

Online Faculty System

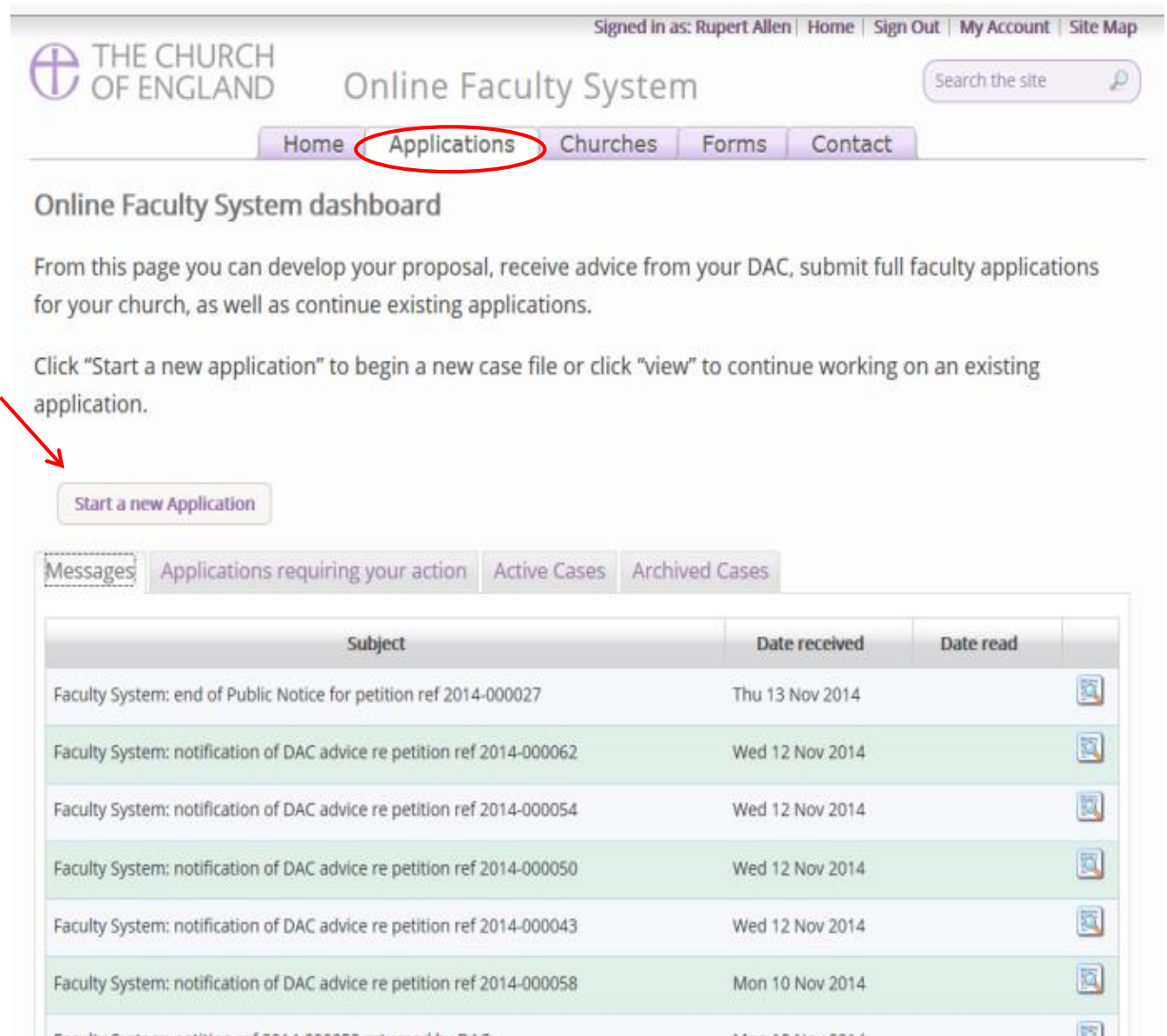
APPLYING FOR A LIST B MATTER

JULIE PATENAUDE

Applying for a List B Matter

You can use the Online Faculty System to apply to your Archdeacon for permission to undertake works, which fall under [List B](#) of the Faculty Jurisdiction Rules.

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**



Signed in as: Rupert Allen | Home | Sign Out | My Account | Site Map

THE CHURCH OF ENGLAND Online Faculty System

Search the site

Home Applications Churches Forms Contact

Online Faculty System dashboard

From this page you can develop your proposal, receive advice from your DAC, submit full faculty applications for your church, as well as continue existing applications.

Click "Start a new application" to begin a new case file or click "view" to continue working on an existing application.

[Start a new Application](#)


Messages Applications requiring your action Active Cases Archived Cases

Subject	Date received	Date read
Faculty System: end of Public Notice for petition ref 2014-000027	Thu 13 Nov 2014	
Faculty System: notification of DAC advice re petition ref 2014-000062	Wed 12 Nov 2014	
Faculty System: notification of DAC advice re petition ref 2014-000054	Wed 12 Nov 2014	
Faculty System: notification of DAC advice re petition ref 2014-000050	Wed 12 Nov 2014	
Faculty System: notification of DAC advice re petition ref 2014-000043	Wed 12 Nov 2014	
Faculty System: notification of DAC advice re petition ref 2014-000058	Mon 10 Nov 2014	
Faculty System: petition ref 2014-000058 returned by DAC	Mon 10 Nov 2014	

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

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 THE CHURCH OF ENGLAND Online Faculty System

Application Ref: 2014-000064 Church:
Diocese: Archdeaconry:
Status: Awaiting initial application details Logged By: Mr Rupert Allen (Thu 13 Nov 2014)
Summary:

Case file summary


Case reference 2014-000064

Church

Ambridge: St Stephen's (Test)
Penny Hassett: St David (Test)


Summary of proposed works

Contact number

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1. Enter a **brief** summary (max 10 words) of the works into the **Summary of proposed works** box
2. Enter a contact telephone number into the next box
3. Click **Finish**

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 THE CHURCH OF ENGLAND Online Faculty System

Application Ref: 2014-000064 Church:
Diocese: Archdeaconry:
Status: Awaiting initial application details Logged By: Mr Rupert Allen (Thu 13 Nov 2014)
Summary:


Case file summary

Case reference 2014-000064

Church Ambridge: St Stephen's (Test) ▼

Summary of proposed works Removal of Pews

Contact number 0116 261 5332 ✕

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Church building or Churchyard

Is the work you are applying for happening to the building or within the churchyard?

Not sure? Read [List B](#) to find out.

Church buildings etc. includes:

- B1 – Church buildings etc.
- B2 – Bells etc.
- B3 – Clocks
- B4 – Church contents
-

Churchyard includes:

- B5 – Churchyard
- B6 – Trees


1. Select the appropriate option
2. Click **Next**

Step 1

Step 2

Step 3

Please specify whether the proposed works affect the interior or exterior of the Church. If you already know that the application requires Full Faculty, it does not matter which option you select.

Area affected by proposed works  Edit


☐ Church buildings etc.

☒ Churchyard

Save & come back later

Cancel

Next

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3. You will arrive at List A

Step 1

Step 2

Step 3

If the proposed works match one of the "List A" items below, you can either select that item and click Next or proceed with the works without further ado.

If the proposed works do not match one of the "List A" items, select "None of the above" to proceed.

If in doubt, contact your DAC Secretary for advice <http://www.churchcare.co.uk/churches/church-buildings-council/who-s-who/dacs/dac-contact-details>

☐ (A7-1) The introduction and maintenance of equipment for maintenance of the church and churchyard

☐ (A7-2) The repair of paths and other hard-surfaced areas, including resurfacing in the same materials and colour

☒ (A7-3) The routine maintenance of, repairs to, and like for like replacement of fences and gates (but not lychgates, walls or historic railings)

Specified conditions:

- The works do not involve any new disturbance below ground level

1. Scroll to the bottom of the page
2. Click **None of the above**
3. Click **Next**

☐ (A8-3) The removal of dead branches from a living tree

Specified conditions:

- Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards

 ☒ None of the above

[Previous](#)

[Save & come back later](#)

[Cancel](#)

[Next](#)



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4. You will arrive at List B
5. Select the appropriate List B matter which you want to apply for. Don't forget to read the conditions

Step 1


Step 2

Step 3

Works on this list require the permission of your Archdeacon who will obtain advice from the DAC members or offices before making a decision. The Archdeacon may impose conditions on the works, which must be adhered to.

If the proposed works match one of the "List B" items below, please select that item, otherwise select "None of the above" to apply for full Faculty.

[Edit](#)

 ☒ (B5-1) The introduction of benches in a churchyard

Specified conditions:

- No bench has an inscription on it which would not be permitted on a monument in the churchyard under the applicable churchyard regulations made or approved by the chancellor

6. Scroll to the bottom of the page
7. Click **Finish**

☐ (B6-3) All other works to trees (whether or not prescribed in List A) except felling

Specified conditions:

- If applicable, the law relating to the preservation of trees in respect of which a tree preservation order is in force or which are in a conservation area is complied with
- Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards

☐ None of the above

[Previous](#)

[Save & come back later](#)

[Cancel](#)

[Finish](#)



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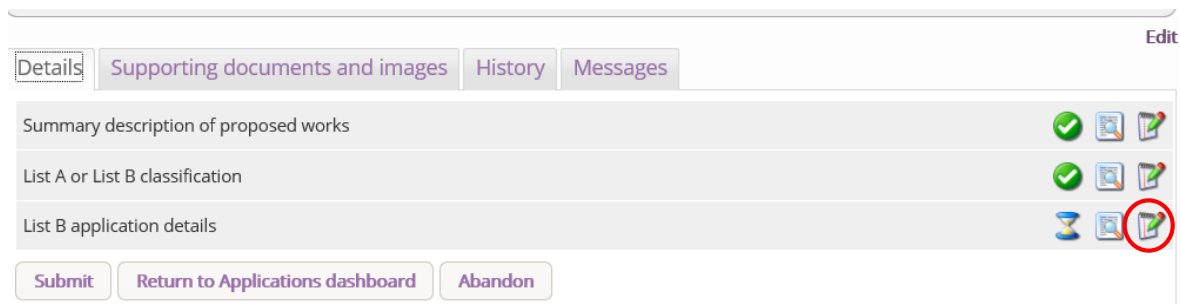
List B application details

Your Archdeacon may need further information about the work you wish to undertake before they can give you permission to start.

You should contact your [DAC office](#) for advice on the type of information to provide – please note this will be different for each application.

To describe your proposal in further detail:

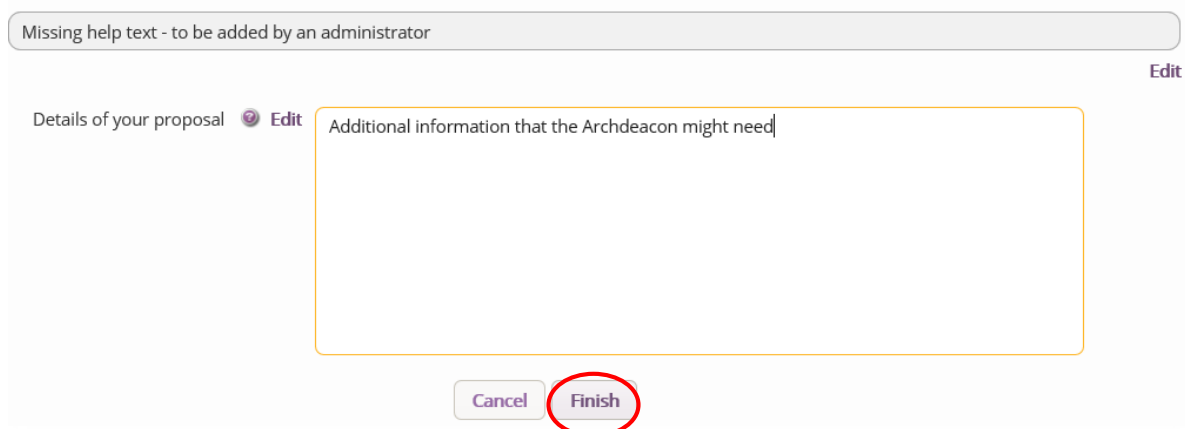
1. Click the **edit** icon next to the “List B application details” form



The screenshot shows a web interface with a top navigation bar containing tabs: 'Details', 'Supporting documents and images', 'History', and 'Messages'. The 'Details' tab is active. Below the tabs, there are three rows of information: 'Summary description of proposed works', 'List A or List B classification', and 'List B application details'. Each row has a green checkmark icon and a document icon with a pencil. The 'List B application details' row has a red circle around the pencil icon. At the bottom, there are three buttons: 'Submit', 'Return to Applications dashboard', and 'Abandon'.

2. Type additional details about your proposal in the text box
3. Click **Finish**

Application Details

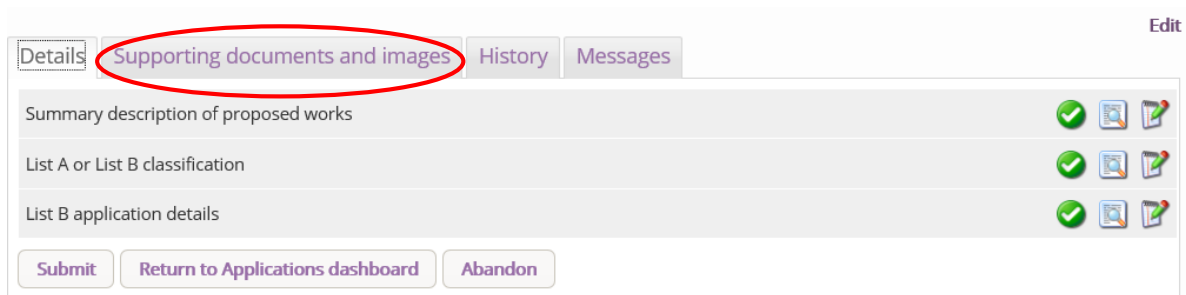


The screenshot shows a web interface titled 'Application Details'. Below the title, there is a grey bar with the text 'Missing help text - to be added by an administrator'. Below this, there is a section labeled 'Details of your proposal' with an 'Edit' icon. To the right of this label is a large text box containing the text 'Additional information that the Archdeacon might need'. At the bottom of the text box, there are two buttons: 'Cancel' and 'Finish'. The 'Finish' button is circled in red.

Supporting Documents and Images

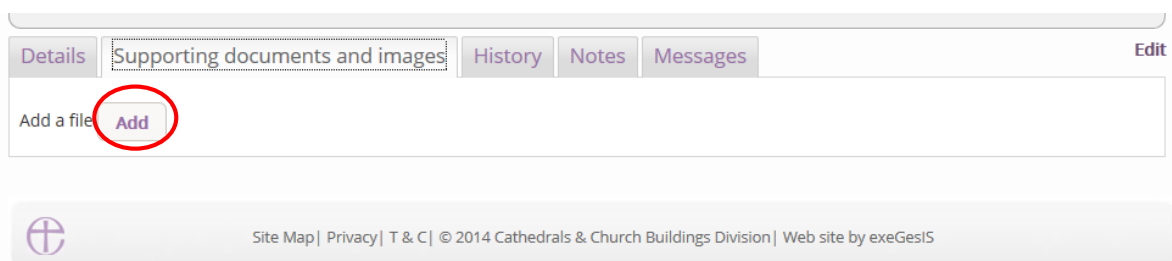
To attach any additional documents and/or images to your application:

1. Go to the **Supporting Documents and Image** tab



The screenshot shows the 'Supporting documents and images' tab selected. The tab is circled in red. Below the tabs, there are three rows of information: 'Summary description of proposed works', 'List A or List B classification', and 'List B application details'. Each row has a green checkmark icon, a document icon, and a pencil icon. At the bottom, there are three buttons: 'Submit', 'Return to Applications dashboard', and 'Abandon'.

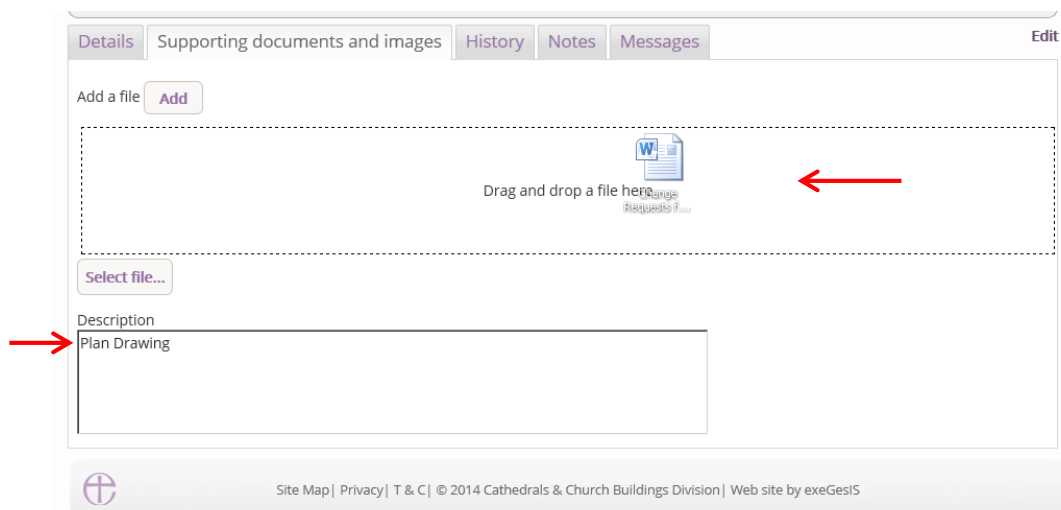
2. Click **Add**



The screenshot shows the 'Add a file' section. The 'Add' button is circled in red. Below the 'Add a file' text, there is a large dashed box for file upload. At the bottom, there is a 'Select file...' button. The footer contains a site map, privacy policy, and copyright information for 2014 Cathedrals & Church Buildings Division.

Option 1

3. You can **Drag & Drop** a file into the middle of the box using your computer's mouse
4. Insert a summary **description** of the file you have attached (e.g. Plan Drawing)



The screenshot shows the 'Add a file' section. A file icon is being dragged into the dashed box. A red arrow points to the 'Add' button. Below the dashed box, there is a 'Select file...' button. Below that, there is a 'Description' field with the text 'Plan Drawing'. A red arrow points to the 'Description' field. The footer contains a site map, privacy policy, and copyright information for 2014 Cathedrals & Church Buildings Division.

5. Notice that the file has uploaded (you can delete it by click on the trash can next to it)
6. Click **Upload**

Details | Supporting documents and images | History | Notes | Messages | Edit

Add a file [Add](#)

Drag and drop a file here

[Select file...](#)

Church Plan.bmp

Upload

Description
Plan Drawing

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7. The file has successfully attached.

Signed in as: [jp_chancellor@esdm.co.uk](#) | [Home](#) | [Sign Out](#) | [My Account](#) | [Site Map](#)

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Application Ref: **2014-000018** Church: **[Ambridge: St Stephen's \(Test\)](#)**
 Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
 Status: **Awaiting Chancellor's determination** Logged By: **[Mrs Fiona Petty \(Thu 07 Aug 2014\)](#)**
 Summary: **A new test (SE)**

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

Details | Supporting documents and images | History | Notes | Messages | Edit

File Name	Description	Size	Modified	Uploaded By
Church Plan.bmp	Plan Drawing	151318	04/11/2014 10:43:05	Julie Patenaude

Add a file [Add](#)

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8. To add a second document – click add – and repeat the process.

Option 2

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

Details Supporting documents and images History Notes Messages Edit

Add a file Add

Drag and drop a file here

Select file...

Description

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2. **Locate** the file on your computer. **Select** it. Click **Open**.

Choose File to Upload

Registrar UAT - CASE DOCS - Petitioner

File name: Church Plan All Files (*.*)

Open Cancel

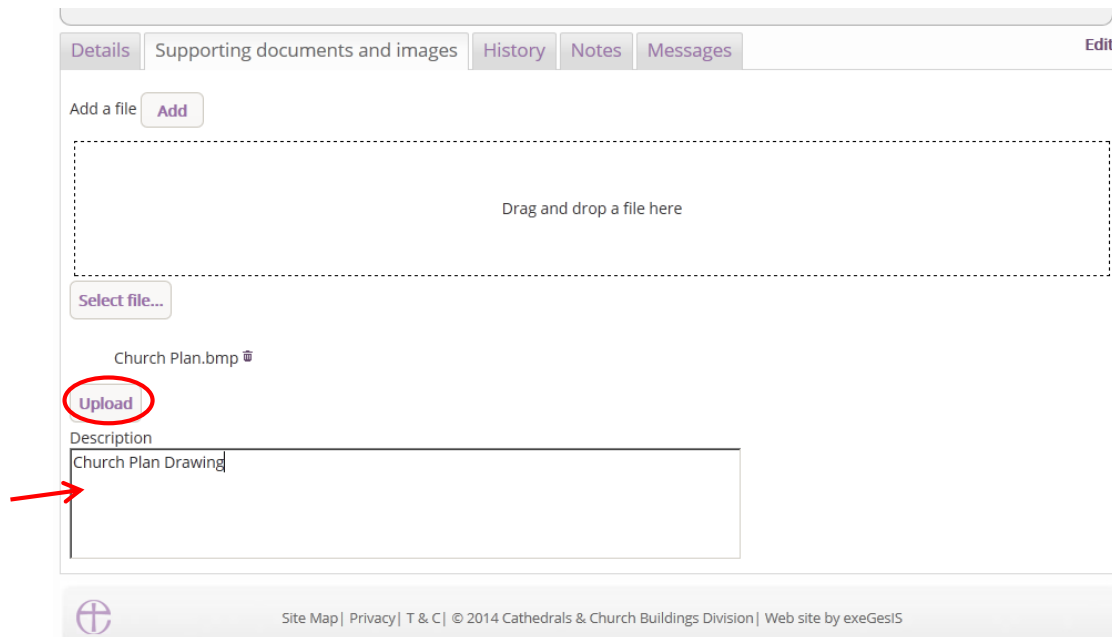
Drag and drop a file here

Select file...

Description

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3. Insert a summary **description** of the file you have attached (e.g. Church Plan Drawing)
4. Click **Upload**



Details Supporting documents and images History Notes Messages Edit

Add a file [Add](#)

Drag and drop a file here

[Select file...](#)

Church Plan.bmp

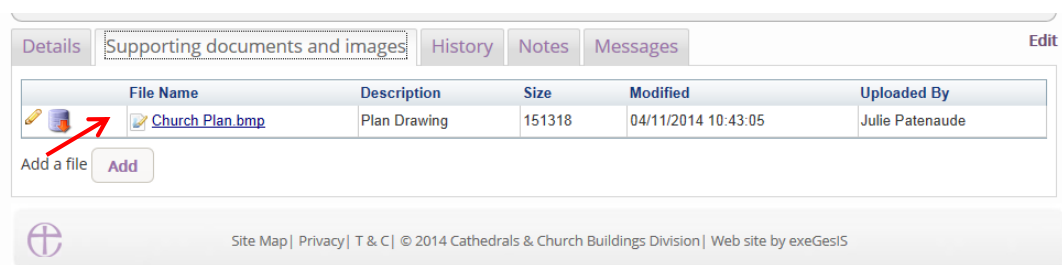
Upload

Description


Church Plan Drawing

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5. The file has successfully attached



Details Supporting documents and images History Notes Messages Edit

File Name	Description	Size	Modified	Uploaded By
 Church Plan.bmp	Plan Drawing	151318	04/11/2014 10:43:05	Julie Patenaude

Add a file [Add](#)

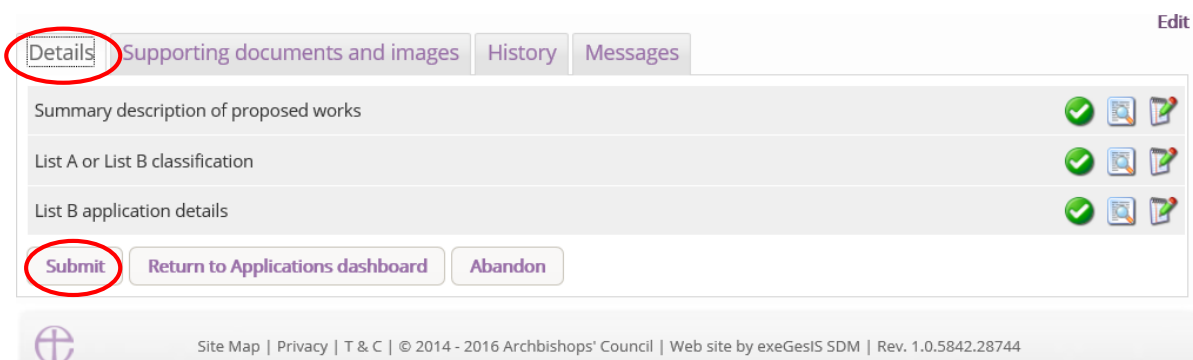
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6. To add a second file – Click Add – and repeat the process

Sending the List B application to your Archdeacon

Once you are ready to send the application to your Archdeacon:

1. Go to the Details tab
2. Click Submit



Details Supporting documents and images History Messages Edit

Summary description of proposed works

List A or List B classification

List B application details

Submit [Return to Applications dashboard](#) [Abandon](#)

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