

# Online Faculty System

HOW TO COMPLETE THE STANDARD INFORMATION FORM

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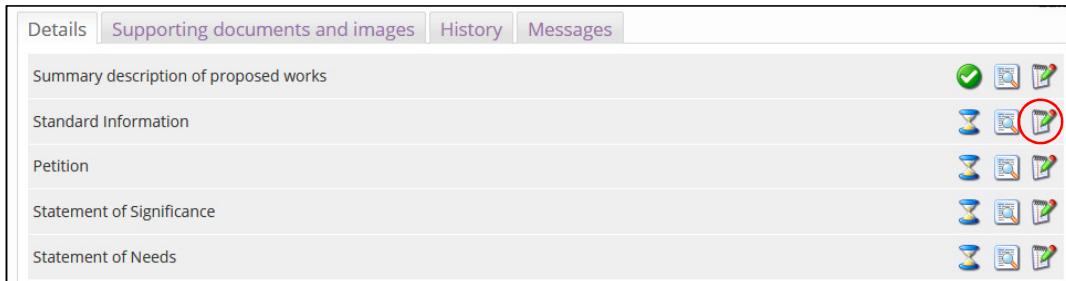
## Filling in the Standard Information Form (form 1)

The standard information form asks questions about the heritage of your church building. It is a legal document and is required for each Faculty application.

The Online Faculty System was built to assist you when filling out this form. All the heritage information required for the standard information form is held and managed centrally in the [Church Heritage Record](#). If you find any errors with the information of your church, please contact the Cathedral and Church Building's Division of the Archbishops' Council (aka [ChurchCare](#)).

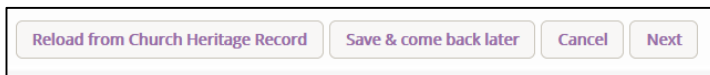
### I want to complete Form 1 using the Church Heritage Record

1. Click the Edit button



The screenshot shows a web interface with tabs for 'Details', 'Supporting documents and images', 'History', and 'Messages'. Below the tabs is a table with the following 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 pencil. The pencil icon for the 'Standard Information' row is circled in red.

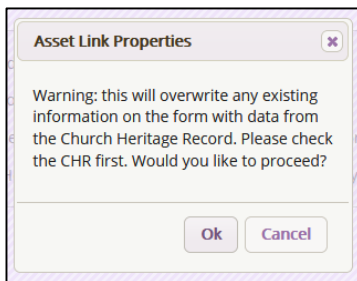
2. Scroll to the bottom of the page and click "Reload from Church Heritage Record"



The screenshot shows a horizontal row of four buttons: 'Reload from Church Heritage Record', 'Save & come back later', 'Cancel', and 'Next'.

This will automatically fill in the standard information form with the data that is held in the Church Heritage Record. *\*It will overwrite any information you have already entered manually.*

3. Click ok



The screenshot shows a dialog box titled 'Asset Link Properties'. It contains a warning message: 'Warning: this will overwrite any existing information on the form with data from the Church Heritage Record. Please check the CHR first. Would you like to proceed?'. At the bottom of the dialog are 'Ok' and 'Cancel' buttons.

4. Use the progress bar at the top of the page to scroll through the form and make sure all the questions have been filled in and that you are happy with the answers provided. Make any necessary changes.



The screenshot shows a progress bar at the top with four steps: 1, 2, 3, and 4. Step 1 is highlighted. Below the progress bar are two questions: 'Approximate date of church' with a dropdown menu set to 'Modern (1914AD to Present)', and 'Is the church listed?' with radio buttons for 'Yes' and 'No'.

5. Once you are happy that the form is complete, go to page 4 and click Finish Form

1 2 3 4

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

Harry Potter memorial  
Grade II tomb of Sam Adams  
Ancient Yew in churchyard

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

David Bowie  
Starman Architects  
Bromley, Kent  
BR1

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

## I want to fill in Form 1 manually

You can choose to complete Form 1 yourself by clicking on the correct answers. Please note that none of the questions are mandatory; this means you can leave them blank.

Some of the questions can be a bit tricky. If you are not certain what is being asked, take your mouse and hover over the little question mark sign – secrets could be revealed.

Approximate date of church Edit Modern (1914AD to Present)

Is the church listed? Edit

If so, please state whether it

This is the main or most important period of build of the current church building, not the date of the earliest fragments or church on the site. You can find out the main period of your church by looking at your [Church Heritage Record](#).

## To complete Form 1:

1. Click the Edit button

Details Supporting documents and images History Messages

Summary description of proposed works

Standard Information

Petition

Statement of Significance

Statement of Needs

2. Use the drop-down menu options to select the approximate date of your church. *\*If you know the exact date of your church, please include it in your Statement of Significance.*

1 2 3 4

Approximate date of church Edit

Is the church listed? Edit

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

Modern (1914AD to Present)

Early Medieval (pre 1066AD)

Medieval

Post Medieval (1540AD to 1837AD)

Victorian/Pre-War (1837AD to 1914AD)

Modern (1914AD to Present)

3. Click Yes or No if your church is listed by [History England](#)

Is the church listed? Edit  Yes  No

4. If your church IS listed, please write if it is grade I, II\*, or II.

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

5. Click Yes or No if there is a [Scheduled Ancient Monument](#) within the curtilage of your church building.

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

6. Click Yes or No if your church is in a Conservation Area

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

7. If the church IS in a Conservation Area, please write its name


If it is, please state which Edit

8. Click Next to go to the next page OR click “Save & Come back later” to leave Form 1.

9. Click Yes or No if your church building is in a National Park


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

10. If your church IS in a National Park, please write its name.


If it is, please state which  Edit

Exmoor

11. Click Yes or No if you have seen bats in or around your church building

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

12. Write details of privately owned chapels, aisles or windows in your church.

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

None

13. Write the name of your Lay Rector (if applicable)


Name of lay rector, if known  Edit

Bob Smith

14. Click Next to go to the next page OR click “Save & Come back later” to leave Form 1.

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

15. Click Yes or No if your building or burial ground is consecrated

Is the churchyard or burial ground consecrated?  Edit  Yes  No


16. Click Yes or No if your churchyard has been used for burials before

Has it been used for burials?  Yes  No

17. Click Yes or No if your churchyard is still open for burials now

Is it still used for burials?  Yes  No

18. Click Yes or No if your churchyard is officially closed for burials

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

19. If your churchyard IS closed for burial, please write the date of the Order in Council

If it has, please give the date of the Order  Edit

N/A

20. Click Yes or No if there are War Graves in your churchyard

Are there any graves that are identified as war graves by the Commonwealth War Graves Commission?  Yes  No [Edit](#)

21. Click Next to go to the next page OR click “Save & Come back later” to leave Form 1.

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

22. Write all the historic structures, listed tombs, war memorials or significant trees in your churchyard.

Please identify any historic structures, listed tombs, war memorials or significant trees in the churchyard or burial ground [Edit](#)

Harry Potter memorial  
Grade II tomb of Sam Adams  
Ancient Yew in churchyard

23. Write the name and address of the architect who does your Quinquennial Reports.

Please give the name and address of the architect or surveyor appointed for the church under the Inspection of Churches Measure 1955 [Edit](#)

David Bowie  
Starman Architects  
Bromley, Kent  
BR1

24. Click Finish Form to save your work and leave the Form 1

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