

Online Faculty System

FILLING IN THE PRACTICAL COMPLETION FORM

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Filling in the Practical Completion Form

When the works under Faculty are complete – or if you decided not to do the works at all – you are asked to fill in form 8 – the Practical Completion form.

This helps people keep track of the type of work that has been done to church buildings over the years and who (contractor, firm, architect, surveyor, etc.) has undertaken the work.

What to do when the works were never done

It is possible that you obtained a Faculty to do some work to your church building, but for a variety of reasons, you never carried them out.

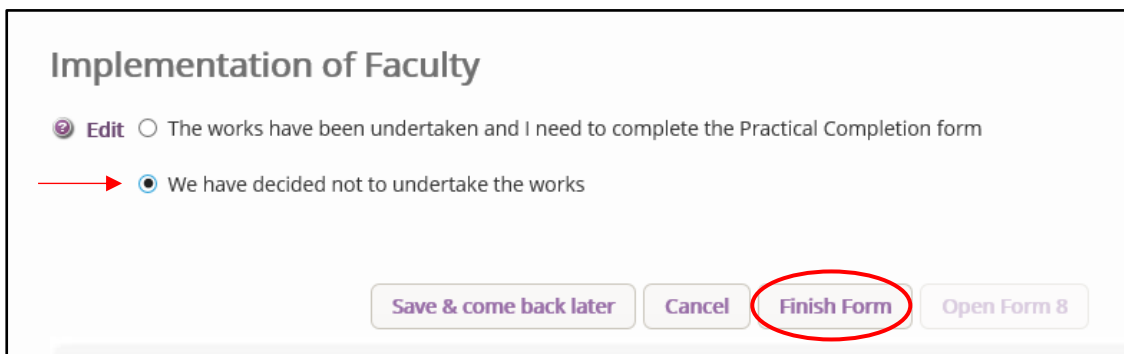
You can easily record this online:

1. Click the **Edit** button

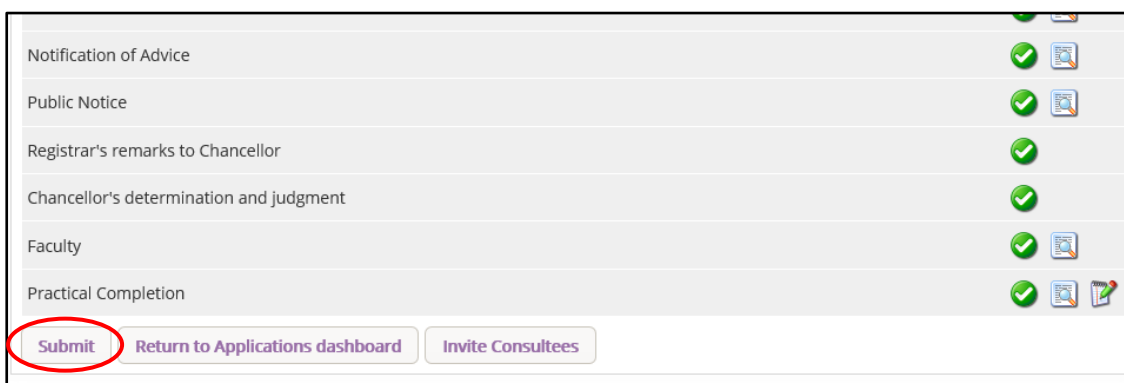


2. **Select** “We have decided not to undertake the works”

3. Click **Finish Form**

A screenshot of the "Implementation of Faculty" form. It has two radio button options: "Edit" (selected) and "We have decided not to undertake the works" (indicated by a red arrow). Below the options are three buttons: "Save & come back later", "Cancel", and "Finish Form" (circled in red). A fourth button, "Open Form 8", is partially visible on the right.

4. Click **Submit** to complete the process.

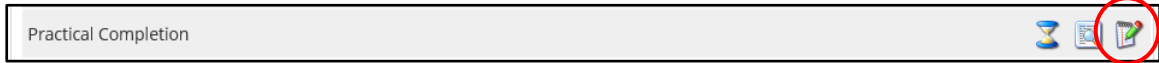
A screenshot of the application dashboard. It shows a list of application stages: "Notification of Advice", "Public Notice", "Registrar's remarks to Chancellor", "Chancellor's determination and judgment", "Faculty", and "Practical Completion". Each stage has a green checkmark icon. At the bottom, there are three buttons: "Submit" (circled in red), "Return to Applications dashboard", and "Invite Consultees".

What to do when the works are finished (in whole or in part)

When your project is complete, you need to complete the Practical Completion form.

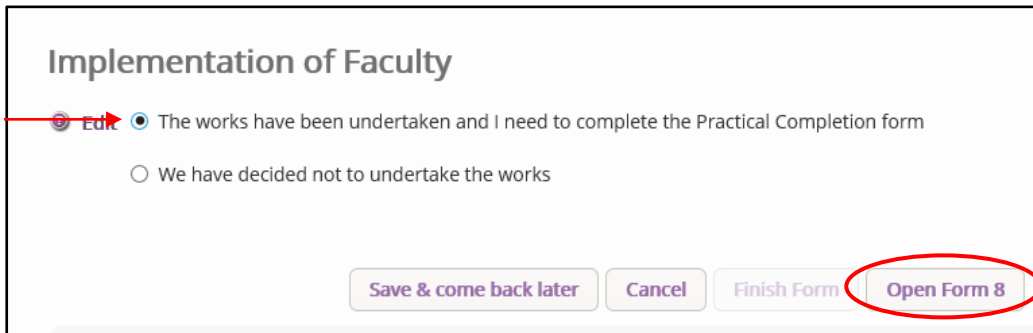
You can easily do this online:

1. Click the **Edit** button



2. **Select** “The works have been undertaken and I need to complete the Practical Completion form”

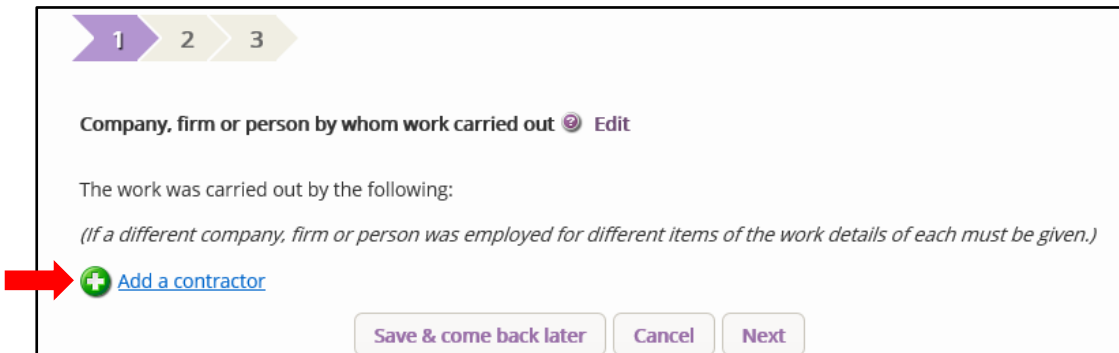
3. Click **Open Form 8**

A screenshot of the 'Implementation of Faculty' form. The title 'Implementation of Faculty' is at the top. Below it are two radio button options: 'The works have been undertaken and I need to complete the Practical Completion form' (which is selected) and 'We have decided not to undertake the works'. At the bottom of the form are four buttons: 'Save & come back later', 'Cancel', 'Finish Form', and 'Open Form 8'. The 'Open Form 8' button is circled in red.

Page One

4. Click **Add Contractors**

*If there were no contractors involved, click **Next**.*

A screenshot of the 'Add Contractors' form. At the top, there is a progress indicator with three steps: 1 (active), 2, and 3. Below this is the text 'Company, firm or person by whom work carried out' followed by an 'Edit' button. The main text reads 'The work was carried out by the following:' followed by a note in parentheses: '(If a different company, firm or person was employed for different items of the work details of each must be given.)'. A red arrow points to a green plus icon and the text 'Add a contractor'. At the bottom are three buttons: 'Save & come back later', 'Cancel', and 'Next'.

To try and save you time, we have connected the online form to a database of architects, contractors, firms and companies. The person or firm you need might already be in the database.

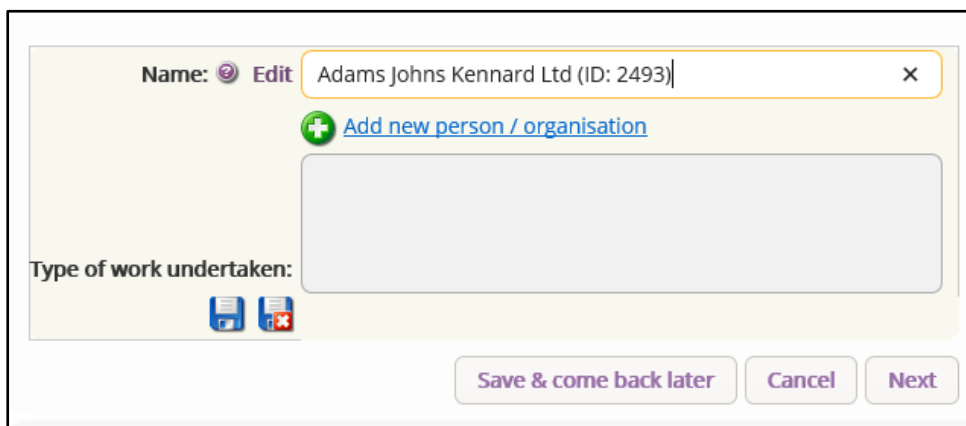
5. **Slowly**, type the name of your contractor into the **NAME** box. A list of people and organisations will gradually appear.

*People and organisations often have more than one way of identifying themselves - some people use their middle name for example. It is worth searching the database using different options.



A screenshot of a web form. At the top, there is a label 'Name:' followed by an eye icon and the word 'Edit'. To the right is a text input field containing 'John|'. Below this field is a dropdown menu with a scroll bar, listing several contractors: 'Adams Johns Kennard Ltd (ID: 2493)', 'Francis Johnson & Partners (ID: 2841)', 'John Alexander (ID: 3767 j.alexander@jonathan-rhind.co.uk)', 'John Andrews (ID: 3061)', 'John Bailey (ID: 3062)', and 'John Barratt (ID: 3063)'. To the left of the dropdown, there is a label 'Type of work undertaken:' and two small icons (a floppy disk and a trash can). At the bottom of the form are three buttons: 'Save & come back later', 'Cancel', and 'Next'.

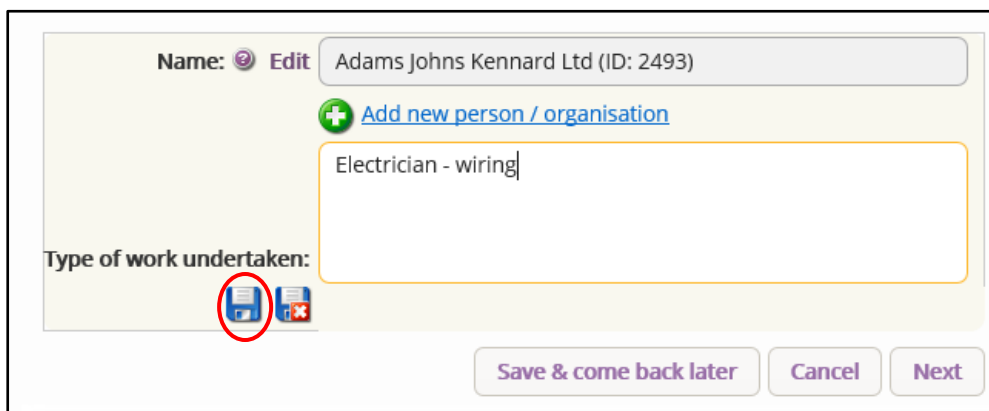
6. Can you find your contractor or firm in this list? If yes, **click on their name** to select them. *If no, go to #10*



A screenshot of the same web form. The 'Name:' field now contains 'Adams Johns Kennard Ltd (ID: 2493)|'. Below the field is a green plus icon followed by the text '+ Add new person / organisation'. The 'Type of work undertaken:' field is empty. The 'Save & come back later', 'Cancel', and 'Next' buttons are still present at the bottom.

7. **Write the type of work** that this particular contractor or firm undertook during the project (example: electrician, underfloor heating installation, archaeologist, etc.)

8. Click **Save**



A screenshot of the web form. The 'Name:' field contains 'Adams Johns Kennard Ltd (ID: 2493)'. Below it is the '+ Add new person / organisation' link. The 'Type of work undertaken:' field now contains 'Electrician - wiring|'. The floppy disk icon in the 'Type of work undertaken:' section is circled in red. The 'Save & come back later', 'Cancel', and 'Next' buttons are at the bottom.

9. If you hired more than one contractor or firm, click **Add Contractor** and repeat steps 4 to 8.

Click **Next** to proceed to **page 2** and go to #14.

1 2 3

Company, firm or person by whom work carried out Edit

The work was carried out by the following:
(If a different company, firm or person was employed for different items of the work details of each must be given.)

[Add a contractor](#)

Name: [Adams Johns Kennard Ltd](#)

Address:

Type of work undertaken: Electrician - wiring

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

10. If you could not find your contractor or firm in the list of names, click **Add a new person** or organisation.

Name: Edit

[Add new person / organisation](#)

Type of work undertaken:

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

11. Type their **FULL NAME**, and **address**.

No abbreviations please.

Create new person/organisation

Full name

Address

12. Does the name you typed belong to an individual or company?

Type Person Organisation

13. Click **Save**.



You have now added a new name to the database of contractors, architects, and firms.

You still need to search for & add your new contractor to Form 8.

14. Return to #7 to 9 above to complete this section.

Page Two

You may have involved an architect or a surveyor on your project.

*If you did not involve an architect or surveyor, click **Next**.*

Just as with page one, we have connected the online form to a database of architects, contractors, firms and companies. The person or firm you need might already be in the database.

15. **Slowly**, type the name of your architect or surveyor into the **NAME** box. A list of people and organisations will gradually appear.

*People and organisations often have more than one way of identifying themselves - some people use their middle name for example. It is worth searching the database using different options.

Architect/Surveyor (if any) Edit

The architect/surveyor employed in relation to the work was:

Name:

Address:

- Adams Johns Kennard Ltd (ID: 2493)
- Carless and Adams Partnership (ID: 2664)
- R Adam Architects (ID: 3380)

16. Can you find your architect or surveyor in this list? If yes, **click on their name** to select them. *If no, return to #10 above and follow the same steps until #14.*

Architect/Surveyor (if any) Edit

The architect/surveyor employed in relation to the work was:

Name:

[Add new person / organisation](#)

Address:

17. Were the works mentioned on the Faculty completed in their entirety? Or was only part of the work done?

The above named architect/surveyor was provided with a copy of the faculty before work commenced; and

issued a Practical Complete Certificate in relation to the **whole** of the works

issued a Practical Completion Certificate in relation to **part** of the works

18. Use the calendar function to select the **date** of the Practical Completion Certificate issued by your architect (if any).

Date of Practical Completion Certificate: 02/12/2016

Previous Save Cancel Next

December, 2016						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	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	31
1	2	3	4	5	6	7

Today: December 2, 2016

19. Click **Next**

Date of Practical Completion Certificate: 02/12/2016

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

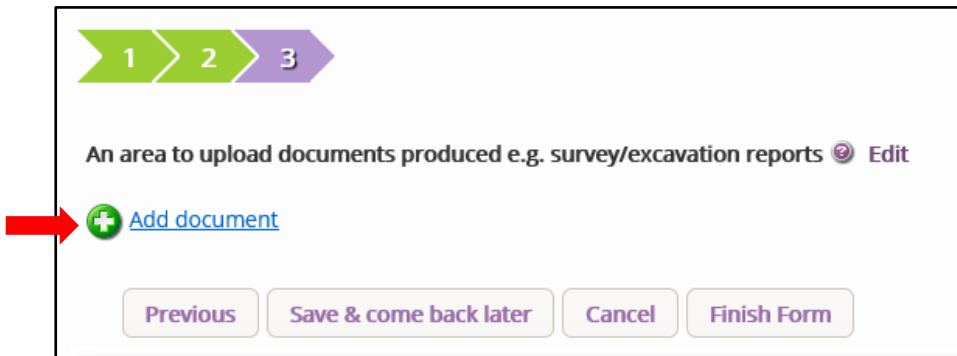
Page Three

Some Faculty projects involve work to historic or significant parts of church buildings. Often times, architects, archaeologists, and conservators (etc.) produce reports to record the work they have undertaken. These could include (but are not limited to):

- Heritage statements
- Archaeological reports
- Conservation reports of buildings or objects
- Photographs and plans

To ensure that you do not loose these documents, you can choose to upload them here and store them in the [Church Heritage Record](#).

20. Click **Add document**



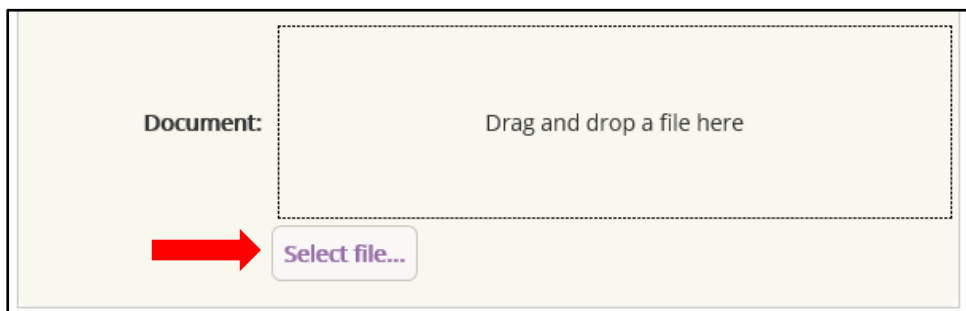
21. Complete ALL the fields:

- **Document Title:** Please write the full title of the report.
- **Year/Date:** Year only
- **Originator:** Please write the name of the report's Author (full name; First, Initial, Surname), Organisation, Archaeological Unit, Architectural Firm, etc.
- **Copyright:** Who owns the copyright to this document? If you are uncertain, write the name of the report's author(s)/organisation.
- **Description:** Summarise the report's content and conclusions.

Example:

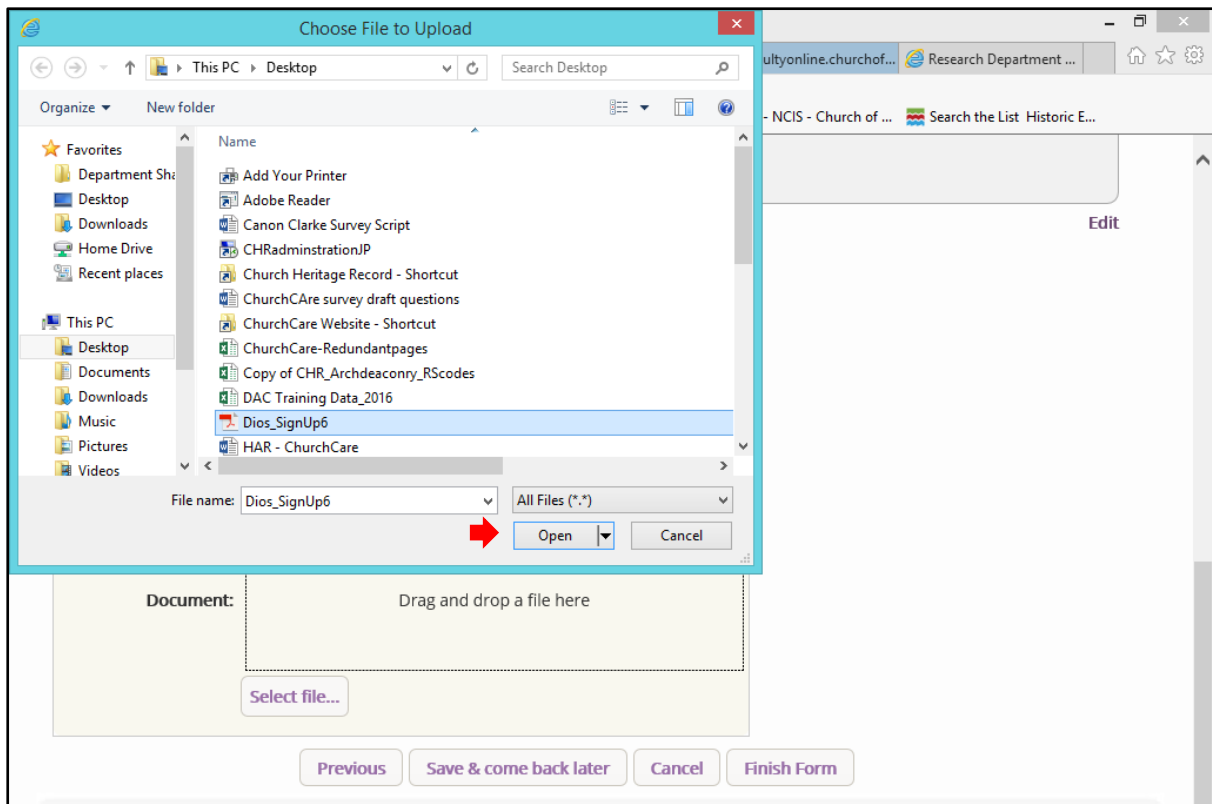
A screenshot of a completed form. The fields are: "Document title:" with the value "A report on the Archaeological Field Work at St Augustines"; "Year / Date:" with the value "2016"; "Originator:" with the value "Museum of London Archaeology"; "Copyright:" with the value "Museum of London Archaeology"; and "Description:" with the value "Report on the field work undertaken by MOLA at St Augustine church between June and July 2016. Results: Medieval human remains found." The description field is highlighted with a yellow border.

22. Click **Select File** to upload the document

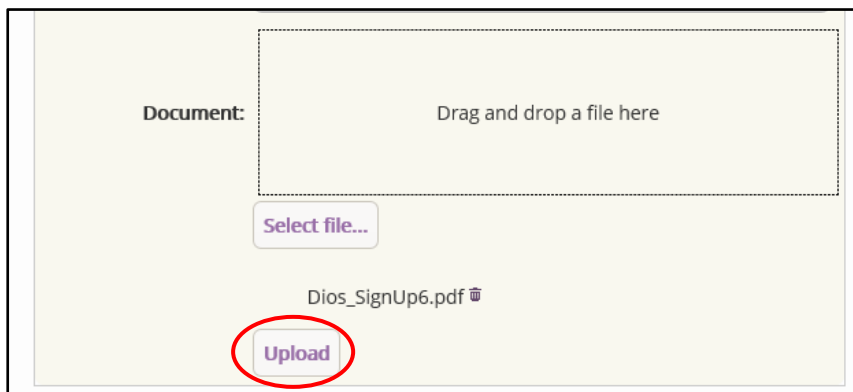


23. Locate the file on your computer & click **Open**

*Please note this process may vary depending on your computer's software.

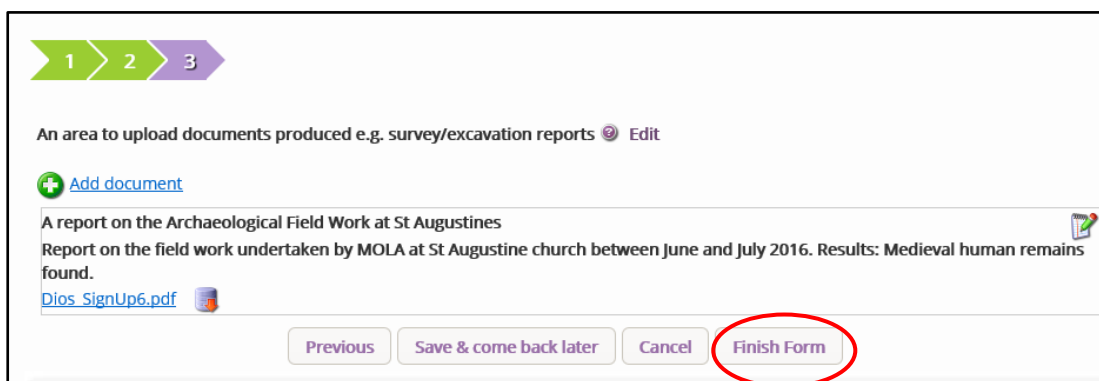


24. Click **Upload**

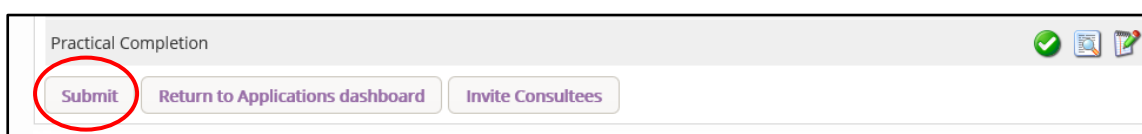


25. To add more documents, repeat steps # 20 to 24.

26. Click **Finish Form** to complete the process



27. Click **Submit** to notify your DAC & Registry



What to do when the works are complete and your Registrar or Chancellor has told you not to fill in Form 8

For some projects, the Chancellor or Registrar has told you that Form 8 is not necessary.

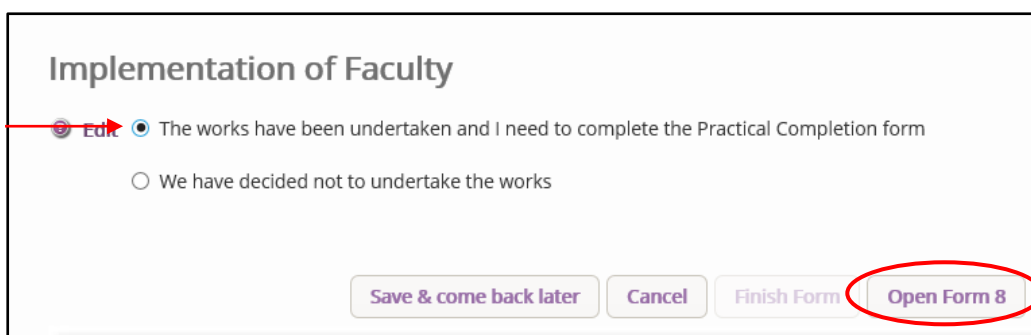
The Online Faculty System, however, will keep your project active online until you tell it that it is finished. So, how do you close it?

1. Click the **Edit** button on the Practical Completion form



2. **Select** “The works have been undertaken and I need to complete the Practical Completion form”

3. Click **Open Form 8**



4. Leave the page blank and click **Next**

1 2 3

Company, firm or person by whom work carried out

The work was carried out by the following:
(If a different company, firm or person was employed for different items of the work details of each must be given.)

+ Add a contractor

Save & come back later Cancel **Next**

5. Leave the page blank and click **Next**

1 2 3

Architect/Surveyor (if any)

The architect/surveyor employed in relation to the work was:

Name:

+ Add new person / organisation

Address:

The above named architect/surveyor was provided with a copy of the faculty before work commenced; and

issued a Practical Completion Certificate in relation to the **whole** of the works

issued a Practical Completion Certificate in relation to **part** of the works

Date of Practical Completion Certificate:

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

6. Leave the page blank and click **Finish Form**

1 2 3

An area to upload documents produced e.g. survey/excavation reports

+ Add document

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

7. Click **Submit** to finish the process

Submit