

Online Faculty System

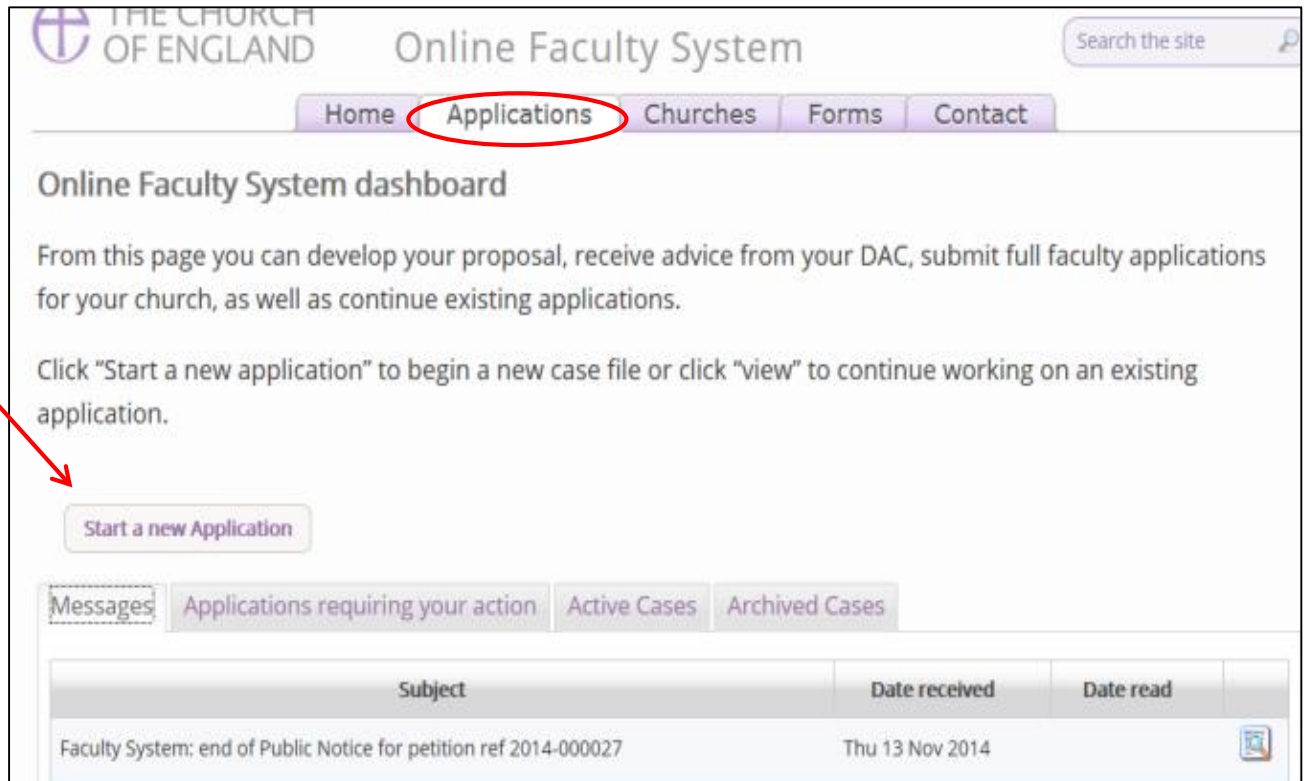
STARTING A FACULTY APPLICATION

JULIE PATENAUDE

Starting a Faculty Application

You can use the Online Faculty System to seek your DACs advice and apply to your Chancellor for permission to undertake works which fall under 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**



THE CHURCH OF ENGLAND Online Faculty System

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.

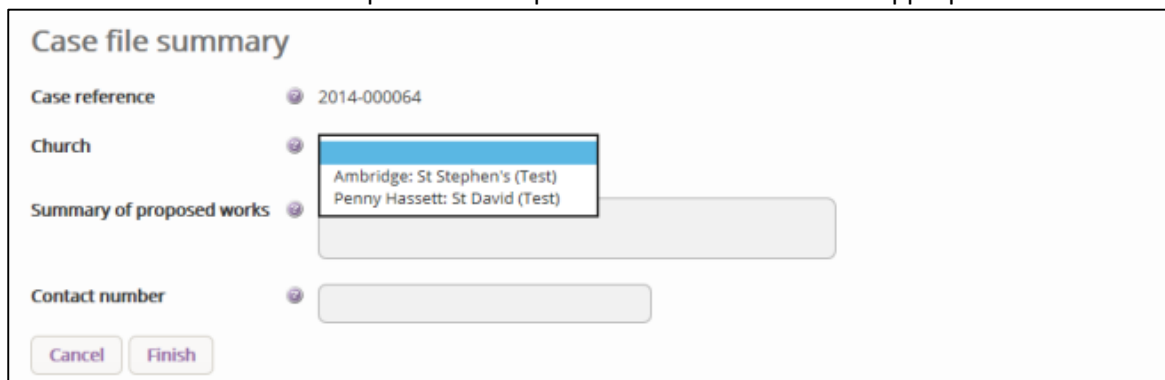
Start a new Application

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	

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



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

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**

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**

Church building or Churchyard

Because you are apply for Faculty, it does not matter which option choose here.

1. Select **ANY** 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)

Edit

4. Scroll to the bottom of the page
5. Click **None of the above**
6. 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


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7. You will arrive at List B

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.

(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*

(B5-2) The replacement of gas or oil tanks

Edit

30 Ma

8. Scroll to the bottom of the page

9. Click **None of the Above**

10. Click **Finish Form**

(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


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11. You have started a Faculty case file

DetailsSupporting documents and imagesHistoryMessagesEdit

Summary description of proposed works	  
Standard Information	  
Petition	  
Statement of Significance	  
Statement of Needs	  

SubmitReturn to Applications dashboardDelete the applicationInvite Consultees