Online Faculty System

A Parish’s User Manual

2020 Rules

James Miles
1st April 2020
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How to Register as an Applicant

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

2. Click on Register
3. This will take you to the **Create a New Account** page.

4. Choose the most suitable email address. This could be your personal or work email. It might also be your church’s email address. Contact your DAC for advice.

5. You will need to complete **ALL** your contact details (but only one telephone number is required).

6. **Indicate** whether you wish to receive an email about **ALL** applications related to your church(es) building(s) either as:
   
   a. **Daily summary** (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 everytime something happens emails into one)

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

9. Select **your diocese** and go to the church field:
10. Start with the name of your parish. As you type the name of your parish, a drop-down menu will appear. Select your church with your computer mouse.

11. Once selected, it will appear below the church field in purple. Repeat the process to add all the church buildings you are responsible for.
12. Enter the **security code** as it is shown:

![Security Code Image]

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

14. Click on **Create Account**

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

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

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

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

18. Once this is done, you will be sent an email saying that your account has been approved and inviting you to sign in at [https://facultyonline.churchofengland.org/Secure/Login.aspx](https://facultyonline.churchofengland.org/Secure/Login.aspx)
Signing in and Out of the Online System

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

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


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 your DAC.

4. Go back to the sign in page https://facultyonline.churchofengland.org/Secure/Login.aspx and enter your new password.
5. For safety reasons, the system will ask you for a new password. Create one and click **Change Password**.

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.

![Security and Identity tab](image)

- **Update your email address here**
- **Click here to change your password.**
- **Do not forget to press update every time you make changes to your account.**

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

![Profile tab](image)

- **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**
- **Do not forget to update your changes**
Navigating your Dashboard

Your dashboard is where you will be able to access all the Faculty proposals and applications for church buildings in your care. It is also where all the emails sent to you by the Online Faculty System will be stored (in addition to your 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 or
- 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 or
- 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 necessary legal forms to develop your proposal. It is also where you can attach any other relevant document to support your application. Each Faculty application has its own case file.

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

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

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 the **View** icon to look at a form.
- Click the **Edit** icon to make changes to a form.
- The status icon tells you if a form is complete or in progress.

**Basic summary of an application**

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

Click on a file to open it.

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

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.

See who worked on this application.

What they did.

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

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Subject</th>
<th>Date sent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Julie Patenaude</td>
<td>Faculty System: petition ref 2014-000052 is in preparation</td>
<td>Thu 30 Oct 2014</td>
</tr>
<tr>
<td>Darcey Cavendish</td>
<td>Faculty System: petition ref 2014-000052 is in preparation</td>
<td>Thu 30 Oct 2014</td>
</tr>
<tr>
<td>Sue Thorold</td>
<td>Faculty System: petition ref 2014-000052 is in preparation</td>
<td>Thu 30 Oct 2014</td>
</tr>
<tr>
<td>Julie Patenaude</td>
<td>Faculty System: petition ref 2014-000052 submitted to DAC</td>
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<td>Faculty System: petition ref 2014-000052 submitted to DAC</td>
<td>Thu 30 Oct 2014</td>
</tr>
<tr>
<td>Julie Patenaude</td>
<td>Faculty System: notification of DAC advice re petition ref 2014-000052</td>
<td>Thu 30 Oct 2014</td>
</tr>
<tr>
<td>Fiona Petty</td>
<td>Faculty System: notification of DAC advice re petition ref 2014-000052</td>
<td>Thu 30 Oct 2014</td>
</tr>
<tr>
<td>Rupert Allen</td>
<td>Faculty System: notification of DAC advice re petition ref 2014-000052</td>
<td>Thu 30 Oct 2014</td>
</tr>
<tr>
<td>Sue Thorold</td>
<td>Faculty System: notification of DAC advice re petition ref 2014-000052</td>
<td>Thu 30 Oct 2014</td>
</tr>
</tbody>
</table>

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

Click on the View icon to read an email.

Navigate through the pages.

Change how many emails you see at any one time.
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 an Applicant, you will receive an email from the Online Faculty System every time:

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

Click on the link to open the application’s case file.
You will be asked to Sign In before you are given access to the documents.

Click here to change the way you receive emails and manage your account.
Starting an Application – List A, List B and Faculty Application

When you are ready to begin an application:

1. Go to the main page https://facultyonline.churchofengland.org
2. Sign In
3. Click on the Applications tab
4. Click on Start a new Application to start
Case File Summary

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

2. Enter a brief summary of the works into the Summary of proposed works box
3. Enter a contact telephone number into the next box
4. 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**

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
If the proposed works match one of the "List B" items below, please select that item, otherwise select "None of the above". If you are confident you have selected the right option, click "Finish form"; otherwise click "Save and come back later".

- **(B1-1)**
  Works of repair affecting the fabric or historic material.
  
  **Specified conditions:**
  - The repair does not introduce material of a type that does not already form part of the fabric or historic material that is to be repaired.
  - The repair does not involve the substantial replacement of a major part of the fabric or of historic material.
  - Details of any materials to be used are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter.
  - The works do not involve any new disturbance below ground level.
  - The parochial church council's insurers are notified if external scaffolding is to be erected.

- **(B1-2)**
  The installation of a wall offertory box.
  
  **Specified conditions:**
  - The installation does not affect historic fabric.
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
<table>
<thead>
<tr>
<th>Details</th>
<th>Supporting documents and images</th>
<th>History</th>
<th>Messages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary description of proposed works</td>
<td><img src="submit-icon" alt="Submit" /></td>
<td><img src="return-to-dashboard-icon" alt="Return to Applications dashboard" /></td>
<td><img src="abandon-icon" alt="Abandon" /></td>
</tr>
<tr>
<td>List A or List B classification</td>
<td><img src="submit-icon" alt="Submit" /></td>
<td><img src="return-to-dashboard-icon" alt="Return to Applications dashboard" /></td>
<td><img src="abandon-icon" alt="Abandon" /></td>
</tr>
<tr>
<td>List B application details</td>
<td><img src="submit-icon" alt="Submit" /></td>
<td><img src="return-to-dashboard-icon" alt="Return to Applications dashboard" /></td>
<td><img src="abandon-icon" alt="Abandon" /></td>
</tr>
</tbody>
</table>
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 will also be 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 publicly. 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 your church building’s record has already been completed by the DAC or the CCB, this information will automatically fill in the Standard Information Form for you. 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 your proposal to the DAC if a form is still pending completion (hourglass icon). If a form is not complete:
   a. Click the Edit icon on that particular form
   b. Go to the form’s last page
   c. Click the Finish button

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

Once the application has been submitted to the DAC secretary, they will review the Standard information form to check that it is complete. Here they may email you or ring you to ascertain what the work required is and advise accordingly. They may even revert your application back to a List A or B item, as the works may now fall under the new Listings included within the legislation change.

Should further work be required in relation to the Standard Information form, the case will be sent back to you, so that you can edit the form and submit it back to the DAC secretary. If this happens, you will receive an email outlining what changes are required, and you will need to follow the steps above to resend this back to the DAC secretary.

DAC selection of forms

Once the Standard Information form is complete and is confirmed by the DAC secretary, the DAC secretary will then move the case forward and select which forms are necessary for you to complete. These forms will depend on the work requested and, in some cases, only the petition details will be required to be filled in. The DAC secretary will also provide via an email, an outline of what supporting documentation is required.

Awaiting application form completion

Once the DAC secretary has selected whether the Statement of Significance and/or the Statement of Needs are required, the case will be sent to you, and you will be met with the following screen.

In the above example, the DAC Secretary has selected that both the Statement of Significance and/or the Statement of Needs are required, and together with the petition details, these forms are
then available to be edited by selecting the edit button for each. It is in this stage that supporting documents can also be added, as requested by the DAC secretary in the email to you.

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.
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 do 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.

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**Statement of Needs Form**

For assistance with your statement of needs, please visit the ChurchCare website.

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

Section 5: Justification

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

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**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.
Once submitted, the DAC secretary, and/or members of the DAC will review the application. Should changes be suggested, or any documents missing, the DAC secretary will be able to send the application back to you for you to amend and to upload further documents. You will receive an email with these details, and you will need to follow the guidance above. This is a loop system, and this may happen several times. Please be aware that 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 (the documents that you have just submitted to the DAC secretary) will need to be in a format that is acceptable for their review and is why this loop system is in place. Should the forms be incomplete, or the information requested be incomplete, it could delay your application whilst amendments are made during the formal consultation period.

It is during this stage of the application where pre-application advice could be sought with national bodies via the **Pre-application consultation request**, where you will be able to select relevant bodies via the popup form that appears for your diocese. Select the relevant body or person, write a message at the bottom of the page, and then press **OK** to send the email. This should only be used for complex cases, and the DAC will advise on who should and could be contacted.
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**. The DAC will advise who to contact, but under Rule 4.1, the parish are the ones who should manage this. In some dioceses the DAC secretary will do this on your behalf, and others will offer support when needed. 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.

Formal consultation is not required for every proposal submitted. Should the DAC secretary move the case forward to the **notification of advice**, no further work is required of you until the DAC have
issued this document. Should the case instead move forward to Formal Consultation you will be sent an email to notify you.

Inviting Bodies to formally consult

If you have decided to run the consultation process yourself, during this consultation period, you will be met with the following new form. 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 DAC. 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 for your application to gain its determination.
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 you and the DAC secretary, 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 correspondence 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.

The Save button allows for the response to be saved as a PDF document.

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 issue with how the application is processed.

Once finalised, a green tick will appear on the main application page, and the application can be submitted to the DAC for review by pressing the **Submit** button.
DAC review of formal Consultation

Once the application has been sent to the DAC secretary and/or DAC members, they will review the comments made by the Statutory bodies. If, following the comments made, they think that proposal may need to be changed or altered, they will send the application back to you to edit the Petition details, the Statement of Significance, and the Statement of Needs, and add any further supporting documentation. **You do not have to make any changes if you do not want to.** The suggested alterations by the DAC are for you to take on board, and it follows the consultation that was received. If the DAC secretary does send it back to you, an email will be sent to you with their comments. If the consultation does not prompt a further round of consultation, the DAC secretary will move the case forward to the **Notification of Advice.**

Changes in response to Consultation

Changes can be made to the proposal and submitted back to the DAC for review. This process follows the work outlined above between *Awaiting application form completion* and *DAC review pre-formal consultation*. Once submitted on to the DAC for review, they will then review the case, and if a material changes have been made, the DAC will then move the case forward to a second round of consultation.

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. These further rounds of consultation would be rare, but in some more complex cases, it is not uncommon for these further rounds of consultation to be made.

Notification of Advice

With the consultation received, the DAC will review the comments and meet to discuss the proposals. Once the meeting has taken place, the DAC secretary will then issue their Notification of Advice which will be sent to you via email. Importantly, 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 these works are reviewed, as they may differ from the schedule of works submitted to the DAC.

Petition Document (Form 3)

Once the notification of advice has been given by the DAC, the petition form will be made available to you to complete in full. Selecting the edit button will allow you to edit this form.

Once the editable form is shown, the details that were entered earlier in the Petition Details form will automatically be shown. These may be edited as required. Clicking next at the bottom of each page will then show the next page.
As mentioned above, the schedule of works that are listed in the Notification of Advice will be shown on page 2 of the online petition form, and this cannot be edited, unless done so by the DAC secretary.

Once all of the questions have been answered, the last page will show the Finish Form button which will then allow for the form to be completed. Currently each question is not required to be answered as part of this online process, but in time, we will be making each question compulsory so that
incomplete forms are not submitted to the Registry. Nationally this happens frequently, and it causes delay and frustrating for parishes. To move away from this, forcing each question to be compulsory (or listed as Not Applicable) will mean that incomplete applications are not submitted, and the Registry can process the application faster.

Once the form is complete, the green tick will be shown against the form in the main application page. Pressing submit will move the case forward to the creation of the Public Notice form.
Public Notice

With the petition document complete, the public notice form is 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, 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. You will be sent an email on the last day of the Public Notice period to remind them to take the form down.
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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**Form 4B**

(Rule 5.2)

Public Notice

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

**In the Consistory Court of the Diocese of Worcester (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:

Covers of the relevant plans and documents may be examined at:

23 Beverly Road
Bromley, Kent
BR1 8LP

(If changes to the building are proposed, a copy of the petition and of any designs, plans, photographs and other documents that were submitted with it must be displayed in the building or at another place where they may be conveniently inspected by the public.)

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

1. 

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

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

1. Go to the application’s case file (see Navigating a Case File page 19)
2. Click on Supporting Documents and Images
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 uploaded (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
Monitoring the Progress of your Faculty Application

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

1. Sign into the Online Faculty System
2. Locate your application using your Dashboard under **Active Cases** (see page 14)
3. Find the **Status** icons on the Registrar’s remarks and Chancellor’s determination forms.
In cases where the Chancellor approves your faculty application, the Registrar will contact you through the Online Faculty System to inform you of the decision.

1. Locate your application using your Dashboard
2. Click the View icon on the Faculty Form
3. Click **Open as PDF for printing**

4. Click **Print**
Faculty Refused

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

1. Locate your application using your Dashboard
2. Click the View icon on the Faculty Refusal Letter to read the Registrar’s comments

Practical Completion Form

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, selected 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.
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Getting Help

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

If you cannot find an answer to your question, please contact the DAC Secretary in your diocese for further advice.

If you are experiencing technical difficulties with the Online Faculty System or have an emergency, contact the Admin team at https://facultyonline.churchofengland.org/contact