



Diocesan Advisory Committee for the Care of Churches

REQUEST FOR FORMAL ADVICE FROM THE DAC

As requested, I am pleased to enclose application forms to enable you to seek formal advice from the DAC, as the first stage of the process of petitioning for a faculty.

Please note that these forms came into force on 1 January 2016 and replace Form A1 and the Questionnaire, which you may have used in previous years.

Please ensure that you read the notes below, together with the commentary attached to the forms, before submitting your request and that you supply copies of **all** the information requested. Any omissions could result in your application being delayed, as the DAC will be unable to reach a decision until they have all the relevant information. All paperwork should be returned to Church House, marked for the attention of the DAC Secretary.

1. You should inform your Archdeacon that you are submitting a request for formal advice and give brief details of the general nature of the proposals. This will enable them to assist the DAC when the application is considered.
2. You should submit **two** copies of **all** documentation, including:
 - (a) A detailed specification from the architect, which should include preliminaries and the requirements for site supervision, the minimum levels of insurance and the requirements for fulfilling the obligations set down in the Construction (Design and Management) Regulations 2015.
 - (b) If a detailed specification has been prepared by someone other than your architect (e.g. a mechanical specification by a heating engineer) then a letter from your architect, commenting on the proposals, should accompany the papers. If work is to be undertaken inside the church, information should also be provided regarding adequate protection of the organ.
 - (c) Reports/specifications from other specialists involved in the project (e.g. conservators, organ builders etc.)
 - (d) The Statement of Need and Statement of Significance (where relevant)
 - (e) Signed PCC resolution (not the whole set of Minutes, just the relevant section)
 - (f) Where the proposals involve extensions or alterations to existing electrical systems, a current electrical test certificate must be included. (The certificate must be dated within the last five years.)

Diocesan Church House, 211 New Church Road, Hove, East Sussex BN3 4ED
Telephone: 01273 425 690

Email: dac@chichester.anglican.org

The Chichester Diocesan Fund and Board of Finance (Incorporated) Charity No 243134
A Company Limited by Guarantee Registered No 133558
Secretary: Gabrielle Higgins

(g) Working drawings, supporting plans, sketches, photographs and samples (carpet, materials, etc.). Please bear in mind that the DAC will not necessarily have first hand knowledge of your church. The more information you can provide, the easier it will be for the DAC to reach a speedy decision on your application.

3. It is of the utmost importance that the parish seeks to consult those other bodies that may have an interest in the works to be undertaken. The DAC encourages parishes to undertake the necessary consultation **before** a formal application is made to the Committee. If this is not the case, any Notification of Advice issued by the DAC will recommend the organisations that you should approach for comments before you petition the Chancellor and this may delay the issue of a faculty. Your inspecting architect or the DAC Secretary will be able to advise you on the appropriate bodies to be contacted.
4. Many parishes have found it helpful to involve the DAC at the very earliest point in any proposals by seeking informal advice. This often saves time and money at a later stage when the DAC may have comments to make on plans already prepared by an architect.
5. If you wish your request to be considered at the next DAC meeting, all the relevant forms and supporting documentation must be returned by the appropriate closing date. A list of forthcoming meeting dates and associated closing dates, is attached.

Please make sure a copy is kept of all the papers you send to this department. The small additional cost of “recorded delivery” may be worth considering.

If you would like to receive an acknowledgement of safe receipt of your application, please enclose a stamped, self-addressed envelope when returning the completed forms.

6. Either an appropriate Notification of Advice, or a letter summarising the committee’s observations will be posted within a week of the DAC meeting. At what is always a busy time for the department, it would help if you did not telephone to ascertain the progress of your petition, as this can delay production of the relevant correspondence.
7. All correspondence regarding your application will be addressed to the person nominated as the parish’s contact. It will be his/her responsibility to circulate such correspondence to appropriate members of the parish and the inspecting architect.
8. **Parishes should remember that the DAC does not give permission to carry out work. Its recommendation is to the Chancellor or the Archdeacon who grants the necessary faculty and it is only at this stage that works may commence.**

Please do not hesitate to contact Church House should you have any queries or concerns about your application.

Secretary
Diocesan Advisory Committee for the Care of Churches

APPLICATION FORMS

Please ensure that you read these notes before completing the attached forms. Time spent on answering the questions in accordance with the instructions will assist the processing of your petition.

“Request to the DAC for Formal Advice”

Please include a brief outline of the proposals to be considered by the Committee – this wording will be shown on the Notification of Advice, when issued. Page 2 of the form should be signed by the three petitioners (normally the incumbent and two churchwardens) and dated. As you will see, there is also a checklist of the documentation to be included as part of your application.

Form 1A – Standard Information

This is a provision under the 2015 Rules and comprises generic information about the church. It forms part of the application paperwork for all applications, but once completed, can be retained by the parish and simply reprinted as required. It is recommended that the form should be checked before each subsequent application, to ensure that all the information is still valid – e.g. name of inspecting architect.

When completing this form, please ensure that you give the name of the individual appointed as your inspecting architect, not just the name of the firm.

Questionnaire (part of Form 3A – the petition for faculty form)

A. Professional Advice

Please ensure that this section is completed in every case.

B. Changes to the interior and/or exterior of the church

The **Statement of Significance** should describe the significance of the church in terms of its special architectural and historic interest (including any contribution made by its setting) and any significant features of artistic or archaeological interest that the church has so as to enable the potential impact of the proposals on its significance, and on any such features, to be understood (Rule 4.3(1)). Further advice on the production of the Statement can be obtained from Church House.

The **Statement of Needs** should set out clearly and succinctly the justification for the proposal (Rule 4.3(2)). If the proposal is likely to result in harm to the significance of the church as a building of special architectural or historic interest, the Statement of Needs must set out the basis on which the petitioners contend that the proposal would result in public benefit that outweighs that harm (Rule 4.3(2)). It is important that the parish turns its mind to this question at the time the proposal is being formulated and sets out a cogent case, since this is central to the legal test which will be applied by the chancellor when determining whether to grant or refuse the faculty. Further advice on the production of the Statement can be obtained from Church House.

C. Financial information

This information is required to help the Chancellor or Archdeacon to decide whether there should be a condition in the Faculty as to phasing of work to match the timing of the availability of funds or as to when the work may commence.

D. Permissions from other bodies

A Faculty cannot override the requirements of general legislation, so it is necessary to have answers to these questions. As each planning authority follows slightly different criteria for planning permission, it is essential that you should consult your local authority for advice and that a written response should be obtained, even if the decision is that a planning application is not required.

E. Archaeological matters

If this section is applicable, you should ask the church's inspecting architect to help you complete it.

F. Consultation for works of alteration to the exterior or interior of a listed church

Certain heritage bodies have a right to be consulted as an integral part of the faculty jurisdiction. The earlier this consultation takes place the better, particularly when sizeable or controversial projects are being contemplated. The primary reason for this is practical. Consultee bodies are sources of expert opinion whose views can often help improve projects or refocus preliminary thinking. The sooner they are afforded the opportunity of comment the better for all concerned. Omitting to consult will only cause delay at later stages since the DAC can recommend consultation (Rule 4.5(6)), and the chancellor can order it (Rule 9.3) unless satisfied that it has already taken place.

For further guidance on consultation with some or all of the bodies listed, and their addresses, consult either your inspecting architect or the DAC Secretary at Church House.

G. Church insurance

Nearly all work affects the security of the building and the insurance company should be notified at an early stage.

Some cases of accidental injury to volunteers have necessitated the protection of the parochial church council against a claim for damages.

H. Details of contractors

This information is required both for the record and to ensure that appropriately qualified and experienced contractors are used.

I. Time for work

This is required to enable an appropriate period of time for completion of the work to be included in the Faculty.

J. Archdeacon's licence

You should submit this petition *not later than two months before the expiry of the period* in the licence.

K. PCC resolution

Where an emergency Faculty is sought, the petition may be submitted before holding a meeting of the parochial church council, provided it is supported by a resolution of the standing committee.

L. The Diocesan Advisory Committee

This section should only be completed once the DAC has considered your application and issued the appropriate Notification of Advice.

M. Further information

Please ensure that this section is completed in every case, with the assistance of your inspecting architect if required.

This question allows scope for the parish to provide any additional information, not covered by the above sections, but which it feels will provide additional support for the application.

Please ensure that the questionnaire is signed by the three petitioners and dated. The signatures of the petitioners must be hand-written and not typed.



DIOCESE OF CHICHESTER

REQUEST TO THE DAC FOR FORMAL ADVICE

Name of Church **St Michael and All Angels,**
in the Parish of **Berwick.....**
in the Archdeaconry of **Brighton and Lewes.....**

Person in parish who may be contacted if further information is required:

Name: Revd Peter Blee.....
Address: The Parsonage
 Berwick

Postcode: BN26 6SR
Telephone number: 01323 870512.....

BRIEF OUTLINE OF PROPOSED WORKS OR OF ADVICE SOUGHT


The replacement of the existing Victorian and 20th Century fixed pews with stackable pews made by Treske. The existing pews to be sold and the memorial plaques on the 20th century pews to be retained and archived.

If the DAC decides to recommend these proposals, a notice will be displayed on the Diocesan Website for 28 days. If you do not wish this to happen automatically, please tick this box. (If you tick the box you must inform the DAC by email immediately upon a Public Notice being displayed at the church. Failure to do so will delay the issue of a Faculty).

Please enclose two copies of the following documentation (please tick appropriate boxes):

- | | | |
|----|---|---|
| 1 | Form 1A – Standard Information (To be completed for all applications) | <input checked="" type="checkbox"/> |
| 2 | Questionnaire (part of form 3A) (To be completed for all applications) | <input checked="" type="checkbox"/> |
| 3 | Statement of Significance | <input checked="" type="checkbox"/> |
| 4 | Statement of Needs | <input checked="" type="checkbox"/> |
| 5 | Detailed specification from the architect, including preliminaries, requirements for site supervision, minimum levels of insurance, requirements of CDM Regulations 2015 OR Letter from your inspecting architect, commenting on the proposals (where the specification has been prepared by someone else, e.g. heating engineer) | <input checked="" type="checkbox"/> <input type="checkbox"/> |
| 6 | Reports/specifications from other specialists involved in the project, where appropriate (e.g. conservators, organ builders etc.) | <input checked="" type="checkbox"/> |
| 7 | Current electrical test certificate, where proposals involve extensions or alterations to existing electrical systems | <input type="checkbox"/> |
| 8 | Extract of PCC Minute(s) relating to proposed works or advice sought, together with voting figures (To be sent for all applications) | <input checked="" type="checkbox"/> |
| 9 | Working drawings, supporting plans, sketches, photographs and samples (carpet, materials) as appropriate | <input checked="" type="checkbox"/> |
| 10 | Confirmation that the church’s insurance company has been notified of the works (See Section G “Church insurance” on the questionnaire) | <input checked="" type="checkbox"/> |
| 11 | Other relevant correspondence as specified in the questionnaire (e.g. planning permission, approval from Historic England and/or other amenity societies etc.) | <input type="checkbox"/> |

Signed by intending Petitioners:

| Name | Office | Signature |
|------------------------|---|--|
| 1 Peter Blee..... | Rector |  |
| 2 Ruth Nares | Churchwarden | |
| 3 Crispin Freeman..... | Treasurer / NLHF Project Team / Berwick Conservation Trust | |

Dated:18/11/20.....



DIOCESE OF CHICHESTER

DIOCESE OF
CHICHESTER



Form 1A (Rules 4.2 and 5.5)

Standard Information

(Parish Churches, etc.)

Church of **St Michael and All Angels**

In the Parish of **Berwick**

Approximate date of church

13th Century, extensive Victorian restoration

Is the church listed?

Yes

If so, please state whether it is grade I, II* or II

I

Is the church, churchyard or any adjoining structure wholly or partly scheduled as an ancient monument?

No

Is the church, churchyard or any adjoining structure in a conservation area?

Yes

If it is, please state which

Berwick Conservation Area

Is the church, churchyard or any adjoining structure in a national park?

Yes

If it is, please state which

South Downs National Park

Is there any evidence that bats use the church, its curtilage or any adjoining structure?

No

Please give details of any privately owned chapels, aisles or windows

n/a

Name of lay rector, if known

n/a

Is the churchyard or burial ground consecrated?

Yes

Has it been used for burials?

Yes

Is it still used for burials?

Yes

If the churchyard or burial ground is no longer used for burials has it been closed by Order in Council?

n/a

If it has, please give the date of the Order

Are there any graves that are identified as war graves by the Commonwealth War Graves Commission?

Yes

Please identify any historic structures, listed tombs, war memorials or significant trees in the churchyard or burial ground

n/a

Please give the name and address of the architect or surveyor appointed for the church under the Inspection of Churches Measure 1955

Richard Andrews
Carden & Godfrey Architects
33 Clerkenwell Close
London EC1R 0AU



Signed:

Date:18/11/20.....

Office or position held:Rector.....

A. PROFESSIONAL ADVICE

Please answer this section in every case

1. Has the architect or surveyor appointed under the Inspection of Churches Measure 1955 been:
- a. engaged in connection with the proposals? Yes
 - b. asked for general advice in relation to these proposals? Yes
2. If another architect or surveyor is being engaged **n/a**

B. CHANGES TO THE INTERIOR AND/OR EXTERIOR OF THE CHURCH

Please answer this section if applicable. Otherwise proceed to section C

3. a. If changes to the interior and/or exterior of the church are proposed, has the PCC prepared a statement of significance and a statement of needs? Yes
- b. If the answer to a. is yes, please supply copies of the statements with this petition.

FINANCIAL INFORMATION

Please answer this section in every case

4. a. What is the estimated cost of the proposed works? £35,000
- b. Who has estimated this cost?
Treske Ltd
- c. Are the proposals wholly to be paid for by someone other than the parochial church council or wholly from funds which have been given to the PCC for the purpose of the proposals? No
- d. If the answer to c. is no, how are the proposals to be paid for? *(Please give figures in the boxes below)*

From:

PCC funds and grant from NLHF

If you are preparing a statement of needs or providing an explanatory statement under section 3c, please include details of any fund raising strategy there

D. PERMISSIONS FROM OTHER BODIES

Please answer this section in every case

- 5. a. Are any external works to the building proposed? Yes No
- b. If yes, have you consulted the local planning authority as to whether planning permission or advertisement consent is required? Yes No
- c. Please include a copy of any reply from the local planning authority.
- 6. a. If required, has outline or full planning permission or advertisement consent been granted? Yes No
- b. Please include a copy of the planning permission or advertisement consent, if any, with this petition.
- 7. a. If any of the proposals affect a scheduled ancient monument, has scheduled monument consent been obtained? Yes No
- b. If yes, please include a copy of the consent with this petition.

E. ARCHAEOLOGICAL MATTERS

Please answer this section if applicable. Otherwise proceed to section F

- 8. a. Have you been advised that the proposals may have archaeological significance? Yes No
- b. If yes, please include any advice received.
- a. Is an archaeologist to be involved and to be given facilities for inspection and recording during the course of the works of excavation or works to the fabric? Yes No

F. CONSULTATION FOR WORKS OF ALTERATION TO THE EXTERIOR OR INTERIOR OF A LISTED CHURCH

Please answer this section if applicable. Otherwise proceed to section G

9. Have you consulted any of the following bodies?

| | | | | |
|---|-----|-------------------------------------|----|--------------------------|
| The Church Buildings Council | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| Historic England | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| The Council for British Archaeology | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| The Ancient Monument Society | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Society for the Protection of Ancient Buildings | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| The Georgian Group | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| The Victorian Society | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| The Twentieth Century Society | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |

If the answer to any of the above is yes, please include copies of any correspondence giving the views of the body concerned and your replies.

10. a. Have you consulted the local planning authority? Yes No

b. If yes, please include correspondence giving its views and your reply.

G. CHURCH INSURANCE

Please answer this section for any work to or in the church

11. Do the proposals involve external scaffolding? Yes No

12. a. Is the work or part of the work to be carried out by voluntary labour? Yes No

b. If yes, has the PCC taken out insurance to protect voluntary labour against the risk of injury during the course of the work? Yes No

13. Have you informed the church's insurance company that work is to be carried out in the church or churchyard? Yes No

14. If the answer to question 13 is yes, please supply a copy of the insurer's approval or letter in reply. Awaited

H. DETAILS OF CONTRACTORS

Please answer this section when you wish to carry out work of any kind

15. Please give the name and address of each contractor to be employed for the different aspects of the works (e.g. builder, electrician, stained glass artist, organ builder etc.)

Contractor 1: Treske- *Station Works Thirsk, North Yorkshire, YO7 4LX Tel: 01845 522770*

I. TIME FOR WORK

Please answer this section in every case

16. a. How soon will the work start after the faculty is granted?

The order will placed as soon as faculty is granted

b. How long is it expected that it will take for the work to be completed?

2 months

17. a. Will it be necessary to hold public worship in another building while the work is being carried out? Yes No

b. If yes, has the Bishop consented to alternative arrangements for public worship? Yes No

J. ARCHDEACON'S LICENCE

n/a

Please answer this section if applicable. Otherwise proceed to section K

18. a. Has the archdeacon granted a licence authorising temporary minor re-ordering? Yes No

b. If yes, please include a copy with this petition.

K. PCC RESOLUTION

Please answer this section, deleting words as appropriate, in every case

19. The parochial church council at its meeting on _____ passed unanimously without dissent among those present and voting a resolution relating to the works or proposals. A copy of the resolution signed by the Chair is included with this petition. There are 10 members of the council.

L. DIOCESAN ADVISORY COMMITTEE

Please answer this section in every case

20. Is a notification of advice from the Diocesan Advisory Committee included with this petition? Yes No

M. FURTHER INFORMATION

Please answer this section in every case

21. Will the work affect any graves? Yes No

22. Are any private rights (including rights in seats in the church) affected by the works or proposals? Yes No

23. If the answer to question 21 or 22 is yes, please provide details in the schedule of works or proposals.

24. Is the information about the church and churchyard included in the most recent quinquennial inspection report still accurate? Yes No

25. If there is any further information that the petitioners would like the court to take into account, details should be set out in a letter or statement included with this petition.

We believe that the facts stated in this petition are true.

Date: 21/8/18



Signed:

.....

(Signature(s) of petitioners or person acting on behalf of petitioners)