

Online Faculty System

HOW TO FILL IN THE PUBLIC NOTICE

JULIE PATENAUDE

The Public Notice – An Overview

Most faculty applications need to be put forward for public consultation to give people the chance to comment on your proposal; this is called the public notice.

You will need to complete the public notice form, print off at least two copies, and display them inside and outside your church building on a notice board or in a prominent position so that it can be read by the public.

If your application relates to a parish church, display the public notice at the parish church.

If your application relates to a church or place of worship, which is not a parish church, display the public notice:

1) at the church or place of worship in the application

AND

2) at the parish church in your parish.

The public notice typically lasts for a continuous period of 28 days – meaning that you cannot take the notice down and put back up later. Those 28 days, however, do not include the day you put the form up or the day you take it down. This is why the Online Faculty System will send you a reminder to take down your form on the 30th day.

Once you have displayed your public notice form, you can send your faculty application to the Registrar. Do not send your application to the Registrar before you have displayed your public notice form – they might ask you to repeat this process.

If any member of the public wishes to see the documents relating to your application, you will need to print them off the Online Faculty System. There is currently no public access to the planning portal.

At the end of the public notice period, take down your notice, complete the certificate of publication at the bottom of the form, and post it to your Registry.

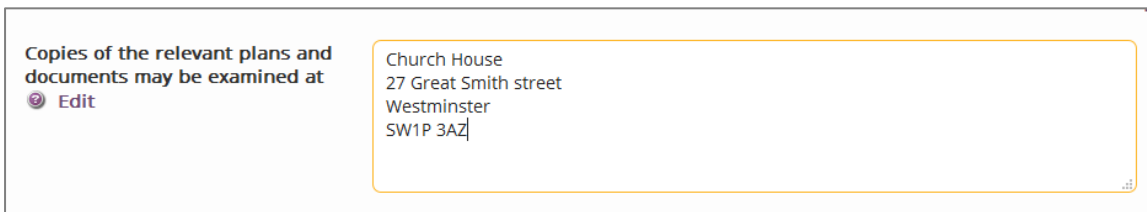
The Online Process

To complete the public notice form online:

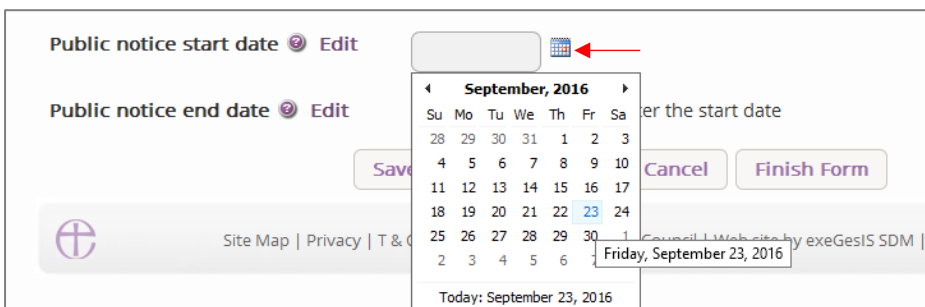
1. Click the Edit button



2. Type in the address where the documents relating to your application can be seen by members of the public

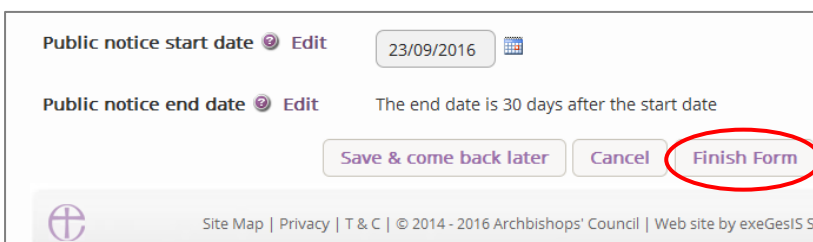
A screenshot of a form field for an address. On the left, it says 'Copies of the relevant plans and documents may be examined at' followed by a magnifying glass icon and the word 'Edit'. The address field contains the text: 'Church House', '27 Great Smith street', 'Westminster', and 'SW1P 3AZ'.

3. Click the calendar to select the date you will put up your public notice form.

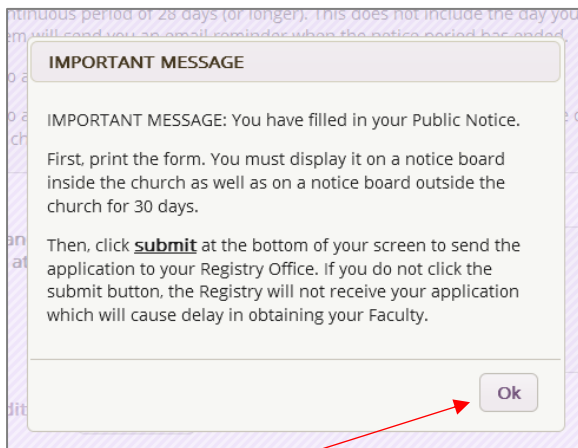
A screenshot of the date selection interface. It shows 'Public notice start date' and 'Public notice end date', both with 'Edit' links. A calendar pop-up is open, showing 'September, 2016'. A red arrow points to the calendar icon next to the start date field. The calendar shows the 23rd of September is selected. Below the calendar, there are 'Save', 'Cancel', and 'Finish Form' buttons. The footer of the page includes 'Site Map | Privacy | T & C' and '© 2014 - 2016 Archbishops' Council | Web site by exeGesIS SDM'.

Remember not to send the application to the Registrar before you have displayed the form.

4. Click Finish form

A screenshot of the final step of the form. It shows 'Public notice start date' set to '23/09/2016' and 'Public notice end date' with the text 'The end date is 30 days after the start date'. At the bottom, there are three buttons: 'Save & come back later', 'Cancel', and 'Finish Form'. The 'Finish Form' button is circled in red. The footer of the page includes 'Site Map | Privacy | T & C | © 2014 - 2016 Archbishops' Council | Web site by exeGesIS SD'.

5. Read the important message. It reminds you that you will need to click submit to actually send the application to the Registrar – we will discuss this again later.

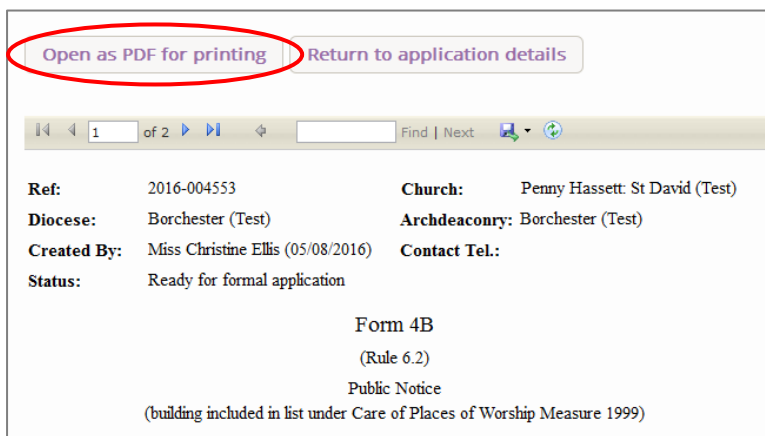


6. Click Ok

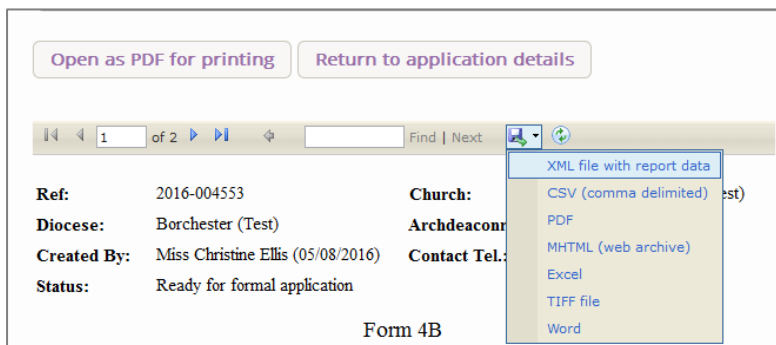
7. Click the View icon to open the printable public notice form



8. Click Open as PDF for printing – this will open the form as a PDF file. You can then easily print it. Don't forget to print at least two copies.

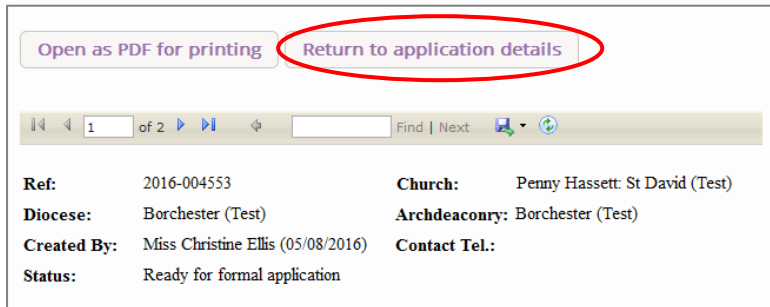


8a. You can choose to open the form in a different format if you wish



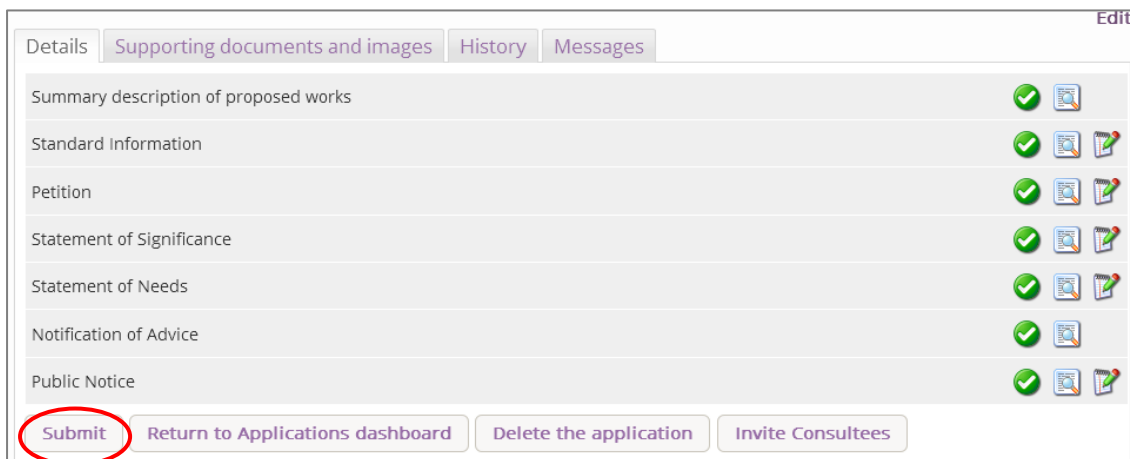
9. Go and put up your notices inside and outside your church. Somewhere where people can see them.

10. Return to the Online Faculty System. If you still have the same screen open, click Return to Application Details. This will allow you to exit the public notice form and return to the application's main page.

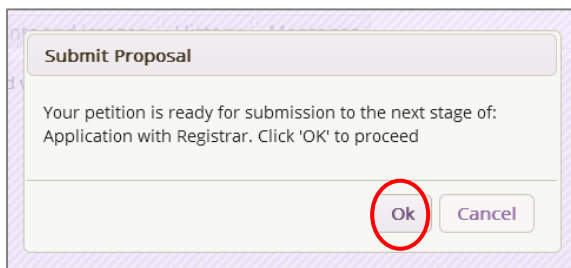


11. Click Submit to send the application to the Registrar.

Please make sure your application is complete before you send it to the Registrar. You will not be able to change it after this.



12. Read the pop-up message and click OK to proceed.



The End of the Public Notice – What next?

Thirty days after the date you selected during Step 3 (select the date you will put up your public notice form), the Online Faculty System will send you an email to remind you to take down the public notice form.

More importantly, you must complete the Certificate of Publication and post it to the Registrar. This is NOT done online.

You will find the Certificate of Publication at the bottom of the Public Notice form.

Certificate of publication	
I, _____ (name), a petitioner, or acting on behalf of a petitioner, certify that a copy of this public notice was displayed during the period from 23/09/2016 to 23/10/2016 (inclusive)	
1. inside the building, and	
2. outside the building on a notice board [or _____] where it could be read by the public.	
Signed _____	
(signature of petitioner or person acting on behalf of petitioner)	
Date _____	

1. Fill in the missing information
2. Sign it
3. Date it
4. Post it to the Registrar