevant bodies/persons have been invited, if you press edit next to the Application Formal Consultation Response you will be able to view who was invited, and how long they have left to reply.

Once inside the response form, you will be met with following example. Here you will see that four bodies were requested to consult. Each have 42 days to respond and none of these bodies have yet to provide a response.
A consultee will be able to reply directly through the system, and once replies are given, the responses will be visible to all users, as well as all other consultees. In the below example, Test Consultee has responded twice and is listed as such against their name in the invited consultees table.
In the above example, you will also be able to see that the Test Consultee account responded on behalf of The Gardens Trust, and their response as an Amenity Society is listed against their name. This is an important feature as it allows for those contacting you via email or letter, to have their responses added to the online system. These responses will become public during the public notice period, and so it is essential that all relevant correspondence is added and listed against the statutory body in this interface.
Add a response on behalf of a body

Should you wish to add a response on behalf of a statutory body, the **Add A response** button at the top of the page is available to be selected.

Selecting this button will provide the following interface.
A response can be uploaded via the supporting documents tab if required, but it needs to be marked as such through the tick box function available in this form. You will also need to select the relevant body in the dropdown list under the I am responding on behalf of a Statutory Body field. Here you will select the relevant body. Once selected, you can press either Submit Response or Decline to Comment. If you select Submit Response, the response table in the main consultation page will list the Statutory body as having commented on the case. If you press Decline to Comment, the table will show that the body has decided not to comment. YOU SHOULD ONLY DO THIS IF YOU RECEIVE COMMENTS OFFLINE and it is advisable to provide proof of the corresponded via the supporting document tab.
Should the comment from the body be straightforward, you may wish to use the text box included to add the reply directly, again adding the name of the external body.

If you press Submit or Decline without selecting the body in the dropdown table, it will list the reply as coming from you directly. **Please make sure to select the relevant body.**

**Viewing Response**

To view individual responses made by bodies, press the **View** button on the response table found in the formal consultation section.
Once the view button has been pressed, the response by the body will be shown as below, with the name of the person providing the response; the name of the body responding; the date of the response; the proposed works that were reviewed; and the response.

On the main applications page, this view button can be used to view all responses within one PDF document.
Finalising Consultation

Should you receive all of the necessary comments within the 42-day period, or should the 42-days have passed, and responses have not been received, you have the ability to finalise the consultation and move the application onto the next stage. Within the consultation responses form, there is a button marked as Finalise Consultation.
If you press this during the 42-day period, the consultation will end. **DO NOT PRESS THIS UNTIL THE CONSULTATION IS COMPLETE.** As soon as this is pressed, no further consultee will be able to add their response through the online system. If you have ongoing consultations, and are waiting on responses, and end this consultation period prior to required 42-days, it will cause issues with how the application is processed.

Once finalised, a green tick will appear on the main application page, and the application can be submitted onto the next stage by pressing the **Submit** button.

Please also be aware that the DAC have ability to delete responses should these be made in error by the person submitting this. They will need to contact you directly to do this.
This whole consultation process can be completed by the applicant, and you will be notified on when consultation requests were sent, together with who was invited.

**DAC review of Formal Consultation**

Once the application has been sent to the DAC secretary for review, either by yourself or the parish you will be able to review the comments made by the Statutory bodies and either move the case back so that changes can be made, or forward to the notification of advice. To do either, select edit against the DAC review post-consultation form.
Changes in response to Consultation

If, following the comments made, you or members of the DAC think that proposal may need to be changed or altered, you are able to send the application back to the applicant to edit the Petition details, the Statement of Significance, and the Statement of Needs, and to add any further supporting documentation. The petitioner does not have to make any changes if they do not want to. The suggested alterations by the DAC are for the PCC to take on board, and it follows the consultation that was received.

If you, as DAC secretary, decide to send the application back to the applicant, you may add any necessary comments using the interface below. Selecting the first option in the DAC acceptance form, will send an email to the applicant with the comments added to the Feedback text box.

To do this, select the first option, add the text and press Finish Form, and then Submit on the main dashboard.
Petitioner makes changes

Once the application moves out of the DAC review stage, the petitioners may make changes to the application and submit this onto you for review. This will then move the case forward to DAC Review Consultation Changes

DAC Review Consultation Changes

Within this stage, you are able to review the changes made to the forms and determine whether or not the case can move forward.

To save on opening each form to see if changes have been made, please utilise the History tab and press show all to see if any changes were made, and importantly, to what parts.
After looking at the changes made, you will be able to edit the response, and you will be met with the following interface. Selecting the first option will send the application to another round of consultation and will therefore loop back to the Formal Consultation process, save that on this second round of consultation, bodies should only be consulted if material changes have been made to the application. The second option will take the case forward for you to issue your Notification of Advice.

**Second round of consultation following changes**

Should a second round of consultation be required, the specific body that raised objections against the proposal should be contacted using the same method described in the **Formal Consultation** section above. A statutory period of 21-days is given to these bodies to reply to the consultation, and again you have the power to add their response if you receive it offline, and to finalise the consultation should they reply within the 21 days. Once this process is followed, the case will then be submitted to the DAC for review of the comments made by the Consultee, and the DAC secretary could then restart this loop with further suggestions should it be required, repeating the same process outlined in **DAC review of Formal Consultation**
Send Application forward to the Notification of Advice

If, following the comments made by the consultees, and the parish are happy to proceed, you may instead select the second option in the DAC review of Formal Consultation form to move the case forward to the Notification of Advice. Do not forget to press Finish Form and then Submit in the main dashboard to move the case forward.

Notification of Advice

Once the Formal consultation has been completed, or once the Formal Consultation was decided not to be employed, the application will move into the Notification of Advice. It is at this point that where you can issue your advice, based on the information that you have to hand. Remember that a full DAC meeting is not required, and you may utilise your delegated advice where agreed by the DAC.

Within this stage, two forms will now be editable to you, the Notification of Advice, and the Public Notice File Selection. To edit the Notification of Advice, click edit.
This will then allow you to edit the first part of Form 2. The page remains the same as the 2015 legislation. If the DAC recommends the works or proposals, select the first option. If the DAC does not recommend the works or proposals, select the second option. If the DAC does not object to the works or proposals, select the third option. Each of these will prompt a different email reply to the petitioners informing them of the DAC’s evaluation. Click next to navigate to the next page.

The second page lists the schedule of works. This text box is prepopulated from the Petition Details. The schedule of works or other proposals included in the Petition document and the Public Notice must be described in the manner recommended by the Diocesan Advisory Committee. The schedule of works agreed by the DAC will therefore prepopulate the remaining forms that are submitted to the Registry, so it is important that the works listed in the Notification of Advice are in a format that is suitable to be submitted to the Registrar and Chancellor. If edits are required at later point due to spelling mistakes or a change in advice, the form is editable until the Public Notice is produced.
The third page remains the same as the 2015 legislation, with the exception that the question around rule 9.9 has been expanded to include publication on a publicly accessible website, in this case the Online Faculty System. All cases that are submitted to the registry will be publicly available, but special attention will be given to those cases that are listed as falling under rule 9.9. If this Yes option is pressed, the application will be highlighted as such on the Public Notice page. As the legal right to decide this lies with the Registrar, the Registry are able to edit this at a later point.
Lastly, the new legislation requires the DAC to list who was consulted as part of the case. This removes the requirement for the DAC to list specific people as all formal consultation was completed prior to this stage. At the bottom of this section, should the DAC decided that works should go ahead, and an objection as raised to which the DAC disagree with, a justification will need to be given. In the last two section, should the objections remain, please list which bodies have objects and then provide the necessary reasoning as to why the DAC disagrees. Remember that this form will be made public during the public notice period. Once finished, press finish form to finalise the form.

Public Notice File Selection

The public notice file selection form is an important form, which enables relevant supporting documents to be made public during the necessary public notice period. This form will need to be reviewed before being able to submit the application back to the petitioners. To do this, press the edit button of the public notice file selection.
This form is editable by the Registry, so it may be worthwhile creating a review process between both user types whereby the DAC could select the relevant forms and this is reviewed by the Registry, or you leave this purely in the hands of the Registry to edit. If this section is not to be completed by the DAC, please press Finish Form. You will however notice that the question around 9.9 appears and duplicates the answer given in Form 2. This selection takes precedent over the one that appears in the Notification of Advice and is editable by the Registrar should they deem that the case does or does not fall under rule 9.9.

If you do however decide to use this function, this form will automatically list each file that appears in the supporting document tab, including any consultation replies that were added as supporting documents. Each file is automatically turned off and requires selection to be made public.

If the case is complex and has being ongoing for some time, there may be a large number of documents shown. The intention here is to make those documents publicly available which should already be available to members of the public if they were to visit the church or registry in person. To do this, click the edit button next to each relevant file.

Select yes and then press the save button.
If the Yes button was selected, a green tick will appear next to the file.

Repeat as necessary and then press finish form to return to the applications dashboard. Should you find that you made a mistake or require other documents to be shown at later point, this form will be editable during the later stages of the case.

Once you are happy to proceed, and are ready to issue the Notification of Advice, press Finish Form. An email will then be sent to the petitioners and they will be able to complete the Petition form.

**Petition Form**

Once the notification of advice has been given by the DAC, the petition form will be made available to the petitioners (and the DAC) to complete in full. Here the details listed in the Petition details form will be added, and the schedule of works specified in the Notification of Advice will be autogenerated, and petitioners will be unable to edit it, as shown below. Should changes be required, please edit the Notification of Advice’s Schedule of Works.
Once the Petition form is complete and the petitioners have moved it onto the next, you and the Registry will be notified.

**Public Notice**

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

Once the Public Notice form is open, the address where copies of the plans and documents will be available need to be added. This address is vital, as those without a computer or internet, will still need to be given access to the view the necessary documents should they request to view them. The start date of the Public Notice is also required, and the end date is automatically calculated from this information. Petitioners will be sent an email on the last day of the Public Notice period to remind them to take the form down. The following is a copy of the text listed in the Parish based guidance.
Once completed, press the finish form, and you will be met with the following information text box.

To print and/or access your Public Notice form:

1. Click the View icon
2. Click **Open as PDF for printing**

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

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**The Church of England**

**Online Faculty System**

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**Open as PDF for printing**  
**Return to application details**

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<tr>
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<th>2014-000070</th>
<th>Church:</th>
<th>Penny Hassett: St David (Test)</th>
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<td>Diocese:</td>
<td>Borchester (Test)</td>
<td>Archdeaconry:</td>
<td>Felpersham (Test)</td>
</tr>
<tr>
<td>Created By:</td>
<td>Mrs Julie Patenaude (14/11/2014)</td>
<td>Contact Tel:</td>
<td>65661</td>
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<td>Ready for formal application</td>
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**Form 4B**

(Rule 5.2)

Public Notice

(building included in list under Care of Places of Worship Measure 1999)

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**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:

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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.)

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

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

Once printed, do not forget to click submit and send your application to the Registrar.
The form will now also list the email address of the Registry so that comments can be sent to them via email. Please also be aware that as the case has now been submitted to the Registrar, all documents and those forms selected by the DAC or Registrar will be made public until the chancellor has made their determination, as is the requirement of the new legislation. This is also listed on the Public Notice form, and you may direct members of the public to view these forms online if needed.

Public Notice Certificate

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

Monitoring the Progress of a Faculty Application

You can easily monitor the progress of a faculty application while it is being assessed by the Registrar and Chancellor.
1. Sign into the Online Faculty System
2. Locate the application using your Dashboard under **Active Case**
3. Find the **Status** icons on the Registrar's remarks and Chancellor's determination forms.
In cases where the Chancellor approves the faculty application, the Registrar will contact the applicant and the DAC through the Online Faculty System to inform them of the decision.

1. Sign into the Online Faculty System
2. Locate the application using your Dashboard under **Archived Cases**
3. Click the **View** icon on the Faculty Form
4. Click **Open as PDF for printing**

![Image of PDF download button]

5. Click **Print**

![Image of printed document]

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**Ref:** 2014-000076  
**Church:** Penny Hassett: St David (Test)  
**Diocese:** Boroche (Test)  
**Archdeaconry:**Felpham (Test)  
**Created By:** Mrs Julie Pateman (17/11/2014)  
**Contact Tel.:** 465465444  
**Status:** Faculty Post-Determination

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**Form 6**  
(Rule 6-4)  
Faculty

**In the Consistory Court of the Diocese of Boroche (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 affect the legal rights of a person or body and the Chancellor has decided for the summary reasons] [reasons given in a judgment] dated.  

[If 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]  

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Faculty Refused

In cases where the Chancellor refuses the faculty application, the Registrar will contact the applicant and the DAC through the Online Faculty System to inform them of the decision.

1. Sign into the Online Faculty System
2. Locate the application using your Dashboard under **Archived Cases**
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
Practical Completion Form

This process can be completed by the DAC secretary role, but the text provided is intended for the petitioner.

Under the legislation, once the faulty has been granted, and once the time granted within the faculty has finished, the parish is required to complete the Practical Completion form regardless of whether the works have been completed or not. This is available in your applications dashboard under active cases. Navigate to the application, press view, and then edit the Practical Completion form by pressing the edit button.

Under this form, you will be asked if the works were undertaken. If they have not, select the second option and press Finish Form, and then on the main dashboard page, press submit to finalise the case and to tell the system that it is complete. If the works have been completed, select the first option (as below) and then press Form 8.
On the first page, you will be asked who completed the work.

To add a contractor, press **Add a contractor**. This will then show the below text box. Start typing the name of the person or company. If they appear, click on their name to select them, if they do not appear, select Add some one new, to then add their details to the database.

Once the contractor has been added, add an outline of what work they performed. Once entered press the Save button to record their details.
Once saved, they will appear as below. If you do not have this, you have not added them correctly. Do not press next until you have saved them, and the text box appears as below. If they do appear as below, press the next button to move onto the next page.

The second page will ask if any architect or surveyor was employed as part of the work and whether or not they provided a copy of the Practical Completion form for the whole or part of the works.
The third page asks whether or not the faculty granted was completed in full, or whether part of the works were completed. A text box is supplied to provide an outline of what works did not take place, and these will be sent to the registrar for them to record.

The fourth and last page asks for any necessary documents that you believe are appropriate to be added. You may not have any.
Once the form is complete, press Finish Form, and then on the main page, press the Submit button to notify the Registrar that the form and case is now complete. Once pressed, this application will be viewable on your Archived Cases tab within your Applications dashboard.
Getting Help

If you have any problems navigating the Online Faculty System, please read the Frequently Asked Questions section on the website.

If you cannot find an answer to your question, are experiencing technical difficulties with the Online Faculty System or have an emergency, contact the Digital Projects Officer at the CCB:

james.miles@churchofengland.org

020 7898 1860

or contact the Admin team at https://facultyonline.churchofengland.org/contact