

Online Faculty System

HOW TO FILL IN THE NOTIFICATION OF ADVICE FORM

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How to Fill in the Notification of Advice Form

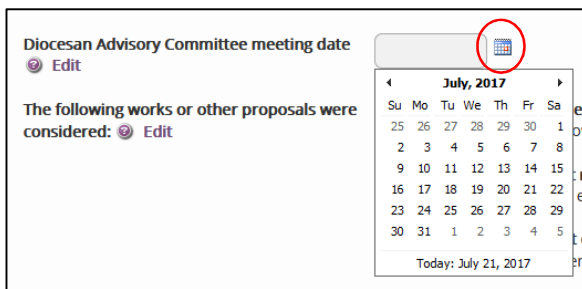
Following one (or many) DAC committee meetings, the DAC Secretary must complete the Notification of Advice form; a legal document which outlines the committee's advice on the submitted proposal.

To fill in the Notification of Advice,

1. Click the Edit button

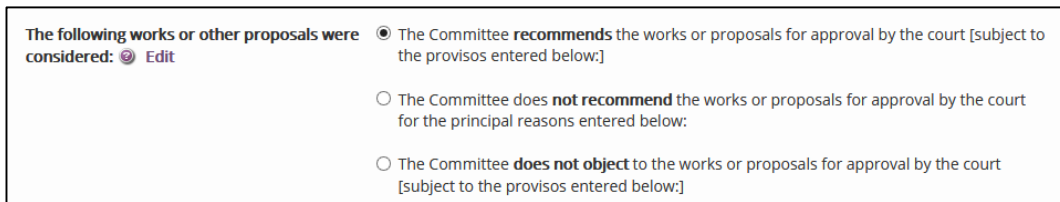


2. Using the calendar icon, select the date the committee meeting was held

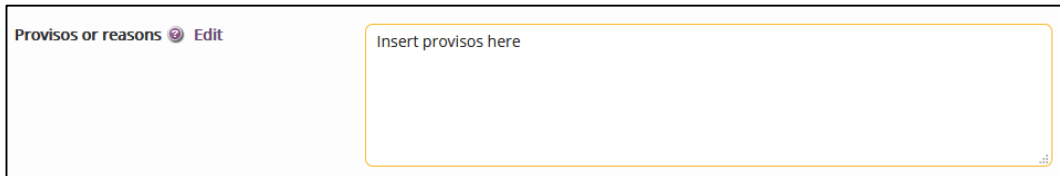


3. Select the committee's recommendation

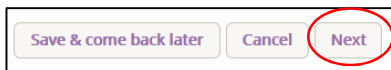
*Please note that should the committee not recommend the proposal, the parish will be provided with the choice to revise their application or submit it to the courts anyway.



4. Write your provisos or reasons in the text box



5. Click Next



6. Edit down the schedule of works – if required

Schedule of works or proposals Edit

Schedule of Works pulled in directly from what is already written in the Petition.

*Any changes made here will NOT affect the petition.

7. Click Next

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

8. Click Yes/No to the questions on page 3

In the opinion of the Committee rule 9.9 of the Faculty Jurisdiction Rules (publication of notice on diocesan website) applies Edit Yes No

In the opinion of the Committee the work or part of the work proposed is / is not likely to affect [please specify Yes or No for each of the following]:

The character of the church [or building] as a building of special architectural or historic interest Edit Yes No

The archaeological importance of the church [or building] Edit Yes No


Archaeological remains existing within the church [or building] or its curtilage Edit Yes No


9. Click Next


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


10 Click Yes/No to the questions on page 4 and write into the text boxes as appropriate


The Committee recommends that the intending applicants consult the bodies or persons as indicated below:


Historic England  Edit Yes No


The local planning authority  Edit Yes No


The following national amenity societies  Edit Yes No

Name of society  Edit


Name of society  Edit

The Church Buildings Council  Edit Yes No

The following body or person  Edit Yes No

Name of body or person  Edit

11. Click all options that apply to your reasons for this recommendation

The reason for this recommendation is that in the opinion of the Committee some or all of the works of proposals:  Edit

involve demolition of a listed building or its alteration or extension to such an extent as would be likely to affect its character as a building of special architectural or historic interest

are likely to affect the archaeological importance of a church or other building or archaeological remains within the building or its curtilage

involve demolition affecting the exterior of an unlisted church in a conservation area

12. Click Finish Form

13. Click Submit