

Online Faculty System

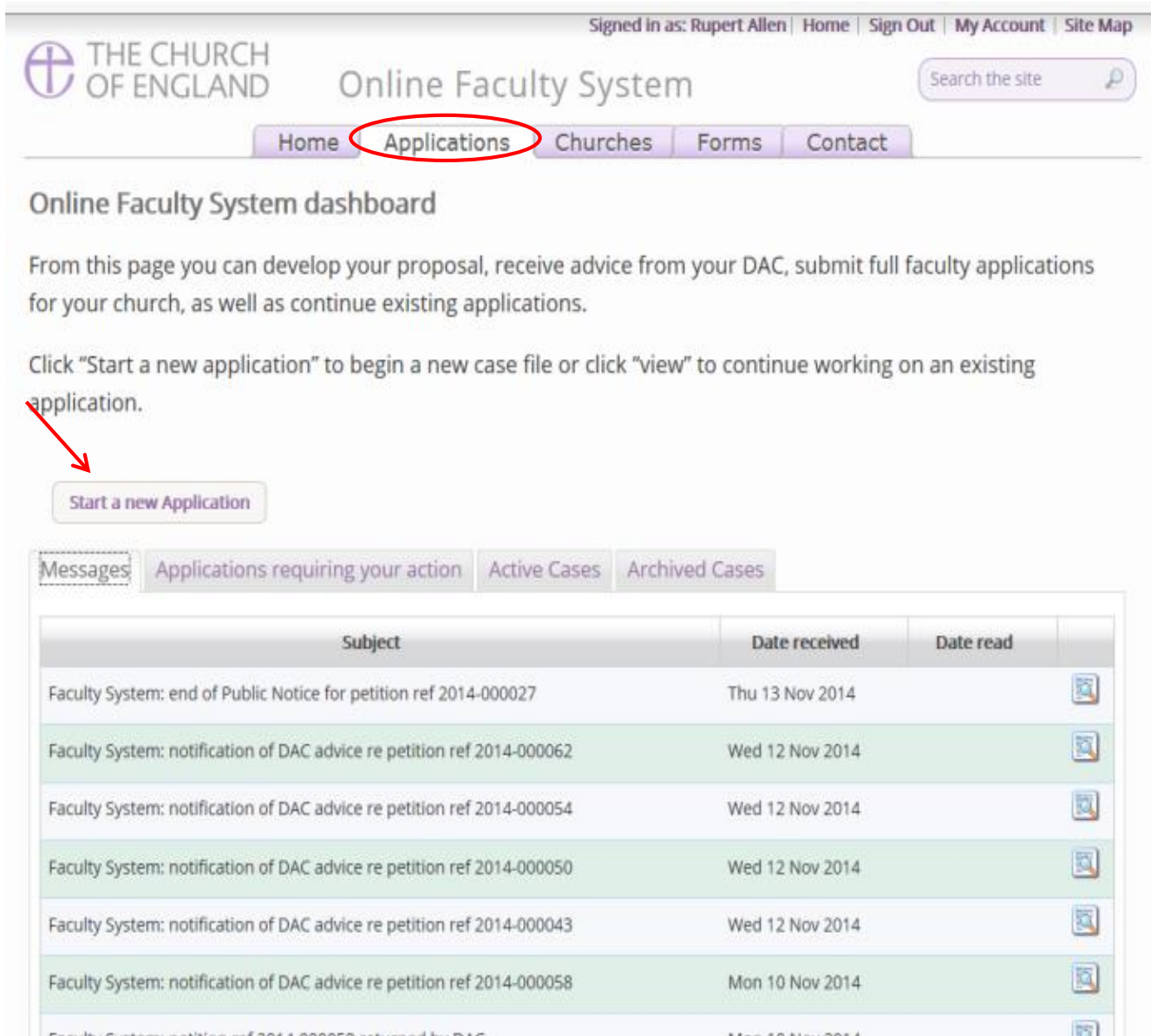
RECORDING A LIST A MATTER

JULIE PATENAUDE

Recording a List A Matter

You can use the Online Faculty System to record works that you have undertaken at your church, which fall under [List A](#) of the Faculty Jurisdiction Rules. These matters do not require permission from your Archdeacon nor do they require a Faculty.

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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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

Cancel Finish

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

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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

Cancel **Finish**

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Church building or Churchyard

Is the work you are recording happening to the building or within the churchyard?
Not sure? Read [List A](#) to find out.

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**

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. Select the appropriate List A matter which you want to record. Don't forget to read the conditions

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

4. Scroll to the bottom of the page
5. 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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6. A message confirms that you have selected a List A matter

Awaiting List A classification

Application Ref: **2015-001075**
Diocese: **Borchester (Test)**
Status: **Awaiting List A item selection**
Summary: **testing**

Church: **Ambridge: St Stephen's (Test)**
Archdeaconry: **Felpersham (Test)**
Logged By: **Mrs Fiona Petty (Wed 30 Dec 2015)**



You selected an item of work from "List A". Works on this list do not require any permission. You may proceed without further ado.
If in doubt, contact your DAC Secretary <http://www.churchcare.co.uk/churches/church-buildings-council/who-s-who/dacs/dac-contact-details>

Edit

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



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7. If you are **certain** that the work you wish to undertake falls under List A and complies with all specified conditions, click **Finish**.



You selected an item of work from "List A". Works on this list do not require any permission. You may proceed without further ado.
If in doubt, contact your DAC Secretary <http://www.churchcare.co.uk/churches/church-buildings-council/who-s-who/dacs/dac-contact-details>

Edit

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



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Keeping a copy for your Log Book

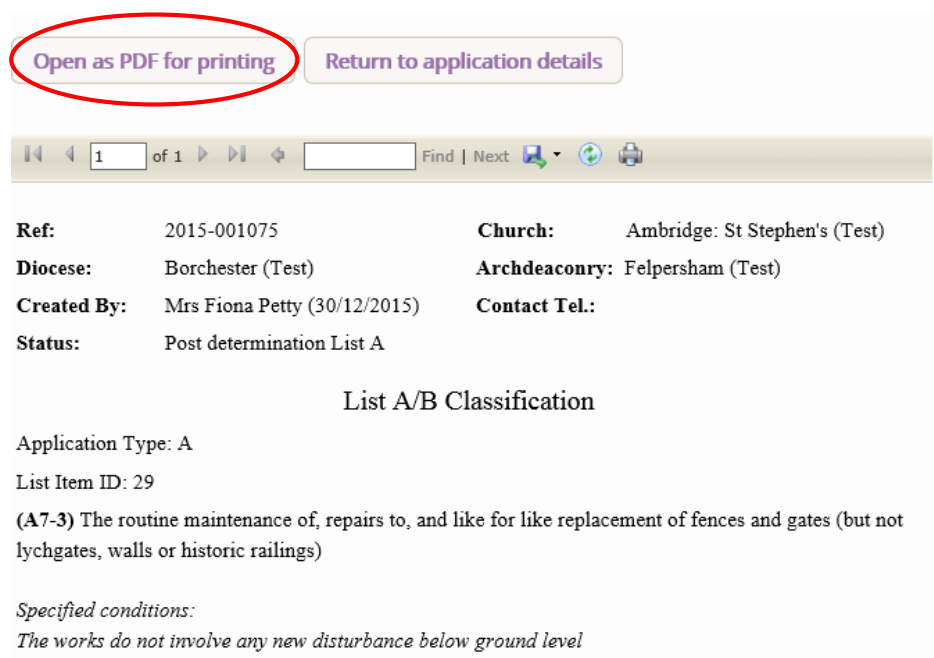
It may be a good idea to print a copy of the List A matter you have just recorded for your Log Book.

1. Click the **View** icon next to the "List A or List B classification" form



The screenshot shows a web interface with tabs for 'Details', 'History', and 'Messages'. Below the tabs is a table with three rows: 'Summary description of proposed works', 'List A or List B classification', and 'Confirmation of List A matters'. Each row has a green checkmark and a document icon. The document icon for the 'List A or List B classification' row is circled in red. At the bottom, there are two buttons: 'Return to Applications dashboard' and 'Abandon'. An 'Edit' link is visible in the top right corner.

2. Click "Open as PDF for printing" to print



The screenshot shows the same web interface as above, but with the 'Open as PDF for printing' button circled in red. Below the buttons is a navigation bar with a search box and icons for back, forward, and print. The main content area displays the following information:

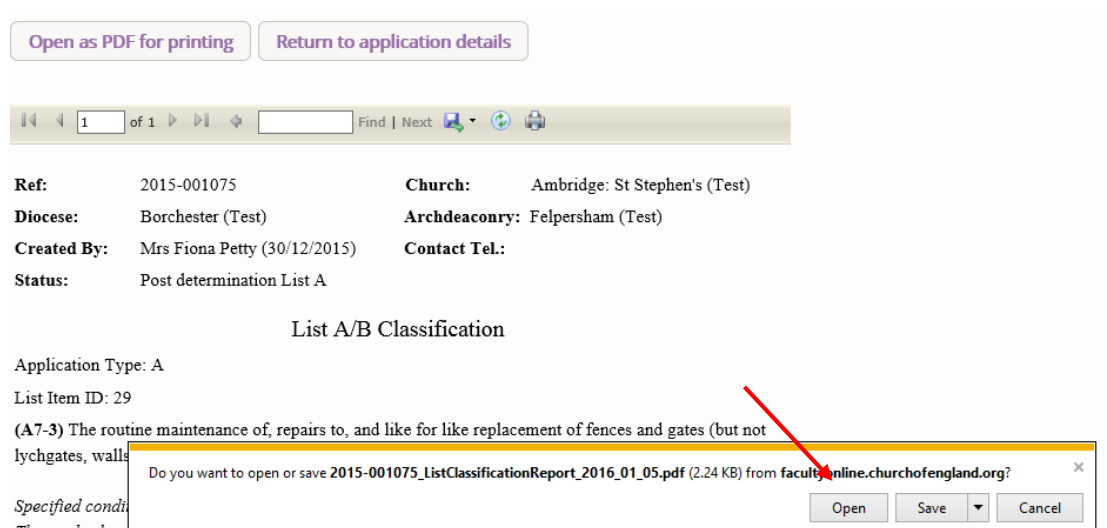
Ref: 2015-001075 **Church:** Ambridge: St Stephen's (Test)
Diocese: Borchester (Test) **Archdeaconry:** Felpersham (Test)
Created By: Mrs Fiona Petty (30/12/2015) **Contact Tel.:**
Status: Post determination List A

List A/B Classification

Application Type: A
List Item ID: 29
(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

3. Click **Open** to open the PDF



The screenshot shows the same web interface as above, but with the 'Open as PDF for printing' button circled in red. Below the buttons is a navigation bar with a search box and icons for back, forward, and print. The main content area displays the following information:

Ref: 2015-001075 **Church:** Ambridge: St Stephen's (Test)
Diocese: Borchester (Test) **Archdeaconry:** Felpersham (Test)
Created By: Mrs Fiona Petty (30/12/2015) **Contact Tel.:**
Status: Post determination List A

List A/B Classification

Application Type: A
List Item ID: 29
(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

A file dialog box is open, showing the file name '2015-001075_ListClassificationReport_2016_01_05.pdf (2.24 KB)' and the source 'faculty.online.churchofengland.org?'. The 'Open' button is highlighted with a red arrow.

- Once the **PDF file** is open, go to the top left corner of the file.
- Click **File**
- Click **Print**

