

# Online Faculty System

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A DAC Secretary's User Manual

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2022 Rules

**James Miles**

**1<sup>st</sup> July 2022**



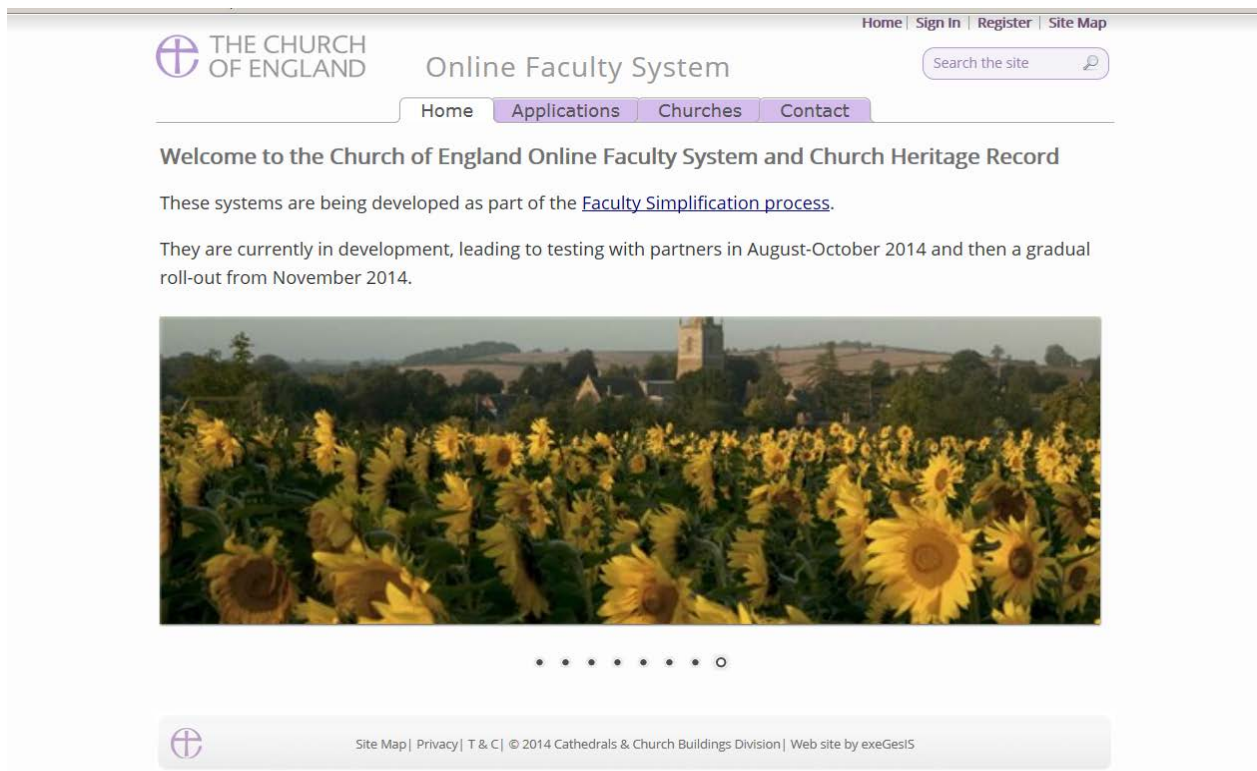
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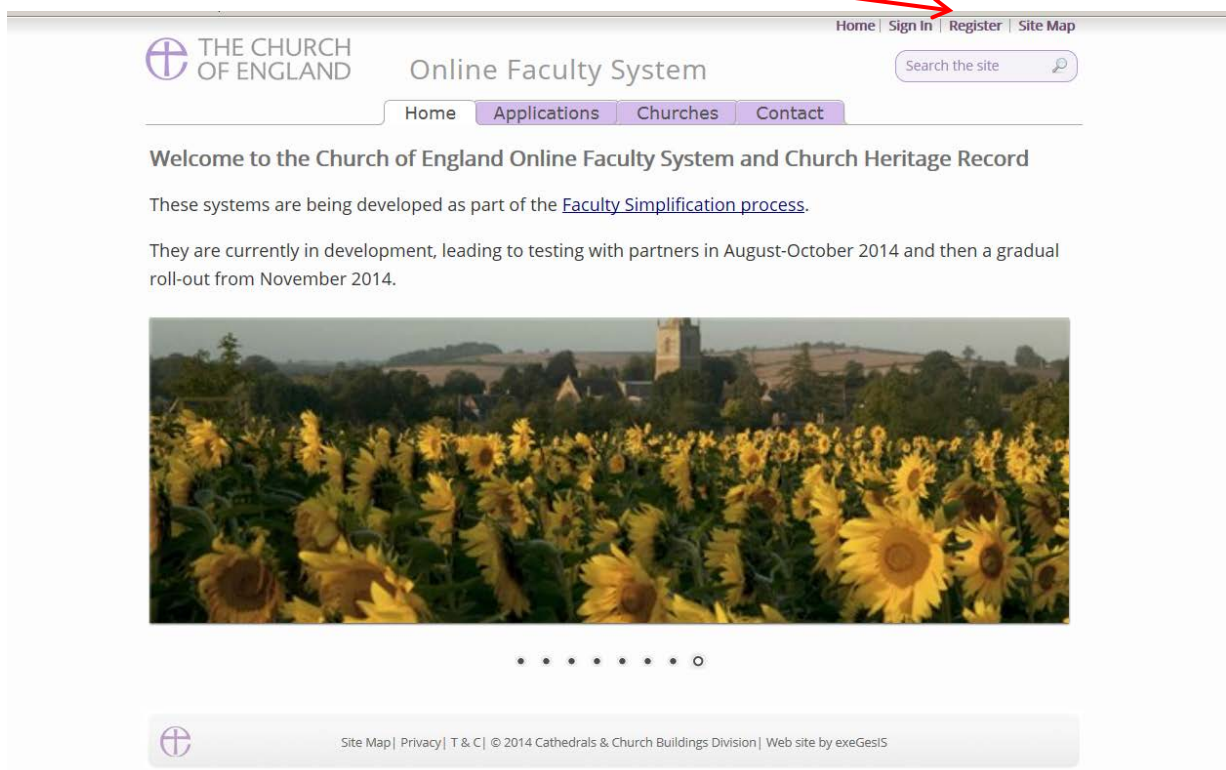
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## How to Register as a DAC Secretary

1. Go to the front page of the website (<https://facultyonline.churchofengland.org>). **N.B.** The picture scrolls and so may be different when you open the web page.



2. Click on **Register**



3. This will take you to the **Create a New Account** page.

The screenshot shows the 'Create a New Account' page for the Online Faculty System. At the top left is the logo for 'THE CHURCH OF ENGLAND' and the title 'Online Faculty System'. At the top right are navigation links: 'Home | Sign In | Register | Site Map'. The main heading is 'Create a New Account'. Below it is the instruction: 'Please complete the form below to register for the Online Faculty System.' The form consists of the following fields and options:

- Email:
- Password:
- Confirm Password:
- Title:
- First Name:
- Last Name:
- Daytime telephone:
- Alternative telephone:
- Address:
- Postcode:
- Email preference:  Daily summary,  Everytime something happens
- Role applied for:  Applicant (to submit petitions),  DAC Secretary,  Archdeacon

At the bottom right of the page, there is a zoom level indicator showing '100%'.

4. Choose the most suitable email address. This is likely to be your work email.

5. You will need to complete **ALL** your contact details (but only one telephone number is required).

6. **Indicate** whether you wish to receive an email about ALL applications in your Diocese:

- Daily summary** (daily summary of work that requires your attention only) Or
- Every time** something changes (an email that is sent everytime something happens)
- Daily Digest** (an email that is sent once a day which groups these every time something happens emails into one)

7. Select the **role** for which you wish to register (in this case DAC Secretary).

8. When you select **DAC Secretary** and scroll down, you'll get a drop-down menu from the Diocese field:

The screenshot shows a registration form with the following fields and options:

- Address:** [Redacted]
- Postcode:** [Redacted]
- Email preference:**
  - Daily summary
  - Everytime something happens
- Role applied for:**
  - Applicant (to submit petitions)
  - DAC Secretary**
  - Archdeacon
  - Registrar
  - Chancellor
  - CCB (Cathedrals & Church Buildings Division)
  - Public (to lodge an objection to an application)
- Diocese:** please select... [Red arrow points to this dropdown]
- MPBX:** Enter the code shown: [Redacted]

The Church of England collects personal information when you register with the Online Faculty System. We will use this information to confirm your role within the faculty application process and manage your account. We may share your information with, and obtain information about you from other registered users. This is to help registered users deal with faculty applications quickly and to reduce the risk of delay. We will not share your information for marketing purposes with companies outside the Church of England.

Please visit our [Privacy Policy](#) and [Terms and Conditions](#) for further details.

I agree to the terms of use.

[Create Account](#)

9. Select your Diocese:

The screenshot shows the registration form with the 'Diocese' dropdown menu open. The list of dioceses includes:

- Bath & Wells
- Birmingham
- Blackburn
- Borchester (Test)
- Bristol
- Canterbury
- Carlisle
- Chelmsford
- Chester
- Chichester
- Coventry
- Derby
- Durham
- Ely
- Exeter
- Gloucester
- Guildford
- Hereford
- Leicester
- Lichfield** (highlighted)
- Lincoln
- Liverpool
- London
- Manchester
- Newcastle
- Norwich
- Oxford
- Peterborough
- Portsmouth
- please select...

The rest of the form fields and text are identical to the previous screenshot.

10. Enter the **security code** as it is shown:

POSTRES TOOLS HELP

Postcode

Email preference  Daily summary  
 Everytime something happens

Role applied for  Applicant (to submit petitions)  
 DAC Secretary  
 Archdeacon  
 Registrar  
 Chancellor  
 CCB (Cathedrals & Church Buildings Division)  
 Public (to lodge an objection to an application)

Diocese

**MPBX** Enter the code shown:

The Church of England collects personal information when you register with the Online Faculty System. We will use this information to confirm your role within the faculty application process and manage your account. We may share your information with, and obtain information about you from other registered users. This is to help registered users deal with faculty applications quickly and to reduce the risk of delay. We will not share your information for marketing purposes with companies outside the Church of England.

Please visit our [Privacy Policy](#) and [Terms and Conditions](#) for further details.

I agree to the terms of use.

11. Please **read the Privacy Policy and Terms and Conditions** and tick the box to say you are happy to agree with these.

12. Click on **Create Account**

13. You will receive an email asking you to confirm your registration by clicking a link. This is to prevent other people from registering with your email address.

14. Please **click on the link** to confirm that your email address is yours.

15. The CCB will then be asked to approve your registration.

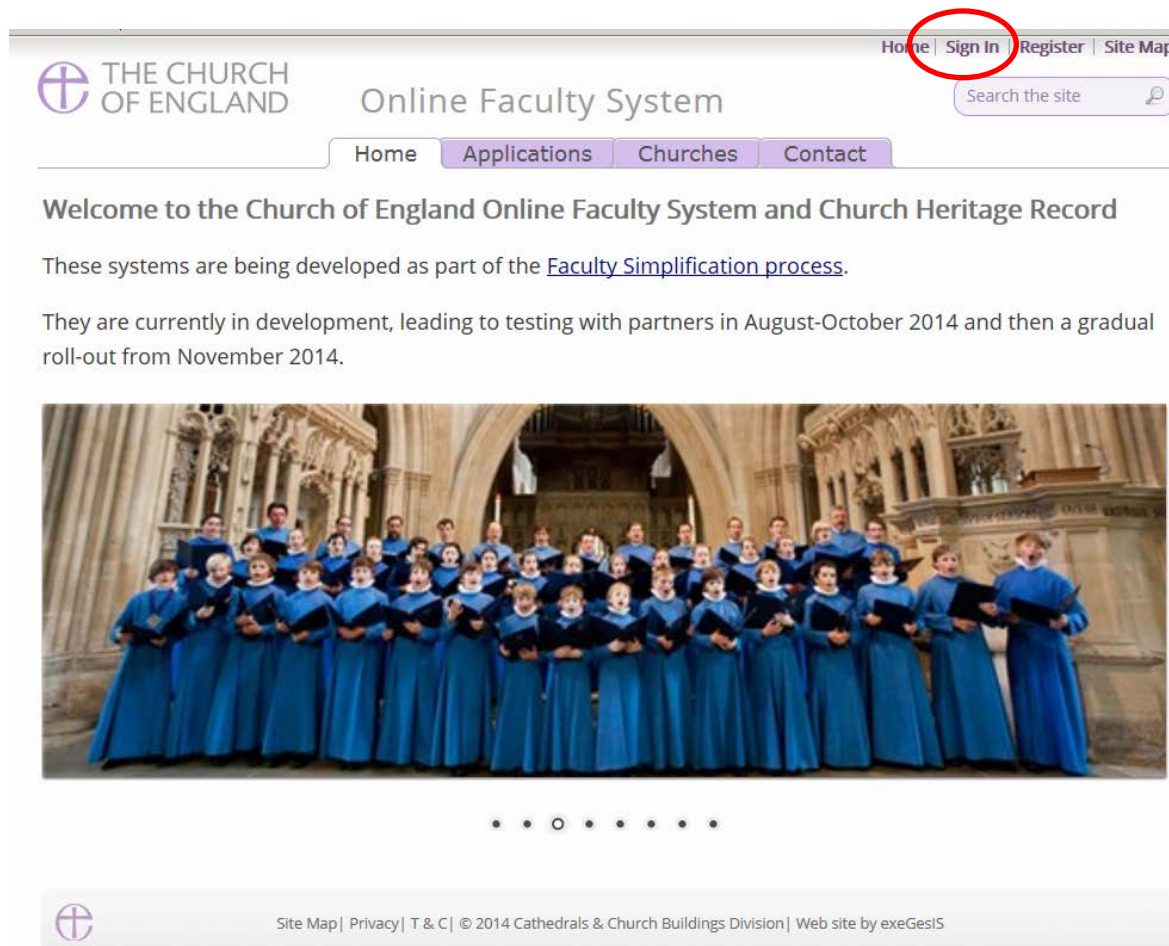
**N.B.** The CCB will need to check against their records to verify that you are a DAC Secretary. If not, you will be contacted to check the details of your registration.

16. Once this is done, you will be sent an email saying that your account has been approved and inviting you to sign in at <https://facultyonline.churchofengland.org/Secure/Login.aspx>



## Signing In and Out of the Online System

1. Go to the main website <https://facultyonline.churchofengland.org> and click on **Sign In**



THE CHURCH OF ENGLAND Online Faculty System

Home | **Sign In** | Register | Site Map


Search the site

Home Applications Churches Contact

Welcome to the Church of England Online Faculty System and Church Heritage Record

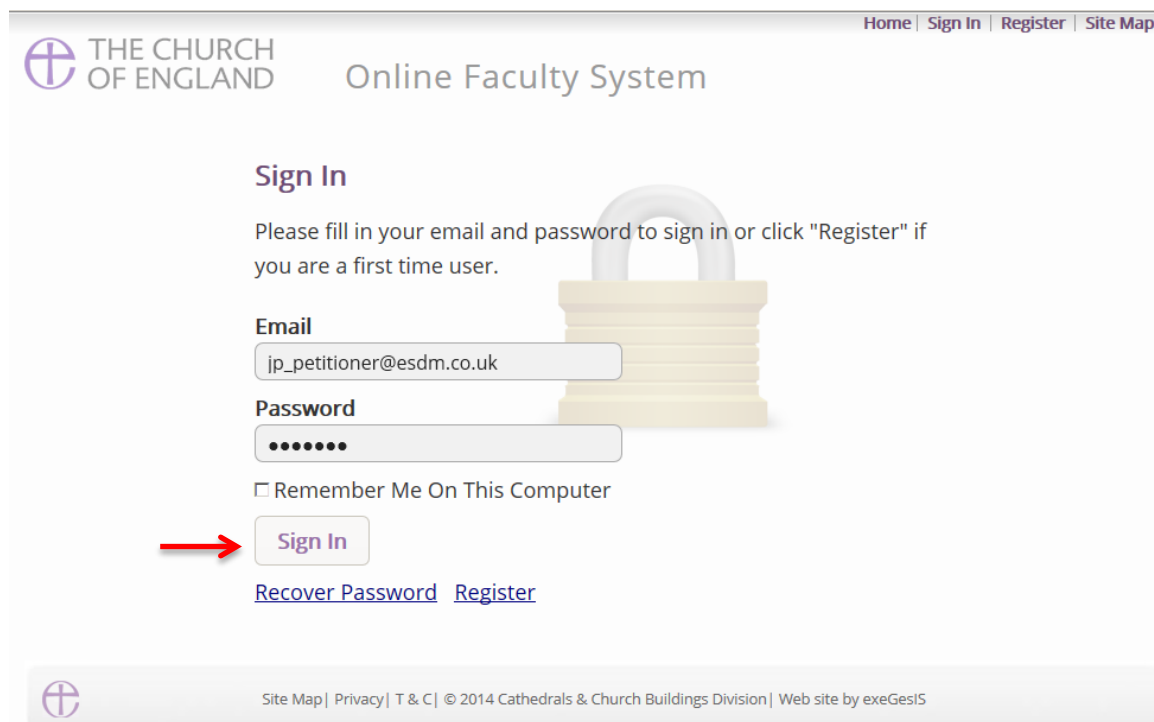
These systems are being developed as part of the [Faculty Simplification process](#).

They are currently in development, leading to testing with partners in August-October 2014 and then a gradual roll-out from November 2014.



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2. Enter your **email** address and **password**, and click **Sign In**



THE CHURCH OF ENGLAND Online Faculty System

Home | Sign In | Register | Site Map

### Sign In

Please fill in your email and password to sign in or click "Register" if you are a first time user.

**Email**

**Password**

Remember Me On This Computer

**Sign In**

[Recover Password](#) [Register](#)

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2.1 If you tick the box "Remember Me on This Computer", you will remain signed in to the website every time you return.

3. The system brings you back to the main page of the website. But now you are signed in!

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


THE CHURCH OF ENGLAND Online Faculty System

[Home](#) | [Applications](#) | [Churches](#) | [Forms](#) | [Contact](#)

### Welcome to the Church of England Online Faculty System and Church Heritage Record

These systems are being developed as part of the [Faculty Simplification process](#).

The Online Faculty System is currently being tested with partners and will launch for a trial period in the Dioceses of Leicester and Truro in December 2014. A gradual roll-out in all other dioceses will begin from February 2015.



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4. To exit the system, click **Sign Out**.

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

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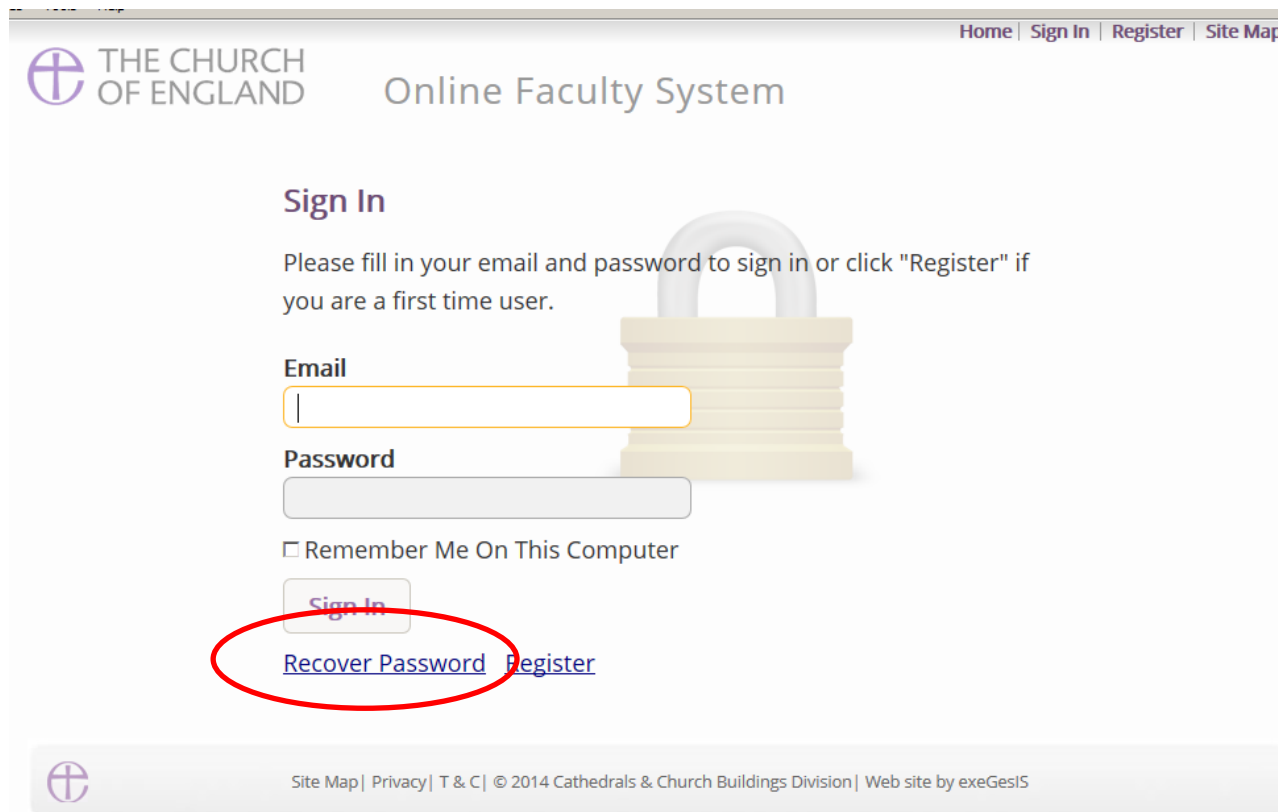


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## Recovering your Password

1. Go to the sign-in page <https://facultyonline.churchofengland.org/Secure/Login.aspx> and click **Recover Password**



THE CHURCH OF ENGLAND Online Faculty System

Home | Sign In | Register | Site Map

### Sign In

Please fill in your email and password to sign in or click "Register" if you are a first time user.

Email

Password

Remember Me On This Computer

[Sign In](#)

[Recover Password](#) [Register](#)

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2. Enter the **email** address you used to register with the Online Faculty System and click **Next**.



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### Recover Password

### Forgotten Your Password?

Please enter your email address

[Next](#)

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3. The system will send you an email with your new password. If you do not receive this email within a few minutes, check your Junk emails (or spam). If you still cannot find it, contact the CCB.
4. Go back to the sign-in page <https://facultyonline.churchofengland.org/Secure/Login.aspx> and enter your new password.
5. For safety reasons, the system will ask you for a new password. Create one and click **Change Password**.

You are required to change your password either by the administrator or because of

New Password

Confirm New Password

Change Password



6. You will automatically return to the main page and will be signed in.

Settings Edit

Welcome to the Church of England Online Faculty System and Church Heritage Record

These systems are being developed as part of the [Faculty Simplification process](#).

They are currently in development, leading to testing with partners in August-October 2014 and then a gradual roll-out from November 2014.

Settings Edit



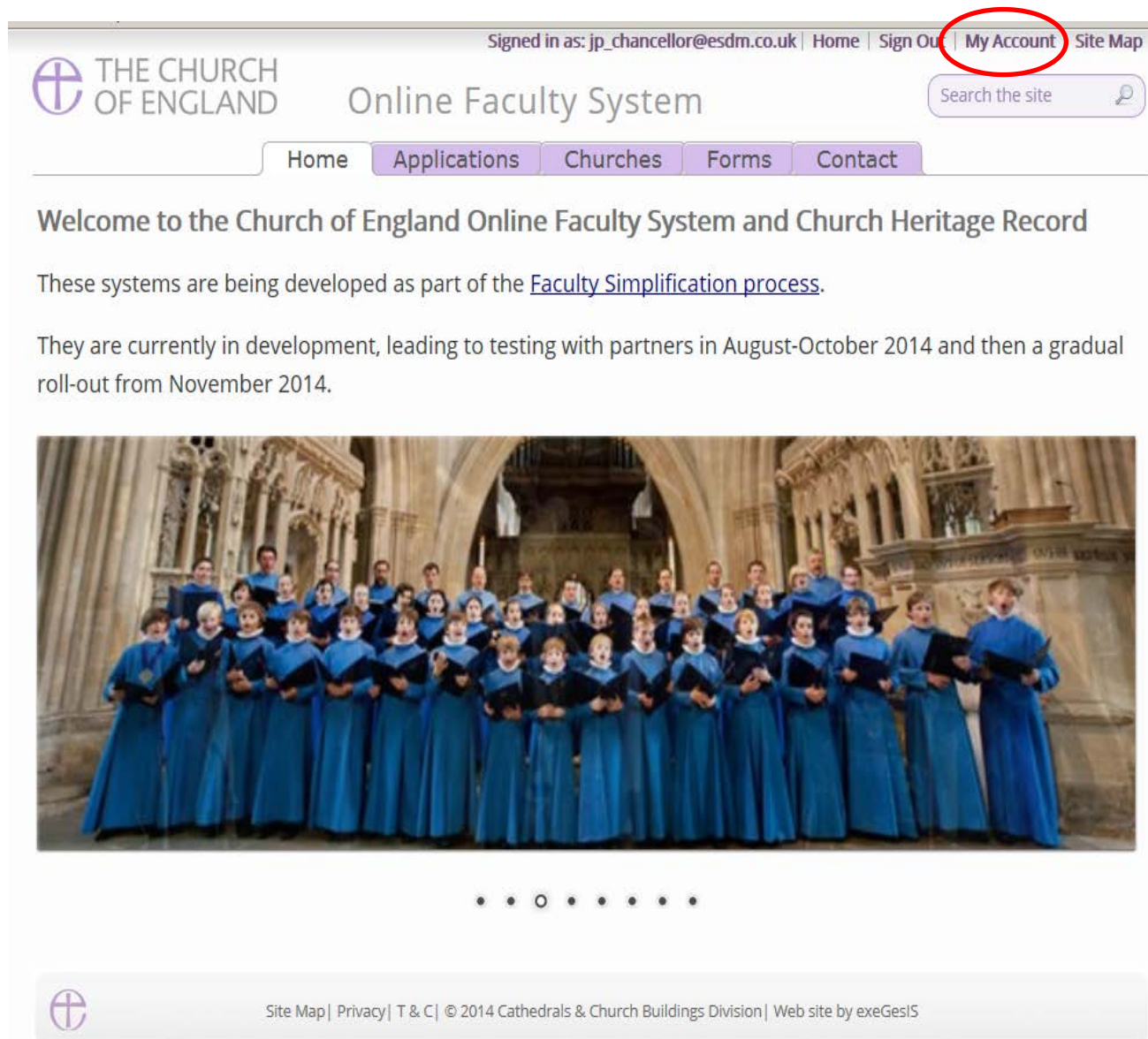
Settings



## Managing your Account

Being able to manage your account is important. It allows you to update your email address and contact details if they change. It also allows you to change your password and modify how you receive emails from the Online Faculty System.

1. Go to the main website <https://facultyonline.churchofengland.org>, sign in and click on **My Account**



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

THE CHURCH OF ENGLAND Online Faculty System


Search the site

[Home](#) [Applications](#) [Churches](#) [Forms](#) [Contact](#)


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2. This is the **Security and Identity** tab of your account.

Signed in as: jp\_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map

THE CHURCH OF ENGLAND Online Faculty System

Home Applications Churches Forms Contact

My Account

Security/Identity Profile

Display Name jp\_chancellor@esdm.co.uk

User ID JP Chancellor

Email Address jp\_chancellor@esdm.co.uk

Update Change Password

Do not forget to press update every time you make changes to your account.

Update your email address here

Click here to change your password.

3. This is your **Profile** tab. It holds all your contact details and lets you manage the emails you receive from the system.

My Account

Security/Identity Profile

Created 22/07/2014 13:01:36

Time Zone (GMT) Greenwich Mean Time : Dublin, Edinburgh, Lisbon, London

Title Mrs

First Name Julie

Last Name Patenaude

Daytime telephone 020 7898 1860

Alternative telephone

Address Church House  
Great Smith Street  
London

Postcode SW1P 3AZ

Email preference Edit  Daily summary  Everyday something happens

Total Posts 0

View my profile as others see it.

Update Change Password

Do not forget to update your changes

Keep your contact information up to date here. Type in your new telephone number or address every time it changes.

Change the way you receive emails from the system. Click Daily Summary or Everyday something happens or Daily Digest email setting

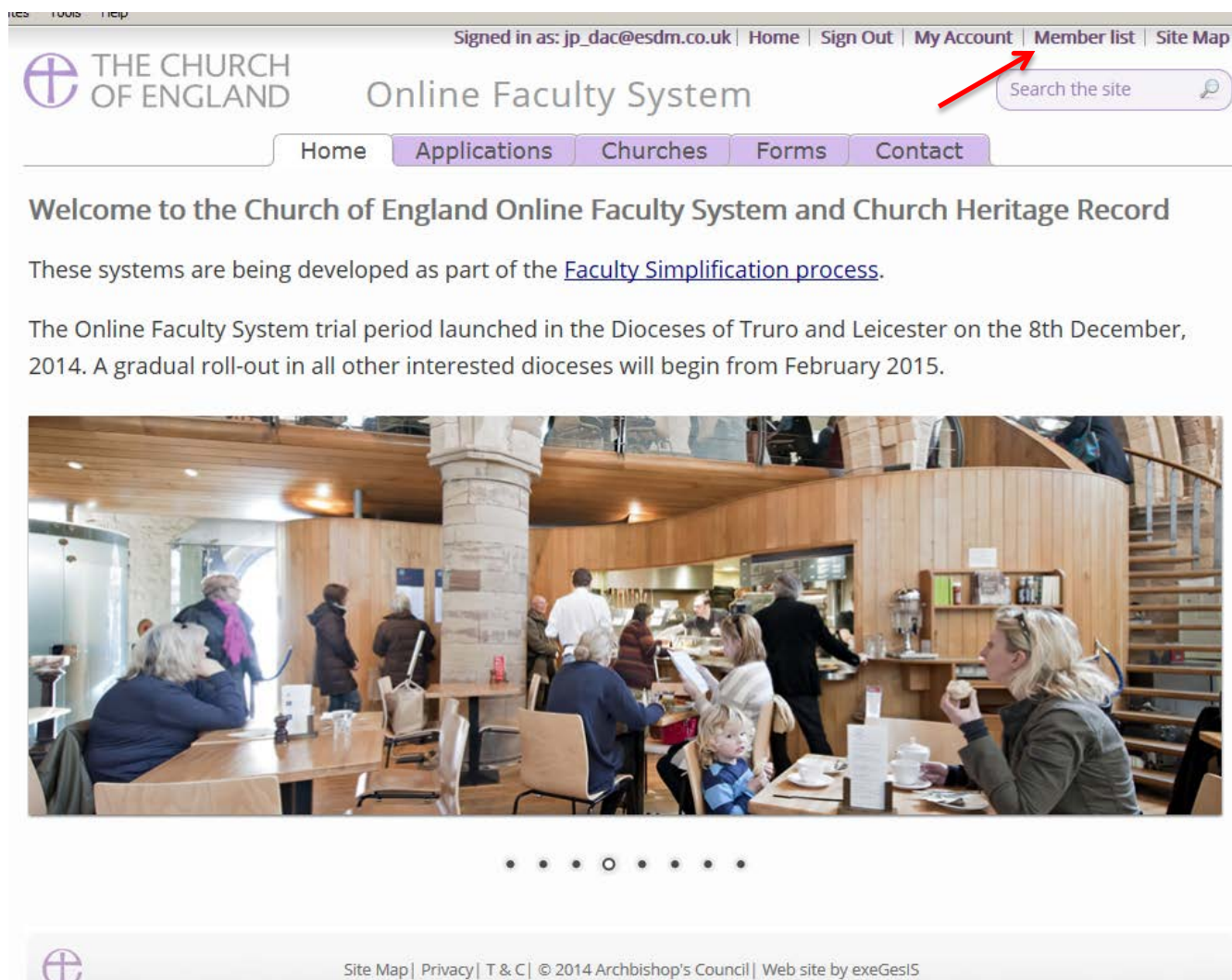
## Managing the Members List

As DAC Secretary, you are responsible for overseeing user registrations and management in your Diocese.

### Approving a new user

Every time an individual registers in your Diocese, the Online Faculty System will send you an email to let you know.

1. Click on the link supplied and **sign in**  
Or
2. Go to the main page (<https://facultyonline.churchofengland.org/>), Sign In, and Click **Members List**



Signed in as: [jp\\_dac@esdm.co.uk](mailto:jp_dac@esdm.co.uk) | [Home](#) | [Sign Out](#) | [My Account](#) | [Member list](#) | [Site Map](#)

THE CHURCH OF ENGLAND Online Faculty System


Search the site

Home Applications Churches Forms Contact

### Welcome to the Church of England Online Faculty System and Church Heritage Record

These systems are being developed as part of the [Faculty Simplification process](#).

The Online Faculty System trial period launched in the Dioceses of Truro and Leicester on the 8th December, 2014. A gradual roll-out in all other interested dioceses will begin from February 2015.



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### 3. Click **Show users waiting for approval**

Signed in as: [jp\\_dac@esdm.co.uk](#) | [Home](#) | [Sign Out](#) | [My Account](#) | [Member list](#) | [Site Map](#)

**THE CHURCH OF ENGLAND** Online Faculty System

Search the site

[Home](#) | [Applications](#) | [Churches](#) | [Forms](#) | [Contact](#)





















Find an individual member by entering their first name, last name or email address into the box and clicking search.  
You can also filter members by using the letters provide (e.g. looking for John Smith? Click "J")  
Don't forget to click "Clear All" when you are done with your search.

[Search](#) Edit

Show users waiting approval  Show locked out users

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

[Clear all](#)

Name	Email	Locked out	Approved	
Darcey Cavendish	FAS_DAC1@esdm.co.uk		✓	 
FAS_Petitioner1@esdm.co.uk	FAS_Petitioner1@esdm.co.uk		✓	 
jp_archdeacon@esdm.co.uk	jp_archdeacon@esdm.co.uk		✓	 
jp_chancellor@esdm.co.uk	jp_chancellor@esdm.co.uk		✓	 
jp_dac@esdm.co.uk	jp_dac@esdm.co.uk		✓	 
jp_petitioner@esdm.co.uk	jp_petitioner@esdm.co.uk		✓	 
jp_registrar@esdm.co.uk	jp_registrar@esdm.co.uk		✓	 
Rupert Allen	ra_petitioner@esdm.co.uk		✓	 
Rupert Allen	ra_dac@esdm.co.uk		✓	 
Rupert Allen	ra_registrar@esdm.co.uk		✓	 

[First](#) [Previous](#) [Next](#) [Last](#) Page size:  Page 1 of 2 (17 items)

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### 4. Click the **Edit** icon to open the account of the user you need to approve

[Search](#) Edit

Show users waiting approval  Show locked out users

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

[Clear all](#)

Name	Email	Locked out	Approved	
Alasdair Clement	alasdair2@btinternet.com			 
Arch Mapper	archmapper@gmail.com	✓		 
John White	jawjawfour@hotmail.com			 
Victor Allsop	vic-hoby@fsmail.net			 

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### 5. Go to the user's **profile** page. Make sure that the contact information is correct.

### 6. Make certain that they have applied for the **correct role** (if not, change it)



7. If the user has applied for the role of **Applicant**, ensure that he/she has selected ALL the **church buildings** in their care.
8. To find a church building, start typing the **name of the Parish**. A list will appear automatically.
9. If you make any changes, click **Update**

Identity **Profile**

Title	<input type="text" value="Mrs"/>
First Name	<input type="text" value="Julie"/>
Last Name	<input type="text" value="Patenaude"/>
Daytime telephone	<input type="text" value="020 7898 1860"/>
Alternative telephone	<input type="text"/>
Address	<input type="text" value="Church House,&lt;br/&gt;Great Smith Street,&lt;br/&gt;London"/>
Postcode	<input type="text" value="SW1P 3AZ"/>
Email preference  Edit	<input type="radio"/> Daily summary <input checked="" type="radio"/> Everytime something happens
Role applied for  Edit	Petitioner
Role  Edit	<input checked="" type="radio"/> Applicant (to submit petitions) <input type="radio"/> DAC Secretary <input type="radio"/> Archdeacon <input type="radio"/> Registrar <input type="radio"/> Chancellor <input type="radio"/> CCB (Cathedrals & Church Buildings Division) <input type="radio"/> Consultee
Diocese  Edit	<input type="text" value="Borchester (Test)"/>
Church  Edit	<input type="text" value="Please select a Church"/> <input checked="" type="checkbox"/> Ambridge: St Stephen's (Test) (18439) <input checked="" type="checkbox"/> Penny Hasset: St David (Test) (18448)

**Update** Member list

**N.B.** An applicant who has not selected any church buildings will not be able to complete a faculty application.

10. Go to the **Identity** tab
11. Click **Approve**
12. If an individual who is not part of the faculty process applies to use the Online Faculty System in your Diocese, click **Lock**

Identity

Profile

Display Name

 Edit

Email Address

 Edit

Password

 Edit

User Must Change Password?

  Edit

Approve This User To Sign In?

  Edit

Is Locked Out?

   Edit

Email Is Confirmed?

    Edit

Update

Member list

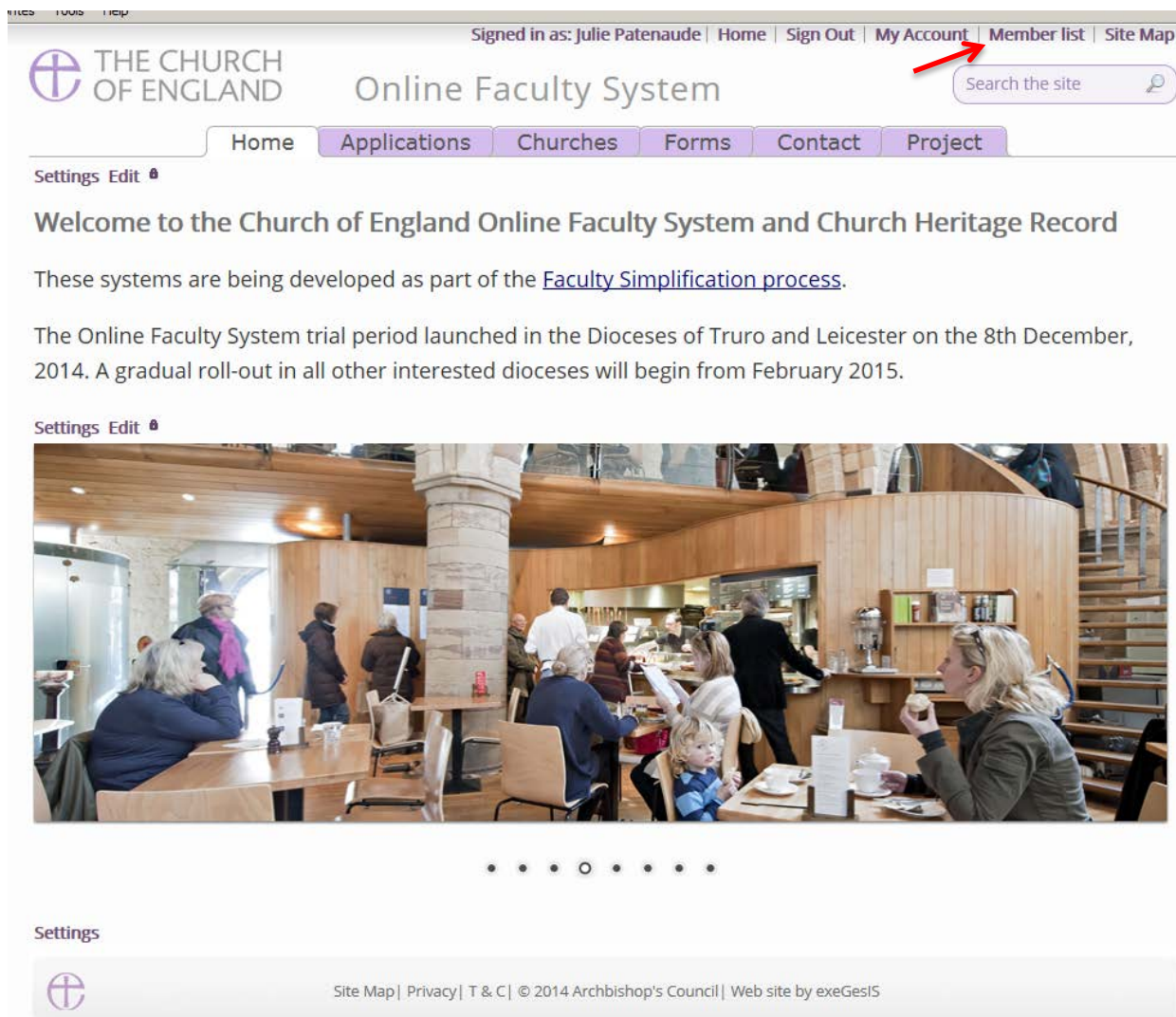


## Registration Emails

Users are asked to confirm their email address upon registration. They will automatically receive an email from the Online Faculty System instructing them to click on a link as confirmation.

Should a user lose this confirmation email:

1. Ask them to look into their **spam or junk inbox**  
OR
2. Go to the Online Faculty System's main page
3. Sign In
4. And click **Members List**



Signed in as: Julie Patenaude | Home | Sign Out | My Account | **Member list** | Site Map

THE CHURCH OF ENGLAND Online Faculty System

Search the site

Home Applications Churches Forms Contact Project


Settings Edit

### Welcome to the Church of England Online Faculty System and Church Heritage Record

These systems are being developed as part of the [Faculty Simplification process](#).

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Settings Edit

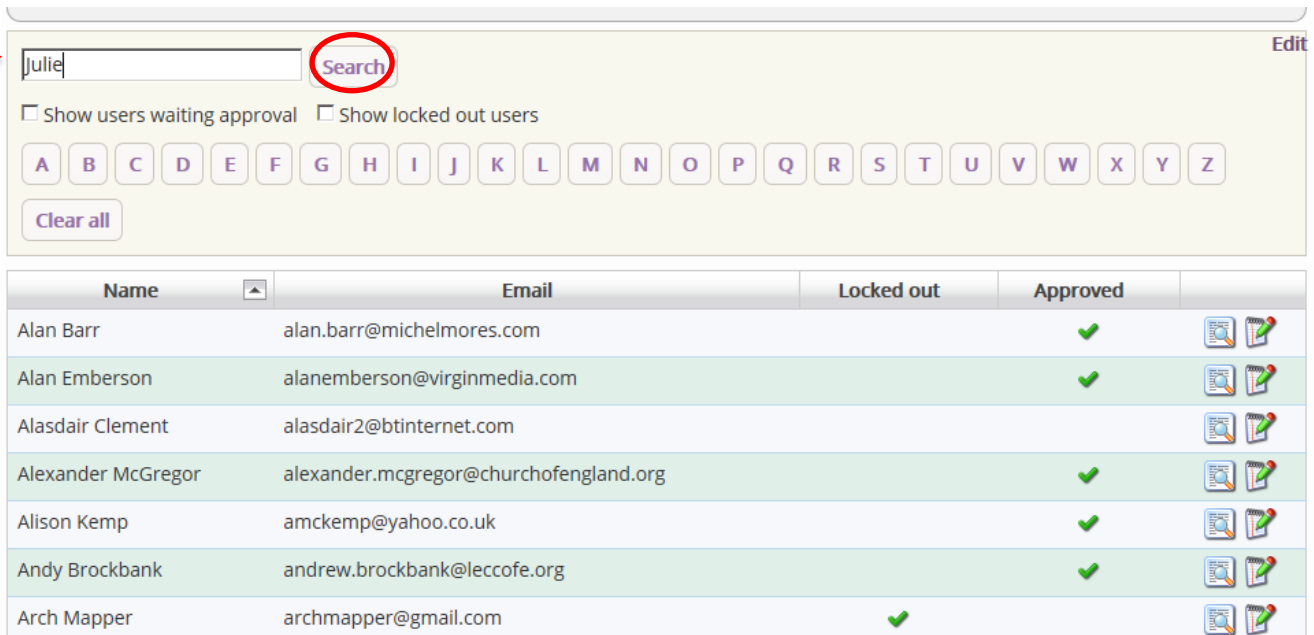


Settings















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## Option 1

5. Search for a user with their **first, last, full name or email address** (This is case sensitive)
6. Click Search



Search results table:

Name	Email	Locked out	Approved	
Alan Barr	alan.barr@michelmores.com		✓	 
Alan Emberson	alanemberson@virginmedia.com		✓	 
Alasdair Clement	alasdair2@btinternet.com			 
Alexander McGregor	alexander.mcgregor@churchofengland.org		✓	 
Alison Kemp	amckemp@yahoo.co.uk		✓	 
Andy Brockbank	andrew.brockbank@leccofe.org		✓	 
Arch Mapper	archmapper@gmail.com	✓		 

7. Click the Edit icon to open the user's account



Search results table:

Name	Email	Locked out	Approved	
Julie Patenaude	julie.patenaude@churchofengland.org		✓	 

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## Option 2

### 8. Search for a user by filtering for the letter for their first name





















Search interface showing a search bar, filters, and a list of users. A red arrow points to the letter 'J' in the filter row.

Search:  Search Edit

Show users waiting approval  Show locked out users

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Clear all





















Name	Email	Locked out	Approved	
Alan Barr	alan.barr@michelmores.com		✓	 
Alan Emberson	alanemberson@virginmedia.com		✓	 
Alasdair Clement	alasdair2@btinternet.com			 
Alexander McGregor	alexander.mcgregor@churchofengland.org		✓	 
Alison Kemp	amckemp@yahoo.co.uk		✓	 
Andy Brockbank	andrew.brockbank@leccofe.org		✓	 
Arch Mapper	archmapper@gmail.com	✓		 
Barbara Butler	butler_eb40@hotmail.com		✓	 
Becky Clark	becky.clark@churchofengland.org		✓	 
Bill Heslop	churches@durham.anglican.org		✓	 

First Previous Next Last

Page size: 10 Page 1 of 9 (84 items)

### 9. Scroll through to users using the Next & Last buttons













Search interface showing a list of users. A red arrow points to the 'Next' button.

Name	Email	Locked out	Approved	
Jaime Steele	jaime@graphicalagency.com		✓	 
Jeremy Sharp	treworyan@btinternet.com		✓	 
Jim Cleare	jim.cleare@btinternet.com		✓	 
Joanna Rimron	jolie.r@talk21.com		✓	 
Jodie Farlow	jfarlow@melton.gov.uk		✓	 
Joe Elders	joseph.elders@churchofengland.org		✓	 
John Reid	johnbarbara@reidsaltash.fsnet.co.uk		✓	 
John White	jawjawfour@hotmail.com			 
JP Consultee	jp_consultee@esdm.co.uk		✓	 
jp_archdeacon@esdm.co.uk	jp_archdeacon@esdm.co.uk		✓	 


First Previous Next Last

Page size: 10 Page 1 of 2 (16 items)

### 10. Once you have found the specific user you are looking for, click the **Edit** icon to open their account

Name	Email	Locked out	Approved	
jp_ccb@esdm.co.uk	jp_ccb@esdm.co.uk		✓	 
jp_chancellor@esdm.co.uk	jp_chancellor@esdm.co.uk		✓	 
jp_dac@esdm.co.uk	jp_dac@esdm.co.uk		✓	 
jp_petitioner@esdm.co.uk	jp_petitioner@esdm.co.uk		✓	 
jp_registrar@esdm.co.uk	jp_registrar@esdm.co.uk		✓	 
Julie Patenaude	julie.patenaude@churchofengland.org		✓	 

[First](#) [Previous](#) [Next](#) [Last](#)
Page size:  Page 2 of 2 (16 items)


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## 11. Click **Re-send confirmation email**

### Manage user: Julie Patenaude

identity

Profile

**Display Name**  [Edit](#)

**Email Address**  [Edit](#)

**Password**  [Edit](#)


**User Must Change Password?**  [Edit](#)

**Is Locked Out?**  [Lock](#) [Edit](#)

**Email Is Confirmed?**   [Re-send confirmation email](#) [Edit](#)

Update

Member list


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The user will receive their confirmation email again. If they still do not receive it, verify that the email address is entered correctly.

## Changing a user's password

As DAC Secretary, you can change a user's password if necessary (e.g. because the user can no longer remember his or her password or because the account's main administrator has left).


1. Go to the Online Faculty System's main page and Sign In
2. Go to the Members List and find your user
3. Click the **Edit** icon to open a user's account and go to the **Identity** tab

### Manage user: Julie Patenaude

**Identity** Profile

Display Name	<input type="text" value="Julie Patenaude"/>	<a href="#">Edit</a>
Email Address	<input type="text" value="julie.patenaude@churchofengland.org"/>	<a href="#">Edit</a>
Password	<input type="password"/>	<a href="#">Edit</a>
User Must Change Password?	<input type="checkbox"/>	<a href="#">Edit</a>
Is Locked Out?	<input type="checkbox"/> <a href="#">Lock</a>	<a href="#">Edit</a>
Email Is Confirmed?	<input checked="" type="checkbox"/> <a href="#">Accept this email address as valid</a>	<a href="#">Re-send confirmation email</a> <a href="#">Edit</a>

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4. Type in a **new password**
5. Tick **User must change password**
6. Click **Update**

Identity **Profile**

Display Name	<input type="text" value="Julie Patenaude"/>	<a href="#">Edit</a>
Email Address	<input type="text" value="julie.patenaude@churchofengland.org"/>	<a href="#">Edit</a>
Password	<input type="password" value="ABC123"/>	<a href="#">Edit</a>
User Must Change Password?	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
Is Locked Out?	<input type="checkbox"/> <a href="#">Lock</a>	<a href="#">Edit</a>
Email Is Confirmed?	<input checked="" type="checkbox"/> <a href="#">Accept this email address as valid</a>	<a href="#">Re-send confirmation email</a> <a href="#">Edit</a>

**Update** [Member list](#)

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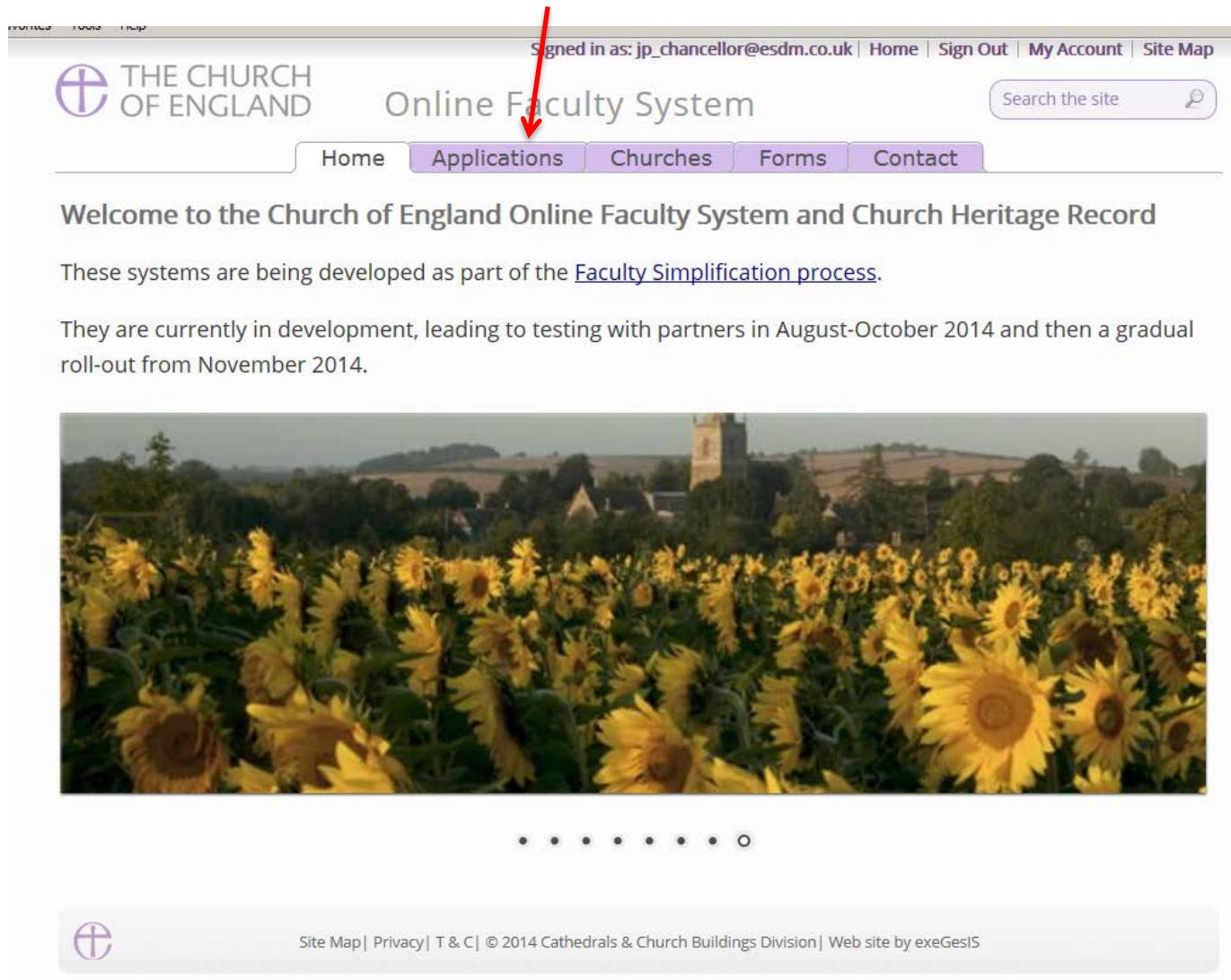
7. **Contact the user** to inform them of their new password
8. The next time they sign in, they will be asked to change it for security purposes.

## Navigating your Dashboard

Your dashboard is where you will be able to access all the Faculty proposals and applications for church buildings in your Diocese. It is also where all the emails sent to you by the Online Faculty System will be stored (in addition to your own email account).

Remember to **sign in!**

1. From the main page, click on the **Applications** tab.



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


THE CHURCH OF ENGLAND Online Faculty System

[Home](#) **[Applications](#)** [Churches](#) [Forms](#) [Contact](#)


### Welcome to the Church of England Online Faculty System and Church Heritage Record

These systems are being developed as part of the [Faculty Simplification process](#).

They are currently in development, leading to testing with partners in August-October 2014 and then a gradual roll-out from November 2014.




• • • • • • • • ○

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2. This is your dashboard. From here, you can look at all your messages (You will also receive them in your regular email account).

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 THE CHURCH OF ENGLAND Online Faculty System











[Home](#) [Applications](#) [Churches](#) [Forms](#) [Contact](#)

### Online Faculty System dashboard

From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework.

Click "view" to open a case file or go to "tools" to run a report.

[Messages](#) [Applications requiring your action](#) [Active Cases](#) [Archived Cases](#) [Tools](#)

Subject	Date received	Date read	
Faculty System: petition ref 2014-000073 has been determined	Fri 28 Nov 2014		
Faculty System: petition ref 2014-000075 has been determined	Fri 28 Nov 2014		
Faculty System: end of Public Notice for petition ref 2014-000078	Fri 28 Nov 2014		
Faculty System: petition ref 2014-000057 rejection	Fri 28 Nov 2014		
Faculty System: notification of DAC advice re petition ref 2014-000077	Fri 28 Nov 2014		
Faculty System: petition ref 2014-000082 is in preparation	Fri 28 Nov 2014		
Faculty System: petition ref 2014-000081 is in preparation	Fri 28 Nov 2014		
Faculty System: petition ref 2014-000050 submitted to DAC	Fri 28 Nov 2014		
Faculty System: petition ref 2014-000050 returned by DAC	Fri 28 Nov 2014		
Faculty System: petition ref 2014-000050 submitted to DAC	Fri 28 Nov 2014		

[First](#) [Previous](#) [Next](#) [Last](#) Page size:  Page 1 of 32 (317 items)

Click on the **View** icon to look at a message


You can arrange your messages by:

- Subject
- or
- Date Received
- or
- Date Read

Click on each title to sort your messages.

3. To access any Faculty application which requires your attention, go to **Applications requiring your action**.

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 THE CHURCH OF ENGLAND Online Faculty System




Home Applications Churches Forms Contact


### Online Faculty System dashboard

From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework.

Click "view" to open a case file or go to "tools" to run a report.

Messages Applications requiring your action Active Cases Archived Cases Tools

App Ref	Summary	Church	Created	Status	View
2014-000072	Please don't use this one as I am using it to write the procedural notes	Ambridge: St Stephen's (Test)	Fri 14 Nov 2014	Awaiting DAC Processing	
2014-000050	JP-prep	Penny Hasset: St David (Test)	Wed 29 Oct 2014	Awaiting DAC recommendation	
2014-000007	help text testing	Ambridge: St Stephen's (Test)	Mon 28 Jul 2014	Awaiting DAC's advice	

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Find an application quickly – sort them by:

- Reference Number
- Church Name
- Status

You can also arrange the applications by:

- Summary of works
- Date Created

Click the **View** icon to open a Faculty application.

4. To access an application where a determination has not yet been made, go to **Active Cases**

The functions here are the same as the previous tab.

Click the **View** icon to open an application.

Organise your applications by clicking on:

- App Ref
- Summary
- Church
- Created
- or**
- Status

Scroll through the pages to find a specific application

Messages Applications requiring your action **Active Cases** Archived Cases

App Ref	Summary	Church	Created	Status	View
2014-000079	Testing notifications	Ambridge: St Stephen's (Test)	Tue 25 Nov 2014	Registrar to Issue Faculty	
2014-000078	SE Test for Form3A Q22	Ambridge: St Stephen's (Test)	Tue 18 Nov 2014	Proposal in Preparation	
2014-000077	JP_DAC starting new app test 2	Ambridge: St Stephen's (Test)	Mon 17 Nov 2014	Awaiting DAC recommendation	
2014-000075	Underfloor heating in sanctuary TEST	Penny Hassett: St David (Test)	Fri 14 Nov 2014	Application with Registrar	
2014-000073	Conservation of wall paintings UAT TEST	Penny Hassett: St David (Test)	Fri 14 Nov 2014	Awaiting Chancellor's determination	
2014-000072	Please don't use this one as I am using it to write the procedural notes	Ambridge: St Stephen's (Test)	Fri 14 Nov 2014	Awaiting DAC Processing	
2014-000071	Re-moval of Chancel Screen	Ambridge: St Stephen's (Test)	Fri 14 Nov 2014	Application with Registrar	
2014-000070	UAT Permissions	Penny Hassett: St David (Test)	Fri 14 Nov 2014	Ready for formal application	
2014-000066	Installation of a new vicar	Penny Hassett: St David (Test)	Thu 13 Nov 2014	Ready for formal application	
2014-000065	Always testing	Ambridge: St Stephen's (Test)	Thu 13 Nov 2014	Proposal in Preparation	

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Decide how many applications you can see per page from your dashboard:

- 10
- 20
- 50
- or**
- 100

5. To access old applications which were abandoned or where a determination has been made, go to **Archived Cases**.

Use the same functions as before to organise and open the applications.

Messages Applications requiring your action Active Cases **Archived Cases**

App Ref	Summary	Church	Created	Status	View
2014-000076	DAC starting new app test	Penny Hassett: St David (Test)	Mon 17 Nov 2014	Faculty Post-Determination	
2014-000069	Test record to task 24008, i.e. does DAC meeting report work.	Ambridge: St Stephen's (Test)	Thu 13 Nov 2014	Abandoned	
2014-000059	UAT Test DAC - Underfloor heating	Penny Hassett: St David (Test)	Sat 08 Nov 2014	Abandoned	
2014-000053	JP - New Community Center - *Please do not push throughy	Penny Hassett: St David (Test)	Thu 30 Oct 2014	Faculty Post-Determination	
2014-000052	JP - New Extension - ***Please do not push through	Ambridge: St Stephen's (Test)	Thu 30 Oct 2014	Faculty Post-Determination	
2014-000049	Anything	Ambridge: St Stephen's (Test)	Thu 23 Oct 2014	Abandoned	
2014-000045	put on a new roof	Ambridge: St Stephen's (Test)	Wed 15 Oct 2014	Post determination List A	
2014-000044	JP - Modification of help-text	Penny Hassett: St David (Test)	Tue 14 Oct 2014	Faculty Post-Determination	
2014-000033	New toilet	Ambridge: St Stephen's (Test)	Tue 16 Sep 2014	Faculty Post-Determination	
2014-000032	sg	Ambridge: St Stephen's (Test)	Tue 16 Sep 2014	Abandoned	

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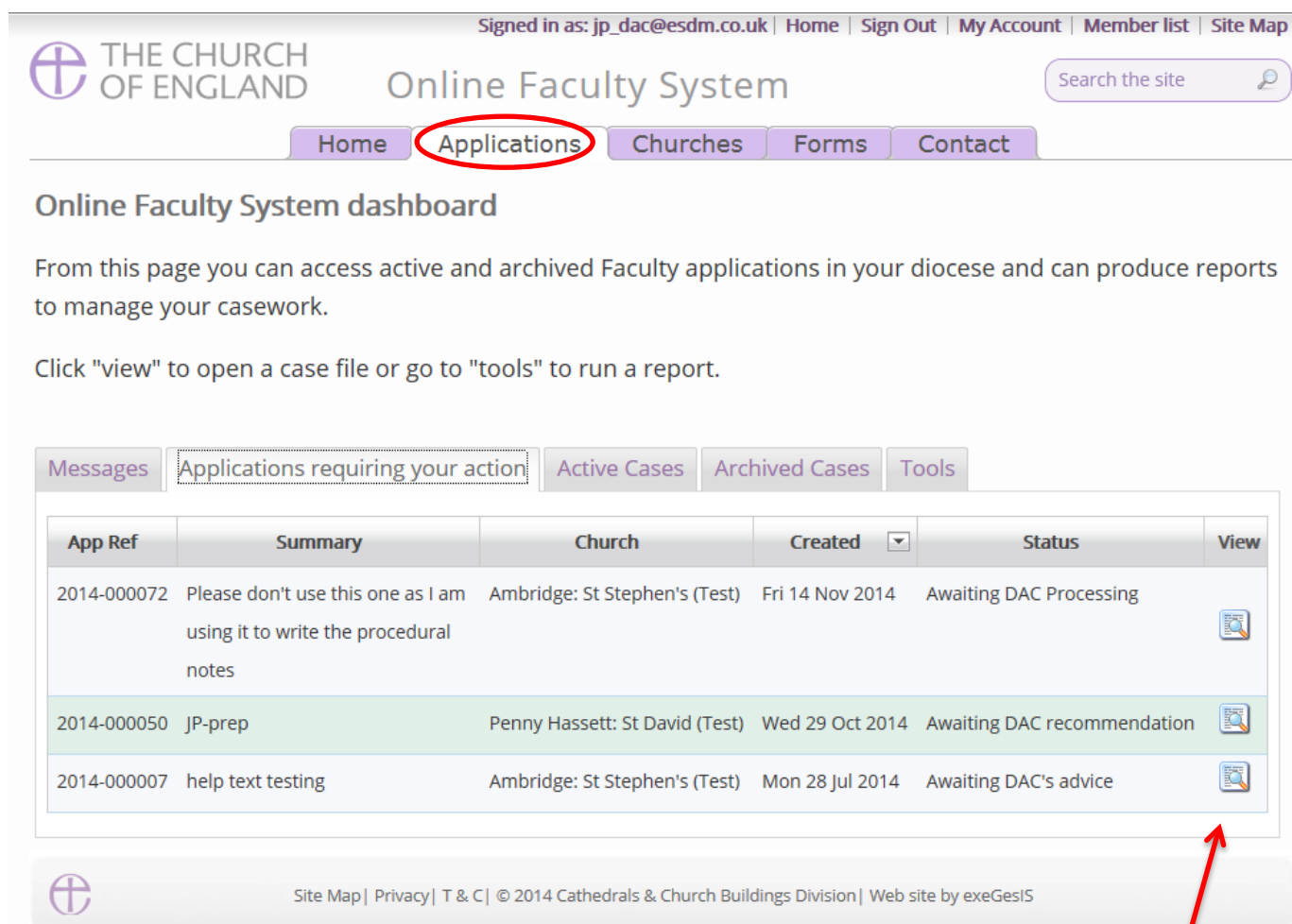
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## Navigating a Case File

A case file is where you will find all the legal forms and information necessary to assess a parish's proposal and provide your advice. It is also where you can attach any other relevant documents to an application. Each Faculty application has its own case file.

You can access a case file from your dashboard under the **Applications** tab.

For help on where to find different types of case files, see *Navigating your Dashboard*.



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THE CHURCH OF ENGLAND Online Faculty System Search the site




Home Applications Churches Forms Contact

### Online Faculty System dashboard

From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework.

Click "view" to open a case file or go to "tools" to run a report.

Messages Applications requiring your action Active Cases Archived Cases Tools

App Ref	Summary	Church	Created	Status	View
2014-000072	Please don't use this one as I am using it to write the procedural notes	Ambridge: St Stephen's (Test)	Fri 14 Nov 2014	Awaiting DAC Processing	
2014-000050	JP-prep	Penny Hasset: St David (Test)	Wed 29 Oct 2014	Awaiting DAC recommendation	
2014-000007	help text testing	Ambridge: St Stephen's (Test)	Mon 28 Jul 2014	Awaiting DAC's advice	

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1. To access a case file, click the **View** icon next to the specific case you wish to open.

2. This is a typical case file which has passed through the necessary steps and has been submitted to the registrar. The **Details** tab gives you access to all the forms generated by the Online Faculty System. These forms will be released as the case progresses and stops any form from being completed too early or unnecessarily.

Basic summary of an application

Application Ref: 2020-000509 Church: Penny Hassett, St David (NotReal)  
Diocese: Borchester (Test) Archdeaconry: Felpersham (Test)  
Status: Registrar to Issue Faculty Logged By: Mr Test Dac (Thu 05 Mar 2020)  
Summary: summary 1

Details Supporting documents and images History Messages Archived Forms

Summary description of proposed works	✓	📄
Standard Information	✓	📄
DAC Form Selection	✓	📄
Statement of Significance	✓	📄
Statement of Needs	✓	📄
DAC Review Pre-Formal Consultation	✓	📄
Application Formal Consultation Responses	✓	📄
DAC Review Post-Consultation	✓	📄
DAC Review Consultation Changes	✓	📄
Notification of Advice	✓	📄
Petition	✓	📄
Public Notice	✓	📄
Public Notice Certificate	✓	📄
Registrar's remarks to Chancellor	✓	
Chancellor's determination and judgment	✓	
Faculty	🕒	📄

Return to Applications dashboard Delete the application Download All Forms & Documents

Click the **View** icon to look at a form.

Click the **Edit** icon to make changes to a form.

The status icon tells you if a form is complete or in progress.


Click here to **exit** the case file

3. Under the **Supporting Documents and Images** tab, you can attach any additional information relevant to the application. This could include architectural drawings, photographs, archaeological reports, or advice letters following consultation with amenity societies.

The screenshot displays the 'Online Faculty System' interface for 'THE CHURCH OF ENGLAND'. The user is signed in as 'jp\_chancellor@esdm.co.uk'. The application details include: Application Ref: 2014-000052, Church: Ambridge: St Stephen's (Test), Diocese: Borchester (Test), Archdeaconry: Felpersham (Test), Status: Pending submission to Chancellor, Logged By: Mrs Julie Patenaude (Thu 30 Oct 2014), and Summary: JP - New Extension - \*\*\*Please do not push through.

Below the details, a message states: 'You have applied to the court for Faculty. The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course. Don't forget to post a signed copy of the [Certificate of Publication](#) to the registrar at the end of the public notice period.'


The interface has several tabs: 'Details', 'Supporting documents and images' (circled in red), 'History', 'Notes', and 'Messages'. An 'Add a file' button is visible, with a red arrow pointing to it from a box that says 'Add a new file'. Another red arrow points from a box that says 'Click on a file to open it.' to the 'Image of Extension Proposed.JPG' file in the table below.

File Name	Description	Size	Modified	Uploaded By
 <a href="#">Image of Extension Proposed.JPG</a>	New Extension - Example Image	1005480	30/10/2014 11:36:46	Julie Patenaude

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4. Under the **History** tab, you can see who has been working on an application and when they completed a specific task.

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 THE CHURCH OF ENGLAND Online Faculty System


Application Ref: **2014-000052** Church: **Ambridge: St Stephen's (Test)**  
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**  
Status: **Pending submission to Chancellor** Logged By: **Mrs Julie Patenaude (Thu 30 Oct 2014)**  
Summary: **JP - New Extension - \*\*\*Please do not push through**

You have applied to the court for Faculty.  
The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course.  
Don't forget to post a signed copy of the [Certificate of Publication](#) to the registrar at the end of the public notice period.

[Details](#) | [Supporting documents and images](#) | [History](#) | [Notes](#) | [Messages](#) [Edit](#)

Show only status changes  Show all

Who	Action	When
Julie Patenaude	Set Public Notice start date	Thu 30 Oct 2014
Julie Patenaude	Set status of proposal - Julie Patenaude set to ready for public notice	Thu 30 Oct 2014
Julie Patenaude	Submitted application	Thu 30 Oct 2014
Julie Patenaude	Submitted proposal to DAC	Thu 30 Oct 2014
Julie Patenaude	Set status of proposal - as Full Faculty	Thu 30 Oct 2014
Julie Patenaude	Created proposal	Thu 30 Oct 2014

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You can choose to see only the details of completed tasks (status changes).

Or

You can choose to see all the details every time some worked on this case file.

See who worked on this application.

What they did.

And when.



5. The **Notes** tab lets you keep track of your thoughts on a specific application. This is specific to the user and will not be shared between the User Type.

Type in the information and click **Add** to save your comments.

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THE CHURCH OF ENGLAND Online Faculty System

Application Ref: **2014-000052** Church: **Ambridge: St Stephen's (Test)**  
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**  
Status: **Pending submission to Chancellor** Logged By: **Mrs Julie Patenaude (Thu 30 Oct 2014)**  
Summary: **JP - New Extension - \*\*\*Please do not push through**

You have applied to the court for Faculty.  
The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course.  
Don't forget to post a signed copy of the [Certificate of Publication](#) to the registrar at the end of the public notice period.

[Details](#) | [Supporting documents and images](#) | [History](#) | **Notes** | [Messages](#) Edit

**Edit**

Contact registrar about more information.

**Add**

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Click **Edit** to make changes or add new information.

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

THE CHURCH OF ENGLAND Online Faculty System

Application Ref: **2014-000052** Church: **Ambridge: St Stephen's (Test)**  
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**  
Status: **Pending submission to Chancellor** Logged By: **Mrs Julie Patenaude (Thu 30 Oct 2014)**  
Summary: **JP - New Extension - \*\*\*Please do not push through**

You have applied to the court for Faculty.  
The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course.  
Don't forget to post a signed copy of the [Certificate of Publication](#) to the registrar at the end of the public notice period.

[Details](#) | [Supporting documents and images](#) | [History](#) | **Notes** | [Messages](#) Edit


**Edit**

Contact registrar about more information.

**Edit**

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6. Finally, the **Messages** tab allows you to find all the emails the Online Faculty System sent to you regarding this particular application.

 THE CHURCH OF ENGLAND Online Faculty System


Application Ref: **2014-000052** Church: **Ambridge: St Stephen's (Test)**  
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**  
Status: **Pending submission to Chancellor** Logged By: **Mrs Julie Patenaude (Thu 30 Oct 2014)**  
Summary: **JP - New Extension - \*\*\*Please do not push through**

You have applied to the court for Faculty.  
The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course.  
Don't forget to post a signed copy of the [Certificate of Publication](#) to the registrar at the end of the public notice period.

[Details](#) [Supporting documents and images](#) [History](#) [Notes](#) [Messages](#) [Edit](#)

Recipient	Subject	Date sent	
Julie Patenaude	Faculty System: petition ref 2014-000052 is in preparation	Thu 30 Oct 2014	
Darcey Cavendish	Faculty System: petition ref 2014-000052 is in preparation	Thu 30 Oct 2014	
Sue Thorold	Faculty System: petition ref 2014-000052 is in preparation	Thu 30 Oct 2014	
Julie Patenaude	Faculty System: petition ref 2014-000052 submitted to DAC	Thu 30 Oct 2014	
Darcey Cavendish	Faculty System: petition ref 2014-000052 submitted to DAC	Thu 30 Oct 2014	
Sue Thorold	Faculty System: petition ref 2014-000052 submitted to DAC	Thu 30 Oct 2014	
Julie Patenaude	Faculty System: notification of DAC advice re petition ref 2014-000052	Thu 30 Oct 2014	
Fiona Petty	Faculty System: notification of DAC advice re petition ref 2014-000052	Thu 30 Oct 2014	
Rupert Allen	Faculty System: notification of DAC advice re petition ref 2014-000052	Thu 30 Oct 2014	
Sue Thorold	Faculty System: notification of DAC advice re petition ref 2014-000052	Thu 30 Oct 2014	

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See who received the email, what the subject was, and when it was sent.

Click on the **View** icon to read an email

Change how many emails you see at any one time

Navigate through the pages.

7. Finally, the **Archive Forms** tab allows you to view previous copies of the forms produced throughout the application. These forms are archived at set stages of the case and is available to view as a PDF to review if any changes were made, but also to provide an archive of how the case has progressed.

<span>Details</span> <span>Supporting documents and images</span> <span>History</span> <span>My Notes</span> <span>Messages</span> <span>Archived Forms</span>				
	File name	Description	Archived on	Archived by
	<a href="#">2020-000527_Form7Report_2020_03_25_14_44_19.pdf</a>	Faculty	25/03/2020 14:44:19	Test JP Registrar
	<a href="#">2020-000527_Form4Report_2020_03_25_14_23_10.pdf</a>	Public Notice	25/03/2020 14:23:10	Test Dac
	<a href="#">2020-000527_Form3FullEngland2020Report_2020_03_25_14_23_10.pdf</a>	Petition	25/03/2020 14:23:10	Test Dac
	<a href="#">2020-000527_Form2England2020Report_2020_03_25_14_23_09.pdf</a>	Notification of Advice	25/03/2020 14:23:09	Test Dac
	<a href="#">2020-000527_Form3FullEngland2020Report_2020_03_25_14_13_00.pdf</a>	Petition	25/03/2020 14:13:01	Test Petitioner
	<a href="#">2020-000527_Form2England2020Report_2020_03_24_16_49_47.pdf</a>	Notification of Advice	24/03/2020 16:49:47	Test Dac
	<a href="#">2020-000527_Form2England2020Report_2020_03_24_16_42_36.pdf</a>	Notification of Advice	24/03/2020 16:42:36	FAS DAC1
	<a href="#">2020-000527_Form2England2020Report_2020_03_24_16_40_44.pdf</a>	Notification of Advice	24/03/2020 16:40:44	FAS DAC1
	<a href="#">2020-000527_DACReviewPostConsultationReport_2020_03_24_16_21_21.pdf</a>	DAC Review Post-Consultation	24/03/2020 16:21:21	Test Dac
	<a href="#">2020-000527_DACReviewConsultationChangesReport_2020_03_24_16_12_43.pdf</a>	DAC Review Consultation Changes	24/03/2020 16:12:43	Test Dac
	<a href="#">2020-000527_StatementOfNeedsReport_2020_03_24_16_06_07.pdf</a>	Statement of Needs	24/03/2020 16:06:08	Test Petitioner
	<a href="#">2020-000527_StatementOfSignificanceEngland2020Report_2020_03_24_16_06_07.pdf</a>	Statement of Significance	24/03/2020 16:06:07	Test Petitioner
	<a href="#">2020-000527_Form3England2020Report_2020_03_24_16_06_07.pdf</a>	Petition Details	24/03/2020 16:06:07	Test Petitioner
	<a href="#">2020-000527_DACReviewPostConsultationReport_2020_03_24_16_04_16.pdf</a>	DAC Review Post-Consultation	24/03/2020 16:04:16	Test Dac

## Receiving Emails from the Online Faculty System

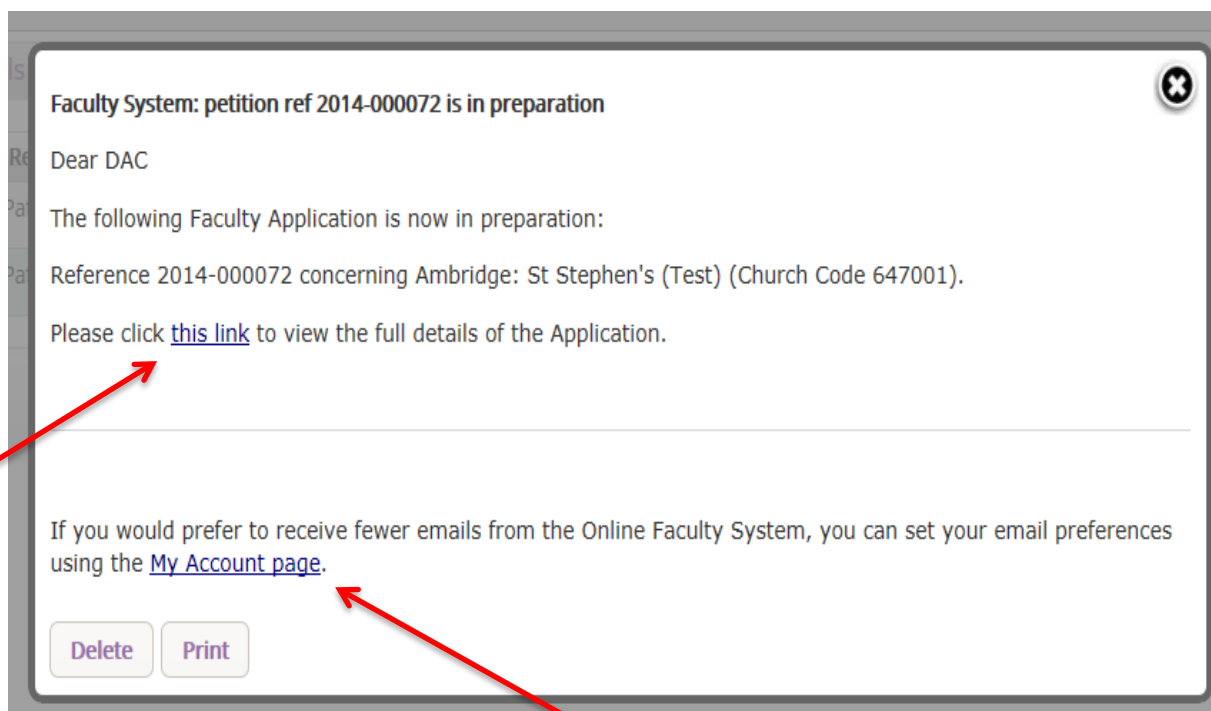
The Online Faculty System automatically sends out emails to the appropriate users at key moments in the faculty process.

You can view your emails in three different locations:

1. In your regular email inbox (e.g. Outlook, Gmail, Hotmail accounts)
2. On your Dashboard, under the Messages tab (see *Navigating your Dashboard*)
3. In each individual case file under the Messages tab (see *Navigating a Case File*)

As a DAC Secretary, you will receive an email from the Online Faculty System every time:

1. A parish begins an application for List B or Full Faculty
2. A parish records a List A matter
3. A parish submits a Temporary Minor Reordering License to the Archdeacon.
4. A parish submits an application to you for informal advice
5. A parish completes the required forms for pre-formal consultation review.
6. The formal consultation period is complete
7. When the Petition document is completed
8. At the end of the public notice period
9. When the Registrar informs you of the Chancellor's determination
10. When the Archdeacon approves a List B application
11. When the Archdeacon approves a Temporary Minor Reordering License



Click on the link to open the application's case file.

You will be asked to Sign In before you are given access to the documents.

Click here to change the way you receive emails and manage your account.

## Inviting External Consultees to View an Application for pre-application advice

In circumstances where you need to send the application to external members for pre-application advice, this is now only possible in the Pre-formal consultation review status

1. Go to an application's case file (see *Navigating a Case File*)
2. Click **Pre-Application Consultation Request**
- 3.

Application Ref: 2020-000527 Church: [Ambridge: St Stephen's \(Test\)](#)  
Diocese: [Borchester \(Test\)](#) Archdeaconry: [Felpersham \(Test\)](#)  
Status: **Pre-formal consultation review** Logged By: [The Test Petitioner \(Mon 23 Mar 2020\)](#)  
Summary: Test 1

Awaiting DAC review pre-consultation

Details | **Supporting documents and images** | History | My Notes | Messages | Archived Forms Edit

Summary description of proposed works			
Standard Information			
Initial DAC Review			
DAC Form Selection			
Petition Details			
Statement of Significance			
Statement of Needs			
DAC Review Pre-Formal Consultation			

[Submit](#) [Return to Applications dashboard](#) [Delete the application](#) [Pre-Application Consultation Request](#)

[Download All Forms & Documents](#)

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4. Search for the consultee by **typing in the name or role** into the text box & clicking **FIND**

**Invite Consultees** ✕

society ↩

**Find** [Clear](#)

Name	Consultative role	Select
Emilia Siandou	The Twentieth Century Society	<input type="checkbox"/>
Matthew Saunders	Ancient Monuments Society	<input type="checkbox"/>
Sophia Laird	The Victorian Society	<input type="checkbox"/>
SPAB	The Society for the Protection of Ancient Buildings	<input type="checkbox"/>

comma separated email addresses

Email message (optional)

[OK](#) [Cancel](#)

4. **Select** the consultee you wish to invite
5. Write an optional **message**
6. Click **OK**

Invite Consultees

society

Find Clear

Name	Consultative role	Select
Emilia Siandou	The Twentieth Century Society	<input checked="" type="checkbox"/>
Matthew Saunders	Ancient Monuments Society	<input type="checkbox"/>
Sophia Laird	The Victorian Society	<input type="checkbox"/>
SPAB	The Society for the Protection of Ancient Buildings	<input checked="" type="checkbox"/>

comma separated email addresses

Email message (optional)  
DEAR Emilia and SPAB,  
Please look at the documentation.....

OK Cancel

5. If the individual(s) to whom you are sending the application is not already registered, **enter their email address** in the box below and click **Ok** to send.

Invite Consultees

Find a Consultee, enter search term

Find Clear

Name	Consultative role	Select
consultchurchbuildings	Church Buildings Council	<input type="checkbox"/>
Emilia Siandou	The Twentieth Century Society	<input type="checkbox"/>
FAS Petitioner3		<input type="checkbox"/>
James Darwin	The Georgian Group	<input type="checkbox"/>
JP Consultee		<input type="checkbox"/>
Matthew Saunders	Ancient Monuments Society	<input type="checkbox"/>
Sophia Laird	The Victorian Society	<input type="checkbox"/>
SPAB	The Society for the Protection of Ancient Buildings	<input type="checkbox"/>

comma separated email addresses  
john@gmail.com,sam@hotmail.com

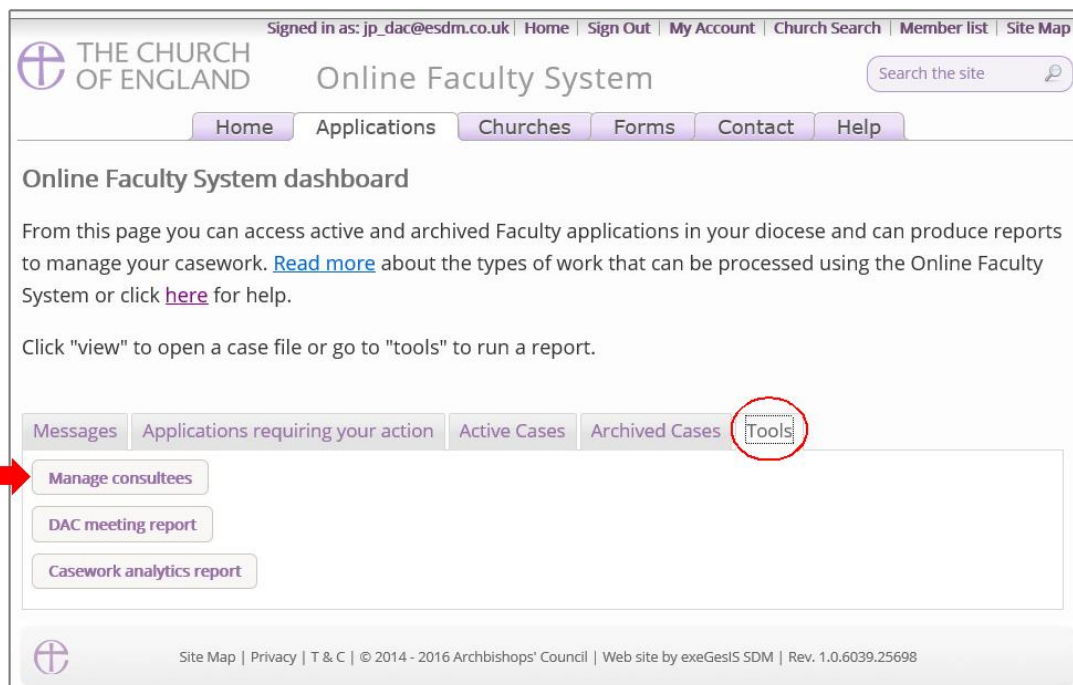
Email message (optional)  
DEAR John & Sam  
Please look at the documentation.....

OK Cancel

## Managing your List of Consultees

Tailor your list of consultees. Choose which organisation or individual(s) applicants can have access to on the Online Faculty System – i.e. removing DAC members from those contactable by the Parish

1. Go to **Applications**
2. Find the **TOOLS** tab
3. **Click** Manage Consultees



Signed in as: jp\_dac@esdm.co.uk | Home | Sign Out | My Account | Church Search | Member list | Site Map

THE CHURCH OF ENGLAND Online Faculty System

Home Applications Churches Forms Contact Help

Online Faculty System dashboard

From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework. [Read more](#) about the types of work that can be processed using the Online Faculty System or click [here](#) for help.

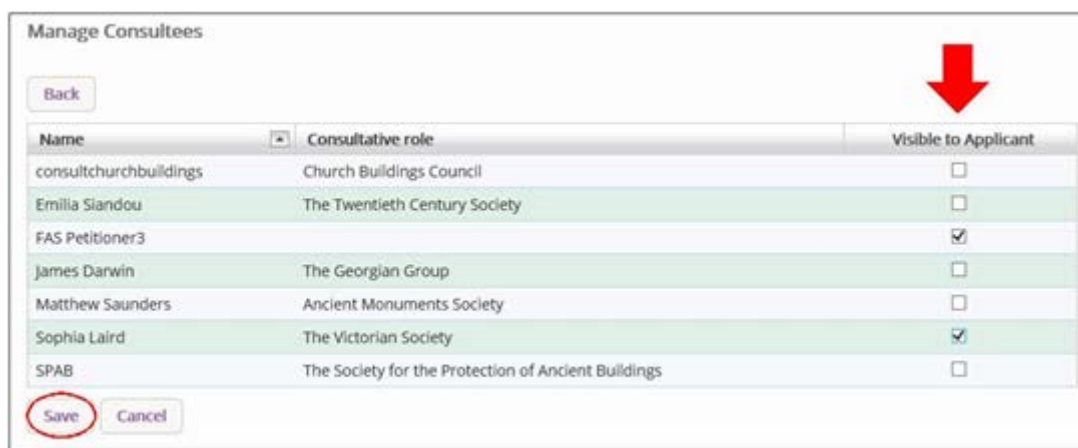
Click "view" to open a case file or go to "tools" to run a report.

Messages Applications requiring your action Active Cases Archived Cases **Tools**

Manage consultees  
DAC meeting report  
Casework analytics report

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4. **Select** which consultee should be visible to applicants
5. Click **Save**



Manage Consultees

Back

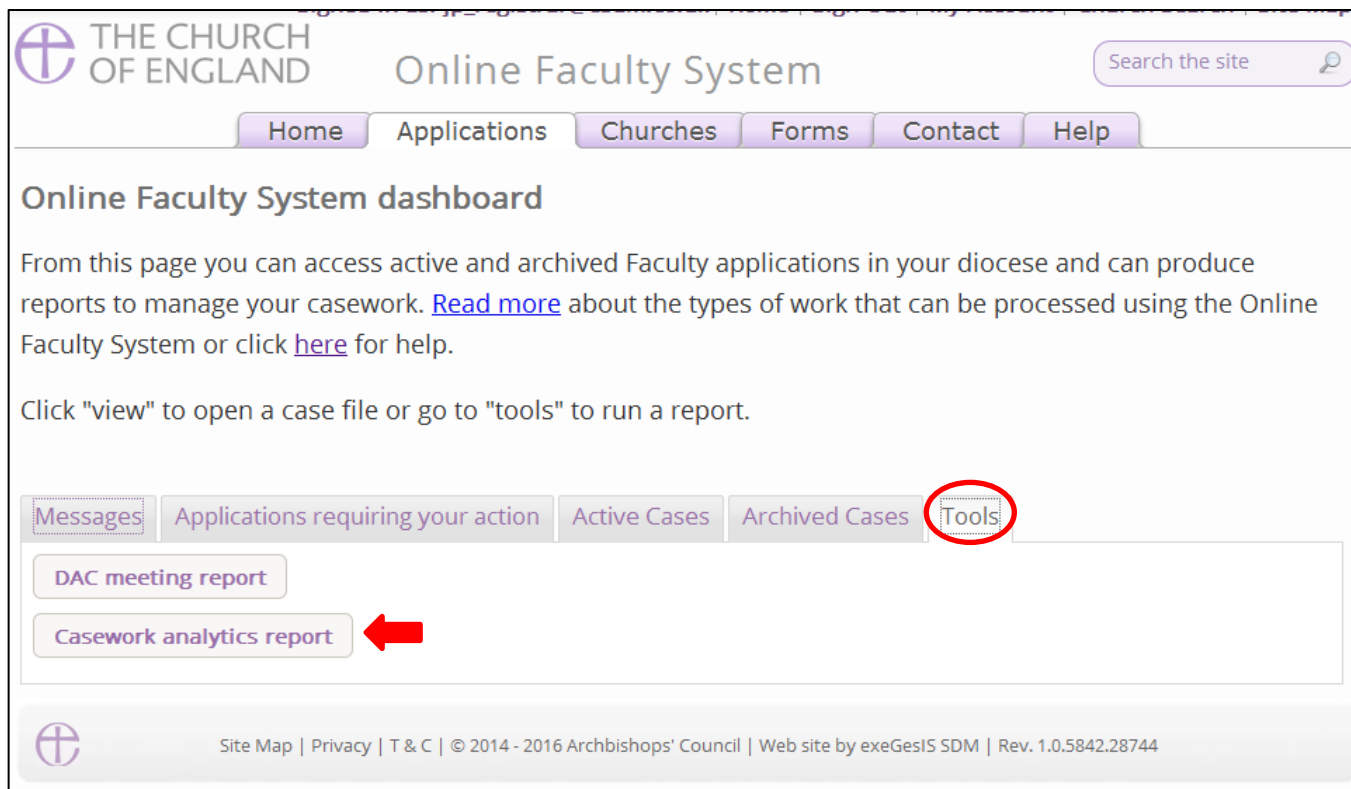
Name	Consultative role	Visible to Applicant
consultchurchbuildings	Church Buildings Council	<input type="checkbox"/>
Emilia Slandou	The Twentieth Century Society	<input type="checkbox"/>
FAS Petitioner3		<input checked="" type="checkbox"/>
James Darwin	The Georgian Group	<input type="checkbox"/>
Matthew Saunders	Ancient Monuments Society	<input type="checkbox"/>
Sophia Laird	The Victorian Society	<input checked="" type="checkbox"/>
SPAB	The Society for the Protection of Ancient Buildings	<input type="checkbox"/>

Save Cancel

## Casework Analytics Report

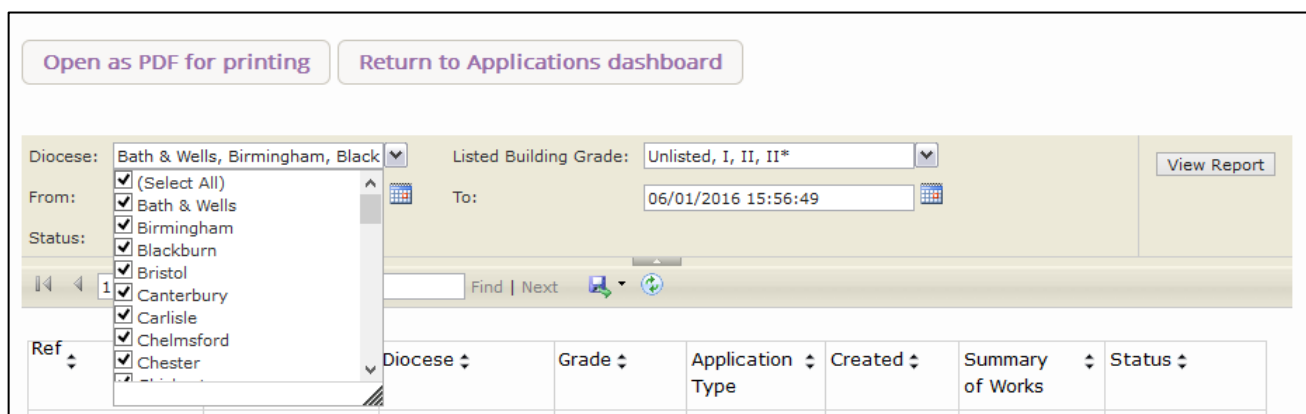
This tool allows you to find out how many applications have come through the Online Faculty System in your Diocese.

1. Go to the **Applications** tab
2. Go to the **Tools** tab on your Dashboard
3. Click **Casework Analytics Report**



The screenshot shows the 'Online Faculty System' dashboard for 'THE CHURCH OF ENGLAND'. The navigation menu includes 'Home', 'Applications', 'Churches', 'Forms', 'Contact', and 'Help'. The 'Tools' tab is circled in red. Below the navigation, there are buttons for 'Messages', 'Applications requiring your action', 'Active Cases', 'Archived Cases', and 'Tools'. Under the 'Tools' tab, there are two buttons: 'DAC meeting report' and 'Casework analytics report', with a red arrow pointing to the latter. The footer contains site information: 'Site Map | Privacy | T & C | © 2014 - 2016 Archbishops' Council | Web site by exeGesIS SDM | Rev. 1.0.5842.28744'.

4. Select your **Diocese** from the Drop-down menu



The screenshot shows the 'Casework Analytics Report' interface. At the top, there are buttons for 'Open as PDF for printing' and 'Return to Applications dashboard'. Below these are filters for 'Diocese' (set to 'Bath & Wells, Birmingham, Black...'), 'Listed Building Grade' (set to 'Unlisted, I, II, II\*'), and 'From'/'To' dates (set to '06/01/2016 15:56:49'). A 'View Report' button is visible. A dropdown menu for 'Diocese' is open, showing a list of dioceses with checkboxes: (Select All), Bath & Wells, Birmingham, Blackburn, Bristol, Canterbury, Carlisle, Chelmsford, and Chester. Below the filters is a table with columns: 'Ref', 'Diocese', 'Grade', 'Application Type', 'Created', 'Summary of Works', and 'Status'.



5. Filter by listed building grade (if required)

Open as PDF for printing    Return to Applications dashboard

Diocese: Bath & Wells, Birmingham, Black    Listed Building Grade: Unlisted, I, II, II\*    View Report

From: 07/12/2015 15:56:49    To:    Status: Open

1 of 5    Find | Next

Ref	Church	Diocese	Grade	Application Type	Created	Summary of Works	Status

6. Select a **start and end date** for your search using both calendars. These look at the creation date only, so if you wish to find all open or closed applications since your Diocese joined the system, enter a date from 2014.

Open as PDF for printing    Return to Applications dashboard

Diocese: Bath & Wells, Birmingham, Black    Listed Building Grade: Unlisted, I, II, II\*    View Report

From: 07/12/2015 15:56:49    To: 06/01/2016 15:56:49    Status: Open

1 of 5    Find | Next

Ref	Church	Diocese	Grade	Application Type	Created	Summary of Works	Status
2015-00	Derby	Derby	II	Full Faculty	07 Dec 2015	Provide and fit metal safety	Proposal in preparation

7. Filter by **Open** (active) cases or **Closed** (archived) cases.

Open as PDF for printing    Return to Applications dashboard

Diocese: Bath & Wells, Birmingham, Black    Listed Building Grade: Unlisted, I, II, II\*    View Report

From: 07/12/2015 15:56:49    To: 06/01/2016 15:56:49    Status: Open

1 of 5    Find | Next

Ref	Church	Diocese	Grade	Application Type	Created	Summary of Works	Status

8. Click **View Report** to obtain your results

Open as PDF for printing    Return to Applications dashboard

Diocese: Bath & Wells, Birmingham, Black    Listed Building Grade: Unlisted, I, II, II\*    **View Report**

From: 07/12/2015 15:56:49    To: 06/01/2016 15:56:49    Status: Open

1 of 5    Find | Next

9. Use the floppy disk icon to **export your results** into different file format types.

Diocese: Bath & Wells, Birmingham, Black Listed Building Grade: Unlisted, I, II, II\* View Report

From: 07/12/2015 15:56:49 To: 06/01/2016 15:56:49

Status: Open

1 of 5 Find | Next

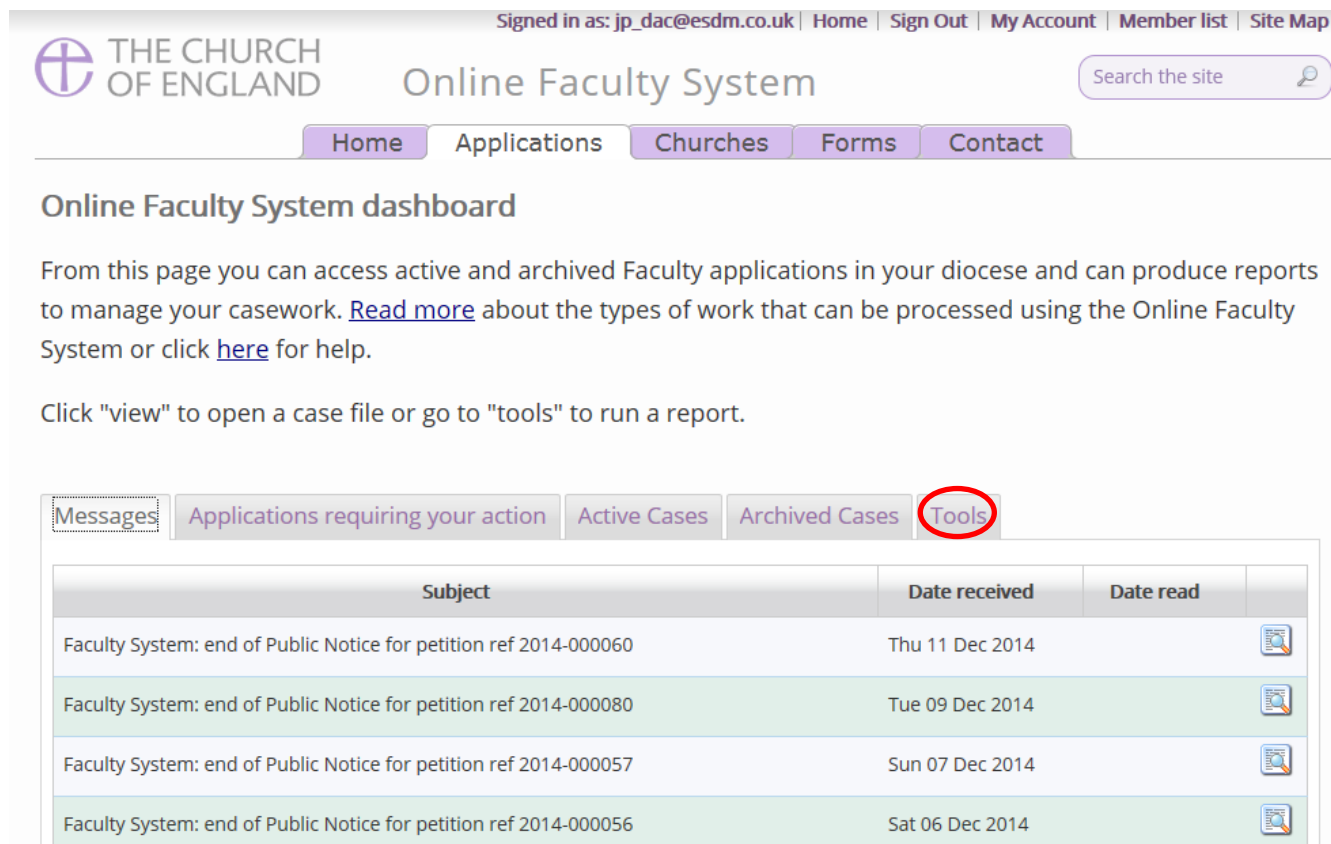
Ref	Church	Diocese	Grade	Created	Summary of Works	Status
2015-001016	Hazelwood: St John the Evangelist (612243)	Derby	II	7 Dec 2015	Provide and fit metal safety handrail to Vestry steps.	Proposal in preparation

- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel
- TIFF file
- Word

## Generating an Agenda for the DAC Committee Meeting

The Online Faculty System can produce a simple list of all proposals in your Diocese which are ready to go to the DAC committee. This can help you, for example, draw up agendas quickly and easily.

1. From your dashboard, go to the **Tools** tab (see *Navigating your Dashboard* on page 22)



Signed in as: jp\_dac@esdm.co.uk | Home | Sign Out | My Account | Member list | Site Map

THE CHURCH OF ENGLAND Online Faculty System

Search the site

Home Applications Churches Forms Contact

### Online Faculty System dashboard

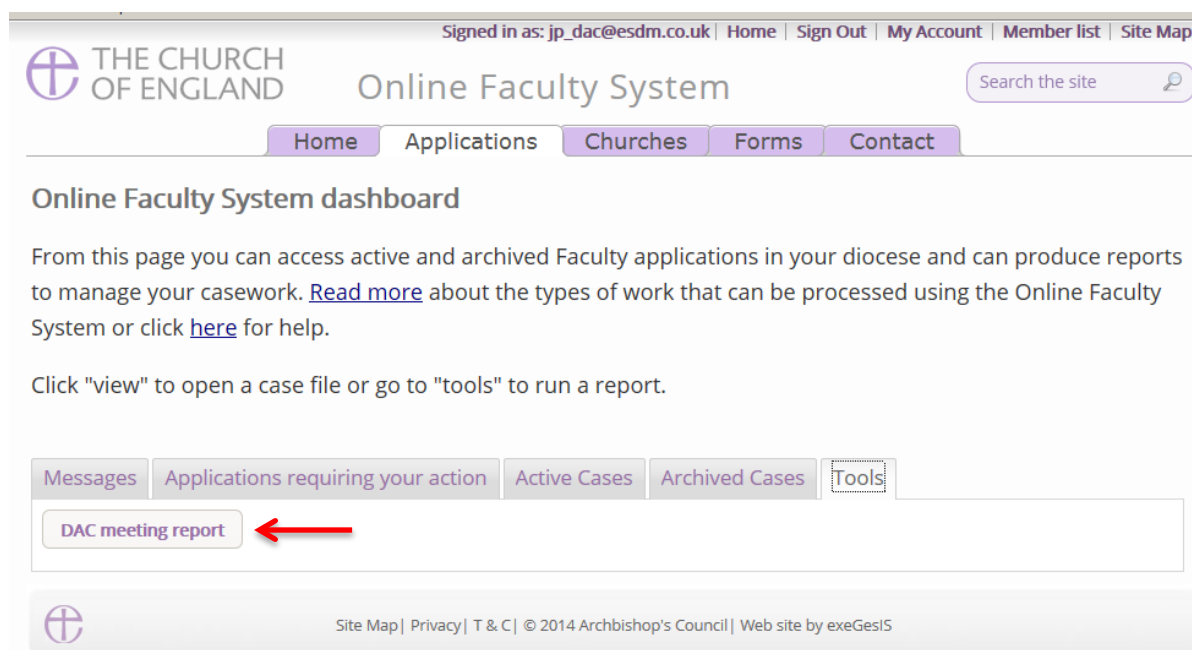
From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework. [Read more](#) about the types of work that can be processed using the Online Faculty System or click [here](#) for help.

Click "view" to open a case file or go to "tools" to run a report.

Messages Applications requiring your action Active Cases Archived Cases **Tools**

Subject	Date received	Date read
Faculty System: end of Public Notice for petition ref 2014-000060	Thu 11 Dec 2014	
Faculty System: end of Public Notice for petition ref 2014-000080	Tue 09 Dec 2014	
Faculty System: end of Public Notice for petition ref 2014-000057	Sun 07 Dec 2014	
Faculty System: end of Public Notice for petition ref 2014-000056	Sat 06 Dec 2014	

2. Click on the **DAC meeting report**



Signed in as: jp\_dac@esdm.co.uk | Home | Sign Out | My Account | Member list | 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 access active and archived Faculty applications in your diocese and can produce reports to manage your casework. [Read more](#) about the types of work that can be processed using the Online Faculty System or click [here](#) for help.

Click "view" to open a case file or go to "tools" to run a report.

Messages Applications requiring your action Active Cases Archived Cases **Tools**

**DAC meeting report** ←

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3. All the cases with the status **Awaiting DAC Recommendation** in your Diocese will appear in a table complete with basic information about the proposal.

DAC Committee Report

Case Reference No.:	2014-000072	Case Status:	Awaiting DAC recommendation
Church Code:	647001	Church Name:	Ambridge: St Stephen's (Test)
Archdeaconry:	Felpersham (Test)	Parish:	Ambridge (Test)
Applicant Name:		Submission Date:	11/14/2014
Listing:	Unlisted		
Proposal:	Please don't use this one as I am using it to write the procedural notes		
Case Reference No.:	2014-000077	Case Status:	Awaiting DAC recommendation
Church Code:	647001	Church Name:	Ambridge: St Stephen's (Test)
Archdeaconry:	Felpersham (Test)	Parish:	Ambridge (Test)
Applicant Name:	John Smith	Submission Date:	11/17/2014
Listing:	Yes, Grade 1		
Proposal:	JP_DAC starting new app test 2		

4. Click **Open as PDF for printing** to print the document as seen on your screen.
5. **OR, export it into a Word** document and adapt the tables to fit your Diocese's needs.

[Open as PDF for printing](#)
[Return to Applications dashboard](#)

1 of 1 Find | Next

DAC Committee Report

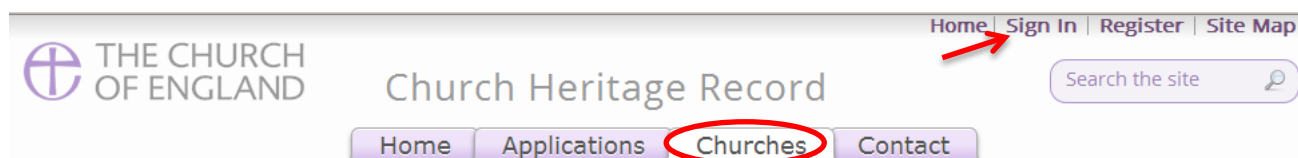
Case Reference No.:	2014-000072	Case Status:	Awaiting DAC recommendation
Church Code:	647001	Church Name:	Ambridge: St Stephen's (Test)
Archdeaconry:	Felpersham (Test)	Parish:	Ambridge (Test)
Applicant Name:		Submission Date:	11/14/2014
Listing:	Unlisted		
Proposal:	Please don't use this one as I am using it to write the procedural notes		
Case Reference No.:	2014-000077	Case Status:	Awaiting DAC recommendation
Church Code:	647001	Church Name:	Ambridge: St Stephen's (Test)
Archdeaconry:	Felpersham (Test)	Parish:	Ambridge (Test)
Applicant Name:	John Smith	Submission Date:	11/17/2014
Listing:	Yes, Grade 1		
Proposal:	JP_DAC starting new app test 2		

XML file with report data  
 CSV (comma delimited)  
 PDF  
 MHTML (web archive)  
 Excel  
 TIFF file  
**Word**

**Starting Applications on behalf of Parishes**

When you are ready to begin a Faculty application on behalf of a parish in your Diocese:

1. Go to the **Church Heritage Record** <https://facultyonline.churchofengland.org/churches>
2. **Sign In**

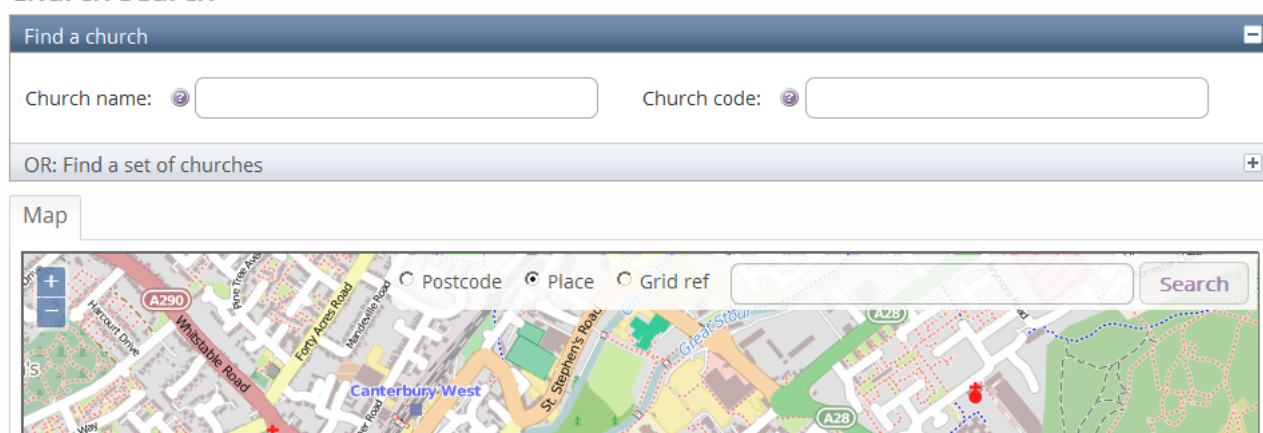


## Welcome to the Church Heritage Record

The Church Heritage Record contains over 16,000 entries on church buildings in England covering a wide variety of topics including architectural history, archaeology, worship, and the surrounding natural environment. It is continuously being updated and should not be regarded as complete - [find out more](#).

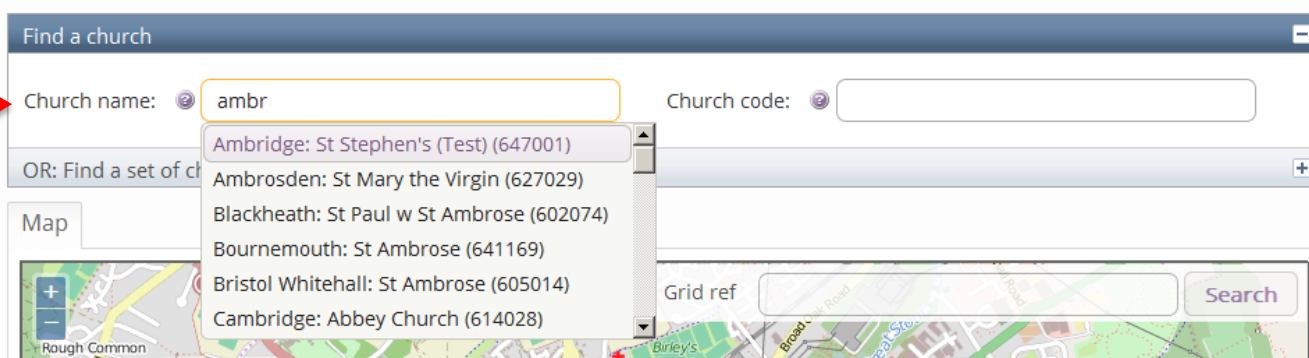
Click on a red church symbol in the map to access its record.

## Church search

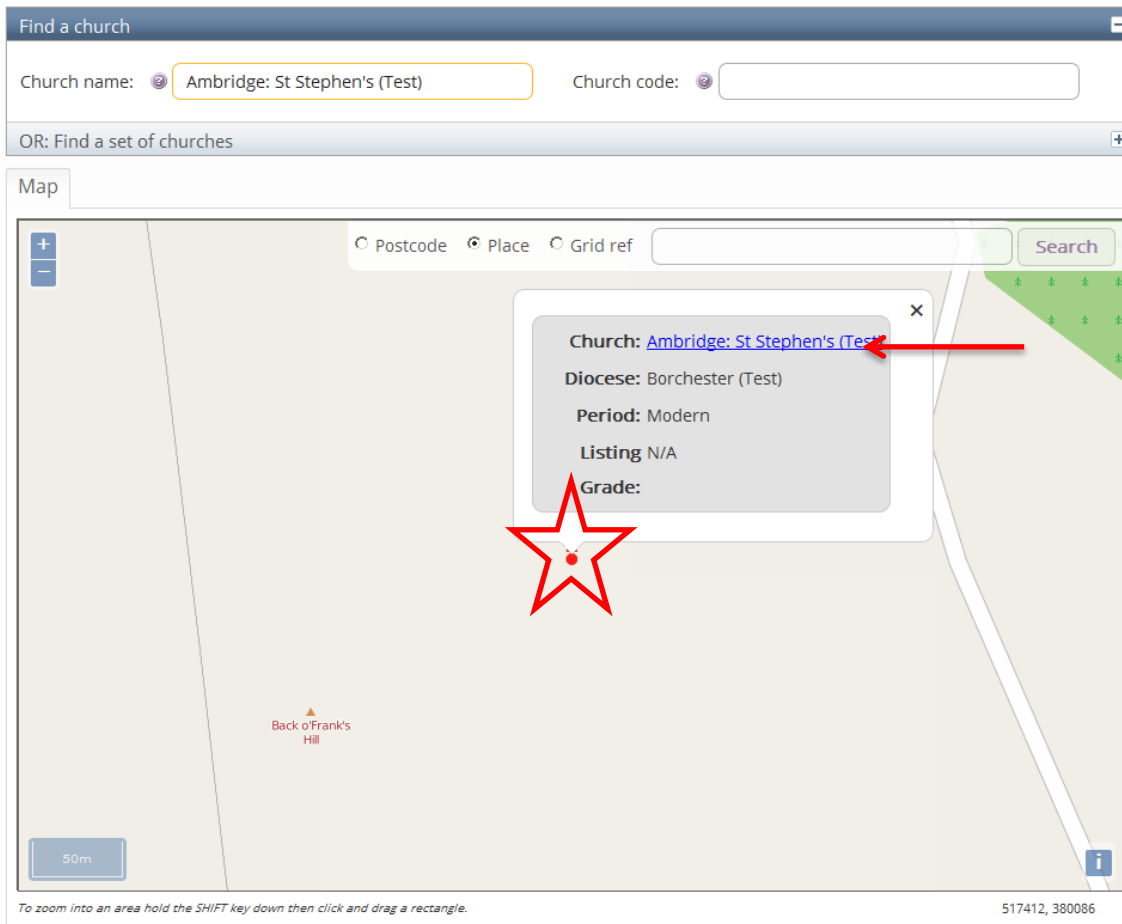


3. Use the Church Search function to locate the specific church building
  - a. Select **Find a church**
  - b. Enter the church's **name** OR
  - c. Enter the church's **code**

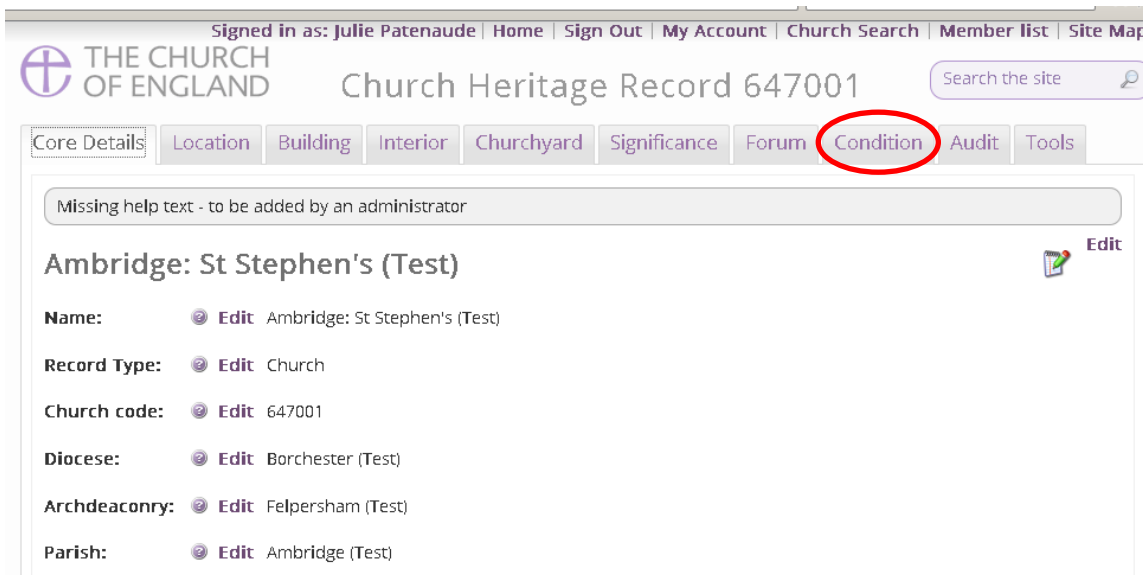
## Church search



4. Click on the **red dot** symbolising the church building. This will open a summary information box. Click on the **church's name** to open the record.



- In the Church Heritage Record for your specific church building, go to the **Condition** tab  
\*Please note that you will only have access to this tab if you are logged in as DAC Secretary.






- Scroll down the page to Event Log (Faculty History)
- Click **Start a new List A or List B item; Start a Faculty Case; Start a new TMRO application** for the necessary application type to start.

## Event Log (Faculty History)

[Start a new List A or List B item](#)

[Start a Faculty Case](#)


[Start a new TMRO Application](#)

App Ref	Summary	Church	Created	Status	View
2022-000588	Testing for Manual	Ambridge: St Stephen's (Test)	Tue 28 Jun 2022	Awaiting application form completion	
2022-000586	testing #659 changes	Ambridge: St Stephen's (Test)	Thu 16 Jun 2022	Awaiting application form completion	
2022-000584	Test 123	Ambridge: St Stephen's (Test)	Tue 07 Jun 2022	Awaiting application form completion	

## Case File Summary

1. Complete the Case File Summary
  - a. The Case Reference will appear automatically
  - b. The name of the church will appear automatically

Signed in as: [Rupert Allen](#) | [Home](#) | [Sign Out](#) | [My Account](#) | [Site Map](#)

 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**

**Church**

**Summary of proposed works**

**Contact number**

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

Application Ref: **2014-000064**  
Diocese:  
Status: **Awaiting initial application details**  
Summary:

Church:  
Archdeaconry:  
Logged By: **Mr Rupert Allen (Thu 13 Nov 2014)**

### Case file summary

**Case reference**

**Church**

**Summary of proposed works**

**Contact number**





## Recording a List A matter

Under the 2022 legislation change, a number of new items have been included under List A. The new list is available [here](#), and we would strongly recommend that this list is reviewed in full.

On the online system, you are able to select whether the works apply to the building or within the churchyard, and the specified List A items will appear. The categorisation is as follows:

Church buildings etc. include:

- 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 Step 4

Please specify whether the proposed works affect the interior or exterior of the Church. If you already know that the application requires a Faculty, it doesn't matter which option you select.

Area affected by proposed works  Church buildings etc.  Churchyard

Previous Save & come back later Cancel **Next**

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, please select that item, otherwise select "None of the above". Then click Next to proceed.

(A1-1)  
(a) Works of maintenance, not involving repair or substantial replacement of material, carried out as part of the regular course of care and upkeep of the building.  
(b) Works of repair not materially affecting the fabric or any historic material.

*Specified conditions:*

- The parochial church council's insurers are notified if external scaffolding is to be erected.

(A1-2)  
Repairs and replacement of fittings in existing kitchens, lavatories, office accommodation and other ancillary rooms.

(A1-3)  
Like for like repairs to window glass.

*Specified conditions:*

- The works do not include repairs to stained glass or to clear glass manufactured before 1960.

(A1-4)  
The repair or like for like replacement of wire mesh window guards.

*Specified conditions:*

- Only non-corroding fixings are used and, where practicable, are fixed in mortar joints.

(A1-4a)  
Draught proofing an external door or window.

*Specified conditions:*

- The works do not affect the overall appearance or operation of the door or window and do not involve the replacement of a component.

(A1-5)  
The treatment of timber against beetle or fungal activity where the church is not a listed building.

*Specified conditions:*

- The works do not involve the replacement of timber.

(A1-6)  
Works of maintenance, repair and adaptation (not amounting to substantial addition or replacement but including re-wiring) to existing:  
(a) heating systems (including the replacement of control equipment and the insulation of pipes in the boiler room and ancillary service areas).  
(b) gas, water or other services.  
(c) lighting installations, other electrical installations and other electrical equipment (but not the replacement of light fittings, and see matter B1(8)(b) in List B as to fittings for low-energy lamps).

4. Scroll to the bottom of the page

5. Click **Next**

(A6-3)  
Replacement of material covering the roof where neither the church nor the church hall or similar building is a listed building.

*Specified conditions:*

- The installation of roof insulation is considered.

(A6-4)  
The introduction of a defibrillator in a building which is not a listed building.

None of the above

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)

Step 1

Step 2

Step 3

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**.

Step 1

Step 2

Step 3

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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## Applying for a List B matter

Under the 2022 legislation change, a number of new items have been included under List B, and specified conditions have been added to some of the items to strengthen the ability for the Church to reach net-zero carbon by 2030. The new list is available [here](#), and we would strongly recommend that this list is reviewed in full. Any List B requested does not need to be included within your Quinquennial Inspection Report.

On the online system, you are able to select whether the works apply to the building or within the churchyard, and the specified List B items will appear. The categorisation is as follows:

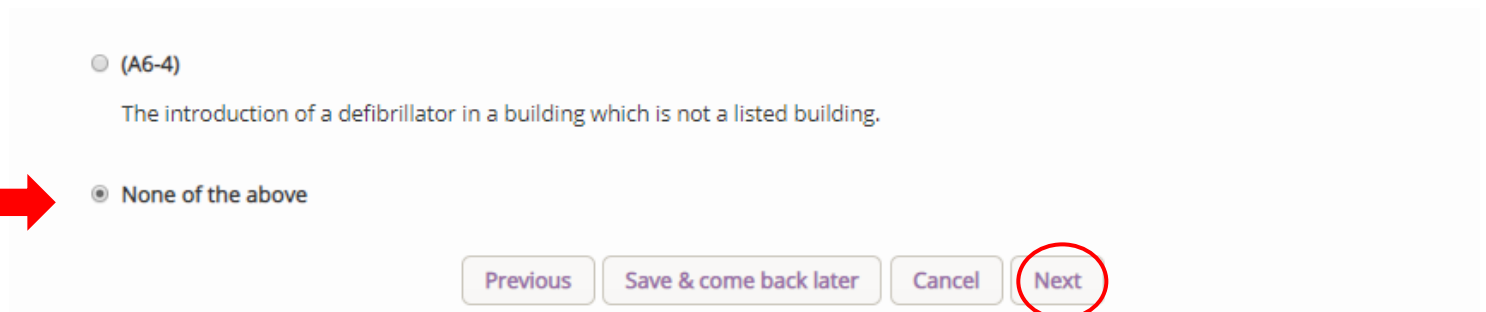
Church buildings etc. include:

- B1 – Church buildings etc.
- B2 – Bells etc.
- B3 – Clocks.
- B4 – Church Contents
- B5 – Church halls and similar buildings

Churchyard includes:

- B6 – Churchyard
- B7 – Trees

1. Repeat steps included under *Case File Summary*
2. When you arrive at List A, scroll to the bottom of the page
3. Click **None of the Above**
4. Click **Next**



(A6-4)  
The introduction of a defibrillator in a building which is not a listed building.

None of the above

5. You will arrive at List B
6. 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

If the proposed works match one of the "List B" items below, please select that item, otherwise select "None of the above". If you are confident you have selected the right option, click "Finish form", otherwise click "Save and come back later".

(B1-1)  
Works of repair affecting the fabric or historic material.

*Specified conditions:*

- The repair does not introduce material of a type that does not already form part of the fabric or historic material that is to be repaired.
- The repair does not involve the substantial replacement of a major part of the fabric or of historic material.
- Details of any materials to be used are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter.
- The works do not involve any new disturbance below ground level.
- The parochial church council's insurers are notified if external scaffolding is to be erected.

(B1-2)  
The installation of a wall offertory box.

*Specified conditions:*

- The installation does not affect historic fabric.

(B1-3)  
Works of external or internal redecoration (other than to areas of historic wall painting, even if already painted over).

*Specified conditions:*

- Details of materials and colours are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter.
- The overall appearance of the building is not changed.
- The parochial church council's insurers are notified if external scaffolding is to be erected.

7. Scroll to the bottom of the page

8. Click **Finish**

(B4-12)  
Disposal of redundant altar frontals and falls.

*Specified conditions:*

- No article of historic or artistic interest is disposed of.

**Additional Diocesan matter.** All additional matters are available in your diocesan registry, on the diocesan and Church of England website.

**None of the above**

Previous Save & come back later Cancel **Finish Form**

You have successfully begun a new List B application and created a case file.

Details Supporting documents and images History Messages Edit

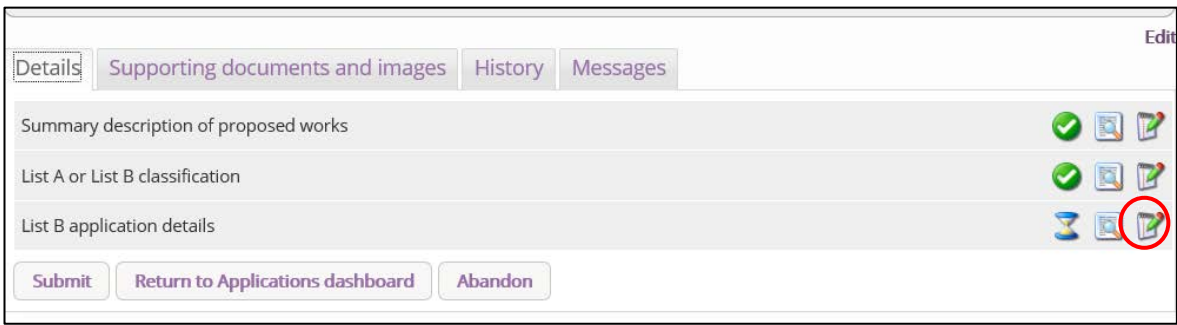
Summary description of proposed works

List A or List B classification

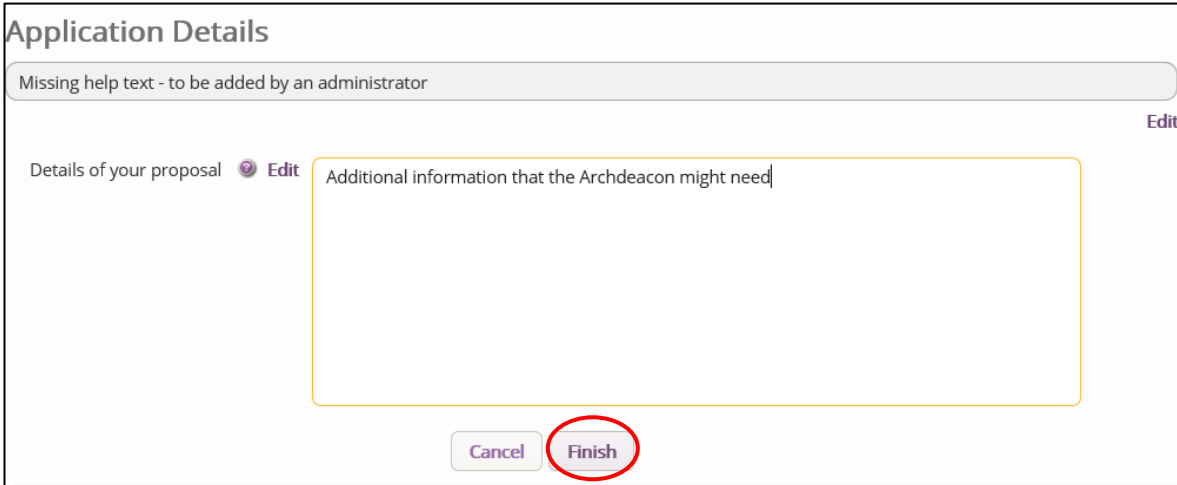
List B application details

Submit Return to Applications dashboard Abandon

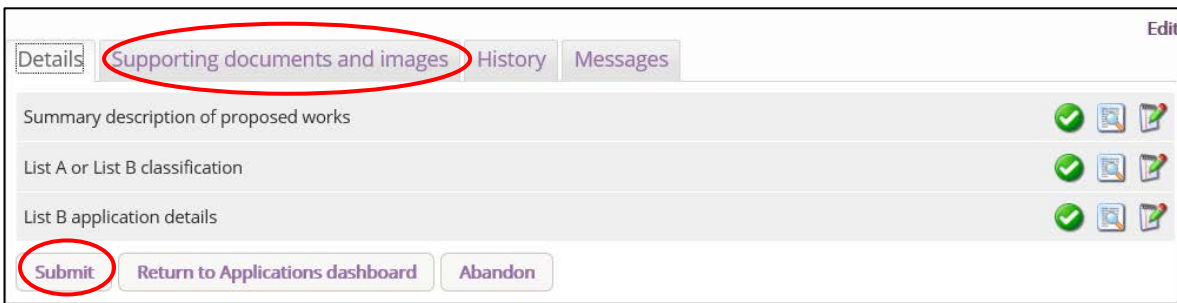
9. Click the **Edit** icon to add more details to the application



- 10. Type additional details about your proposal in the text box
- 11. Click **Finish**



- 12. Attach any additional files under the **Supporting Documents and Image** tab
- 13. Click **Submit** to send to the next stage

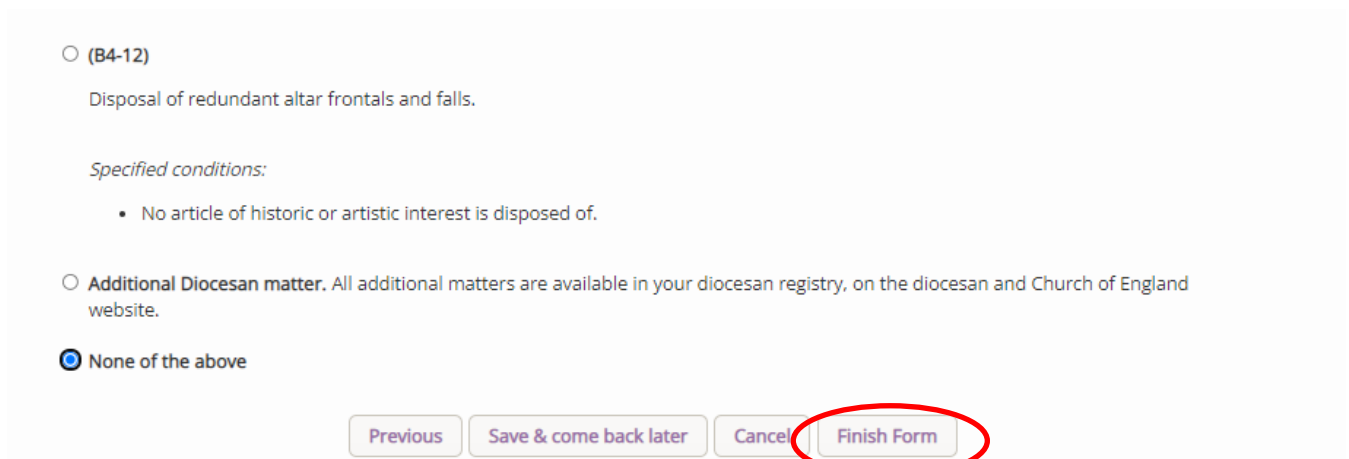


## Applying for Full Faculty

There are now two ways to apply for Faculty.

The first is through the List A and List B selection

1. Repeat steps outlined in the *Case File Summary*
2. Arrive at **List A**,
3. Scroll to the bottom of the page
4. Click **None of the Above**
5. Click **Next**
  
6. Arrive at **List B**
7. Scroll to the bottom of the page
8. Click **None of the Above**
9. Click **Finish**



The screenshot shows a web form with the following content:

- (B4-12)  
Disposal of redundant altar frontals and falls.
- Specified conditions:*
  - No article of historic or artistic interest is disposed of.
- Additional Diocesan matter.** All additional matters are available in your diocesan registry, on the diocesan and Church of England website.
- None of the above**

At the bottom of the form, there are four buttons: "Previous", "Save & come back later", "Cancel", and "Finish Form". The "Finish Form" button is circled in red.

If starting a case through the above method, the List B process will end, and the Faculty case and forms will begin.

The second method is through the central applications page and selecting the Start a Faculty Case button.

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 Faculty Case** to start
5. Enter the details requested in the *Case File Summary*, and select the necessary church.



Start a new List A or List B item **Start a Faculty Case** Start a new TMRO Application

Messages Applications requiring your action Active Cases Archived Cases

Search by application ref Search by church name Search Reset

App Ref	Summary	Church	Created	Status	View
2022-000587	testing	Farndale: St Augustine of Hippo's (Test)	Fri 17 Jun 2022	Public notice	
2022-000586	testing #659 changes	Ambridge: St Stephen's (Test)	Thu 16 Jun 2022	Awaiting application form completion	
2022-000585	Test 2	Farndale: St Augustine of Hippo's (Test)	Thu 16 Jun 2022	Awaiting application form completion	
2022-000584	Test 123	Ambridge: St Stephen's (Test)	Tue 07 Jun 2022	Awaiting application form completion	
2022-000582	test start	Penny Hassett: St David (NotReal)	Tue 07 Jun 2022	Await applicant completion of the petition form	
2022-000581	test faculty start - condition	Farndale: St Augustine of Hippo's (Test)	Tue 07 Jun 2022	Await applicant completion of the petition form	
2022-000580	List B from condition	Farndale: St Augustine of Hippo's (Test)	Tue 07 Jun 2022	Proposal in preparation	
2022-000579	Testing 23	Ambridge: St Stephen's (Test)	Sun 05 Jun 2022	Proposal in preparation	
2022-000578	testing	Ambridge: St Stephen's (Test)	Sun 05 Jun 2022	List B application in preparation	
2022-000578	testing	Ambridge: St Stephen's (Test)	Sun 05 Jun 2022	List B application in preparation	

First Previous Next Last Page size: 10 Page 1 of 34 (337 items)

Once completed, the following screen will appear, and you will have successfully begun a new faculty proposal under the 2022 legislation and have created a case file.

Application Ref: 2022-000588 Church: [Ambridge: St Stephen's \(Test\)](#)  
 Diocese: [Borchester \(Test\)](#) Archdeaconry: [Felpersham \(Test\)](#)  
 Status: [Proposal in preparation](#) Logged By: [The Test Petitioner \(Tue 28 Jun 2022\)](#)  
 Summary: [Testing for Manual](#)

Proposal in preparation

Details Supporting documents and images History Messages Archived Forms

Summary description of proposed works

Standard Information

Petition Details

Submit Return to Applications dashboard Delete the application Download All Forms & Documents

Under the 2022 version, three forms will be required by the Petitioner, who will then submit this to the DAC secretary for review and the selection of the relevant forms.

For reference, all cases submitted through the online system from the 1<sup>st</sup> April 2020 onwards will be made public during the public notice period and the Chancellor issuing their determination. All legal documents, including the Petition form and necessary supporting documentation, will be made available to members of the public via our central Public Notice page. These forms and documents are legally required to be shown to members of the public who request access to view them in person, and under the Faculty Rules, the public availability provides a digitally accessible version. Under GDPR, the processing and making public of these forms and the personal details included are allowed, as there is a legal requirement to make these available.




## Standard Information




1. Complete the Standard Information Form. Click the **Edit** icon.




Application Ref: 2022-000588 Church: [Ambridge: St Stephen's \(Test\)](#)  
Diocese: [Borchester \(Test\)](#) Archdeaconry: [Felpersham \(Test\)](#)  
Status: [Proposal in preparation](#) Logged By: [The Test Petitioner \(Tue 28 Jun 2022\)](#)  
Summary: [Testing for Manual](#)

Proposal in preparation

Details [Supporting documents and images](#) [History](#) [Messages](#) [Archived Forms](#)

Summary description of proposed works   


**Standard Information**   

Petition Details   

[Submit](#) [Return to Applications dashboard](#) [Delete the application](#) [Download All Forms & Documents](#)

2. **First**, click **Reload from Church Heritage Record**. If your church building's record has already been completed by the DAC or the CCB, this information will automatically fill in the Standard Information Form for you.

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

 THE CHURCH OF ENGLAND Online Faculty System

Application Ref: 2014-000078 Church: [Ambridge: St Stephen's \(Test\)](#)  
Diocese: [Borchester \(Test\)](#) Archdeaconry: [Felpersham \(Test\)](#)  
Status: [Proposal in Preparation](#) Logged By: [Mrs Fiona Petty \(Tue 18 Nov 2014\)](#)  
Summary: [SE Test for Form3A Q22](#)

### Form 1A

This form helps us understand your church building. Click "Reload from Church Heritage Record" to fill it in automatically and/or insert the information manually. The online system will remember your data in all future proposals.

1 2 3 4

Approximate date of church

Is the church listed?  Yes  No


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

Is the church, churchyard or any adjoining structure wholly or partly scheduled as an ancient monument?  Yes  No

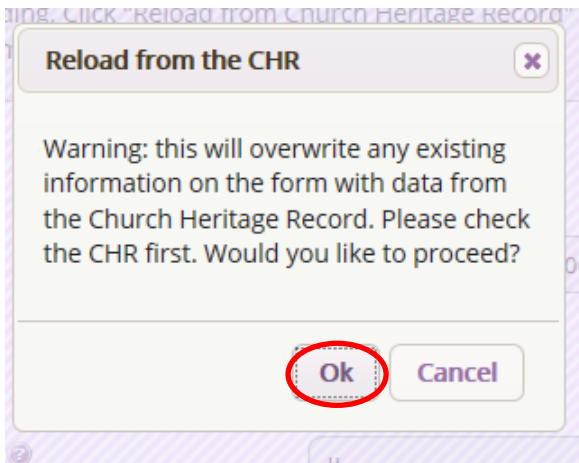
Is the church, churchyard or any adjoining structure in a conservation area?  Yes  No

If it is, please state which

[Reload from Church Heritage Record](#) [Save & come back later](#) [Cancel](#) [Next](#)

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3. You will get this prompt. Any information you have already entered yourself will be overwritten. **Click Ok** to proceed or press cancel to complete the form manually.



4. Insert any missing information manually, and **click Next** to continue on to the next page. At any time, you can save your work and return to it another day by clicking **Save & come back later**

Application Ref: 2020-000527  
Diocese: Barchester (Test)  
Status: Proposal in preparation  
Summary: Test 1

Church: [Ambridge: St Stephen's \(Test\)](#)  
Archdeaconry: [Felpersham \(Test\)](#)  
Logged By: [The Test Petitioner \(Mon 23 Mar 2020\)](#)

### Form 1A

xxx xvdfsdf sd

1 2 3 4

Approximate date of church

Is the church listed?

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

Is the church or churchyard wholly or partly scheduled as an ancient monument?

Is the church or churchyard in a conservation area?

If it is, please state which conservation area

Early Medieval (pre 1066AD)

Early Medieval (pre 1066AD)

Medieval

Post Medieval (1540AD to 1837AD)

Victorian/Pre-War (1837AD to 1914AD)

Modern (1914AD to Present)

Yes  No

Yes  No

Reload from Church Heritage Record Save & come back later Cancel **Next**

5. Complete the second page and click **Next**.

Application Ref: 2020-000527  
Diocese: Borchester (Test)  
Status: Proposal in preparation  
Summary: Test 1

Church: [Ambridge: St Stephen's \(Test\)](#)  
Archdeaconry: [Felpersham \(Test\)](#)  
Logged By: [The Test Petitioner \(Mon 23 Mar 2020\)](#)

## Form 1A

xxx xvdfsdf sd

1 2 3 4

Is the church or churchyard in a national park?

Yes  No

If it is, please state which national park

Ambridge National Park

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

Yes  No

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

Lady chapel owned by Lady [Grantham](#) of [Downton](#) Abbey  
Memorial Window owned by Shaw family

Is there anybody other than the parochial church council who is liable to pay for repairs to the chancel?

Previous

Save & come back later

Cancel

Next

## 6. Complete the third page and click **Next**.

Application Ref: 2020-000527  
Diocese: Borchester (Test)  
Status: Proposal in preparation  
Summary: Test 1

Church: [Ambridge: St Stephen's \(Test\)](#)  
Archdeaconry: [Felpersham \(Test\)](#)  
Logged By: [The Test Petitioner \(Mon 23 Mar 2020\)](#)

## Form 1A

xxx xvdfsdf sd

1 2 3 4

Is the churchyard or burial ground consecrated? (whether closed or not)

Yes  No

Has it been used for burials?

Yes  No

Is it still used for burials?

Yes  No

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

Yes  No

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  No

Previous

Save & come back later

Cancel

Next



## 7. Complete the last page and click **Finish**

Application Ref: 2020-000527  
Diocese: Borchester (Test)  
Status: Proposal in preparation  
Summary: Test 1

Church: [Ambridge: St Stephen's \(Test\)](#)  
Archdeaconry: [Felpersham \(Test\)](#)  
Logged By: [The Test Petitioner \(Mon 23 Mar 2020\)](#)

## Form 1A

xxx xvdfsdf sd



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

Please give the name and address of the architect or surveyor appointed for the church under section 45 of the Ecclesiastical Jurisdiction and Care of Churches Measure 1988 \* (if applicable)

John Doe  
Purcell - London  
15 Bermondsey Square  
Tower Bridge Road  
London

\* This is now to be read as a reference to the inspector appointed under section 45 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018.

Previous

Save & come back later

Cancel

Finish Form



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## 8. The form is now complete

Application Ref: 2020-000527  
Diocese: Borchester (Test)  
Status: Proposal in preparation  
Summary: Test 1

Church: [Ambridge: St Stephen's \(Test\)](#)  
Archdeaconry: [Felpersham \(Test\)](#)  
Logged By: [The Test Petitioner \(Mon 23 Mar 2020\)](#)

Proposal in preparation

Details Supporting documents and images History Messages Archived Forms

Summary description of proposed works



Standard Information



Submit

Return to Applications dashboard

Delete the application

Download All Forms & Documents

## Petition details

In this section, you are asked to fill in the first three pages of the paper format of Form 3, the petition document. Through the online system, this appears as five pages. All text that is entered in this form will be available towards the end of the application when you are asked to complete the full document.

Press the edit button to access the Petition details form

Application Ref: 2022-000588  
Diocese: Barchester (Test)  
Status: Proposal in preparation  
Summary: Testing for Manual

Church: [Ambridge: St Stephen's \(Test\)](#)  
Archdeaconry: [Felpersham \(Test\)](#)  
Logged By: [The Test Petitioner \(Tue 28 Jun 2022\)](#)

Proposal in preparation

Details | [Supporting documents and images](#) | [History](#) | [Messages](#) | [Archived Forms](#)

Summary description of proposed works



Standard Information



Petition Details



Submit

[Return to Applications dashboard](#)

Delete the application

Download All Forms & Documents

Page 1 asks for the details of each Petitioner. Fill the relevant parts in and navigate to the bottom of the page and press **next** to move on to the next page.

Application Ref: 2020-000527  
Diocese: Barchester (Test)  
Status: Awaiting application form completion  
Summary: Test 1

Church: [Ambridge: St Stephen's \(Test\)](#)  
Archdeaconry: [Felpersham \(Test\)](#)  
Logged By: [The Test Petitioner \(Mon 23 Mar 2020\)](#)

### Form 3A



#### Petitioners

Full Name	Office Held	Email	Tel No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Residential Address  
(including postcode)

Preferred



Full Name	Office Held	Email	Tel No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Residential Address  
(including postcode)

Preferred



Full Name	Office Held	Email	Tel No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Residential Address  
(including postcode)

Preferred



Please use capital letters

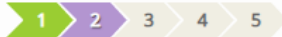
Please indicate here which of the above should be regarded as the contact address. A telephone number and email address should also be provided where possible.

Page 2 asks for the details of the schedule of works that you are requesting. Fill this section in with as much or as little detail as is required and navigate to the bottom of the page, and press **next** to move on to the next page.

Application Ref: 2020-000527  
Diocese: Borchester (Test)  
Status: Awaiting application form completion  
Summary: Test 1

Church: [Ambridge: St Stephen's \(Test\)](#)  
Archdeaconry: [Felpersham \(Test\)](#)  
Logged By: [The Test Petitioner \(Mon 23 Mar 2020\)](#)

## Form 3A



We petition the Court for a faculty to authorise the following...  
Please describe the works or other proposals for which a faculty is sought in the way recommended by the Diocesan Advisory Committee in its Notification of Advice

### Schedule of works or proposals

This is where the schedule of works be listed

They can be on multiple lines

Copies of the Standard Information Form and any drawings, plans, specifications, photographs or other documents showing the proposals must be provided with this petition.

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



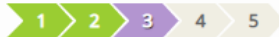
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Page 3 asks for the details of any professional advice that has been sought as part of the intended works. Fill this section in if necessary and navigate to the bottom of the page and press **next** to move on to the next page.

Application Ref: 2020-000527  
Diocese: Borchester (Test)  
Status: Awaiting application form completion  
Summary: Test 1

Church: [Ambridge: St Stephen's \(Test\)](#)  
Archdeaconry: [Felpersham \(Test\)](#)  
Logged By: [The Test Petitioner \(Mon 23 Mar 2020\)](#)

## Form 3A



A. Professional Advice  
Please answer this section in every case

1. Has the architect or surveyor appointed under section 45 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018 been—

- a. engaged in connection with the proposals?  Yes  No
- b. asked for general advice in relation to these proposals?  Yes  No

2. If another architect or surveyor is being engaged

a. what is his or her name and address?

Judith

b. why is he or she being instructed in relation to the proposed works?

They know the church well having worked on the building before

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



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Page 4 asks questions about whether the intended works are to the interior and/or exterior of the church and whether a statement of significance and Statement of needs have been prepared. If the DAC secretary has not directed that these be filled in, there is no requirement to select "Yes", but the church may have this information already and may wish to select **Yes** and upload the documents via

the support documents tab. Fill the relevant parts of the page in and navigate to the bottom of the page and press **next** to move on to the next and final page.

Application Ref: 2020-000527  
Diocese: Borchester (Test)  
Status: Awaiting application form completion  
Summary: Test 1

Church: [Ambridge: St Stephen's \(Test\)](#)  
Archdeaconry: [Felpersham \(Test\)](#)  
Logged By: [The Test Petitioner \(Mon 23 Mar 2020\)](#)

## Form 3A

1 2 3 4 5

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  No

b. If the answer to a. is yes, please supply copies of the statements with this petition.

c. If the answer to a. is no, what are the reasons for asking for permission for the proposals?

Please supply separate explanatory statement if more space is required

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

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Page 5 asks for the financial costs of the intended works. Please fill this part of the form in as honestly as possible, as it helps both the DAC within their notification but also external bodies in their formal consultative roles. Once completed, navigate to the bottom of the page and press **Finish Form** to complete the form.



## Form 3A



### C. Financial Information

Please answer this section in every case

4.a. What is the estimated cost of the proposed works?

b. Who has estimated this cost?

c. Are the proposals wholly to be paid for from a source other than the parochial church council or wholly from funds which have already been given to the PCC for the purpose of the proposals?

Yes  No

d. If the answer to c. is no, how are the proposals to be paid for? (Please give figures in the boxes below)

i. the PCC's current balance of funds that are available for the purpose

ii. gifts/legacies

iii. grants or fund raising - already available

iv. grants or fund raising - being sought

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

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

## Submitting your proposal

You have now completed all forms initially required by the Online Faculty System.

1. If you need to **attach any documents** to your application, please review the *Attaching Documents guidance* note.
2. Make sure that all forms are marked as complete (green check mark). You will not be able to submit your proposal to the DAC if a form is still pending completion (hourglass icon). If a form is not complete:
  - a. Click the Edit icon on that particular form
  - b. Go to the form's last page
  - c. Click the Finish button
3. Once you are certain that you are ready to seek DAC advice, Click **Submit**

Application Ref: 2022-000588

Diocese: Barchester (Test)

Status: Proposal in preparation

Summary: Testing for Manual




Church: [Ambridge: St Stephen's \(Test\)](#)




Archdeaconry: [Felpersham \(Test\)](#)




Logged By: [The Test Petitioner \(Tue 28 Jun 2022\)](#)

Proposal in preparation

Details | **Supporting documents and images** | History | Messages | Archived Forms

Summary description of proposed works   

Standard Information   

Petition Details   

**Submit** | Return to Applications dashboard | Delete the application | Download All Forms & Documents

**N.B.** Once you have clicked submit, the applicant will no longer be able to amend the forms until you return the proposal with informal comments or ask them to fill in further forms.

1. As DAC, you will receive an email to inform you of this application
2. You can monitor the progress of the application anytime by signing into your account (see *Navigating a Case File*)

## Attaching Documents

If you need to attach relevant documents to support the proposal:

1. Go to the application's case file (see *Navigating a Case File*)
2. Click on **Supporting Documents and Images**

Application Ref: **2014-000064**

Diocese: **Borchester (Test)**

Status: **Proposal in Preparation**

Summary: **Removal of Pews**

Church: **Ambridge: St Stephen's (Test)**

Archdeaconry: **Felpersham (Test)**

Logged By: **Mr Rupert Allen (Thu 13 Nov 2014)**

Use the forms below to develop your proposal. You do not have to complete them all at once – you can always save your work and return to it later.

Once you are confident that your proposal is ready, click "Submit". It will be sent to the DAC who will provide you with advice. You will no longer be able to make changes to your proposal once you have clicked "Submit".

You are encouraged to provide a Statement of Significance and a Statement of Needs (although these documents are only essential when proposals involve changes to a listed church). If you choose not to provide these documents, go to the last page of each relevant online form and click "Finish". Keep in mind that your decision not to supply the DAC with these documents could lead to a delay in providing you with advice.

Use the "Supporting documents and images" tab to attach any other relevant document (including a statement of significance or statement of needs) to support your proposal.

If you wish to withdraw your proposal, click "Abandon".

Details **Supporting documents and images** History Messages

Summary description of proposed works



Standard Information



Petitioner



Statement of Significance



Statement of Needs



Submit

Return to Applications dashboard

Abandon

Invite Consultees



### 3. Click Add

Application Ref: **2014-000018**

Diocese: **Borchester (Test)**

Status: **Awaiting Chancellor's determination**

Summary: **A new test (SE)**

Church: **Ambridge: St Stephen's (Test)**

Archdeaconry: **Felpersham (Test)**

Logged By: **Mrs Fiona Petty (Thu 07 Aug 2014)**

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

Details **Supporting documents and images** History Notes Messages

Edit

Add a file

**Add**



### Option 1

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

THE CHURCH OF ENGLAND Online Faculty System

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.

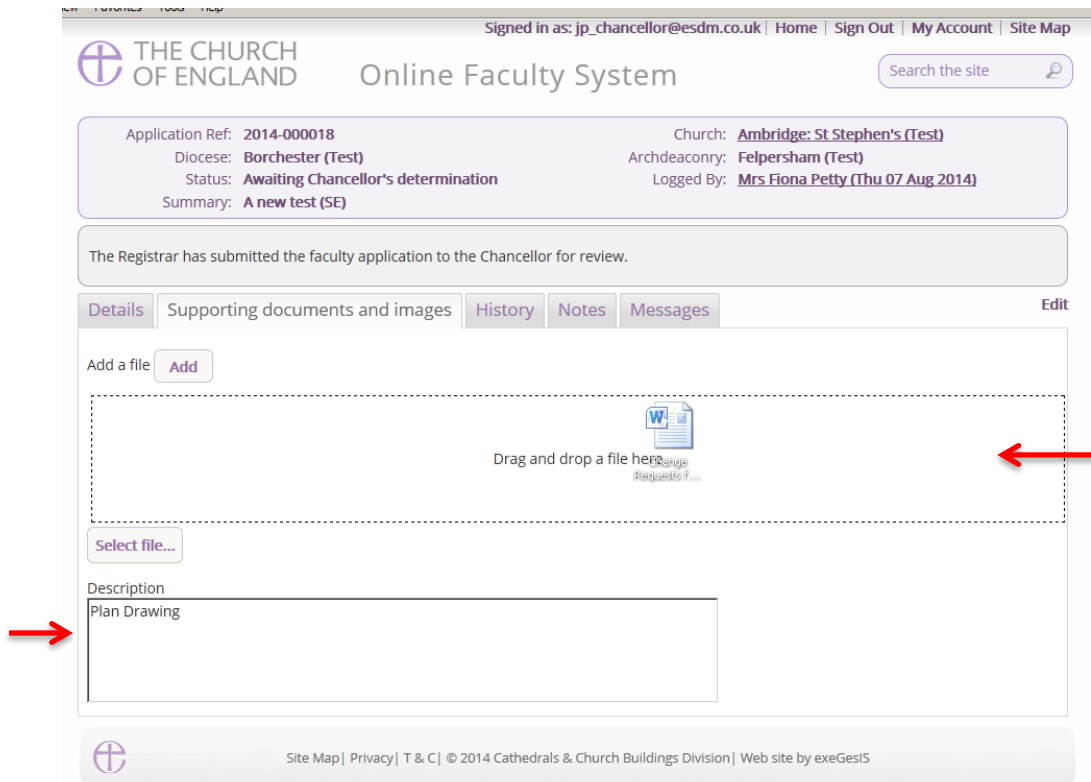
Details Supporting documents and images History Notes Messages Edit

Add a file **Add**

Drag and drop a file here

Select file...

Description  
Plan Drawing



6. Notice that the file has not been uploaded yet (you can delete it by clicking on the trash can next to it)

7. Click **Upload**

THE CHURCH OF ENGLAND Online Faculty System

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

Add a file **Add**

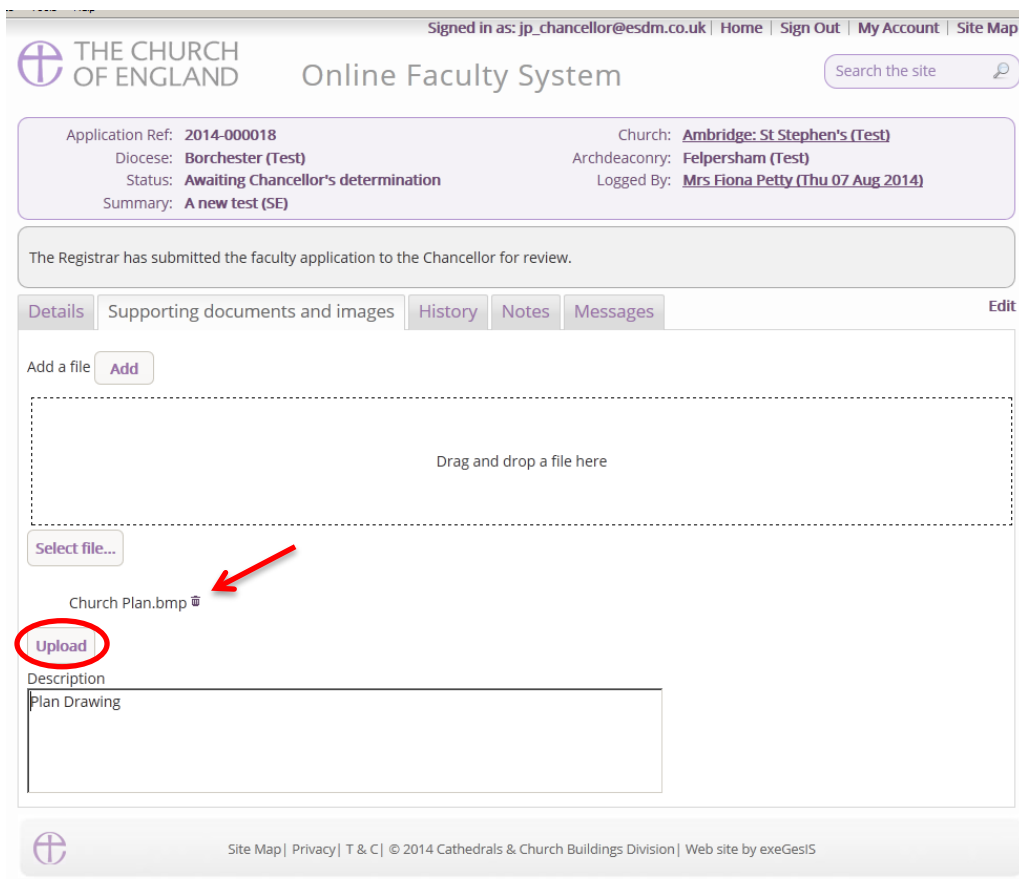
Drag and drop a file here

Select file...

Church Plan.bmp

**Upload**

Description  
Plan Drawing



8. The file has been successfully attached.

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

**THE CHURCH OF ENGLAND** Online Faculty System

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
<a href="#">Church Plan.bmp</a>	Plan Drawing	151318	04/11/2014 10:43:05	Julie Patenaude

Add a file

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Option 2

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

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

**THE CHURCH OF ENGLAND** Online Faculty System

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](#)

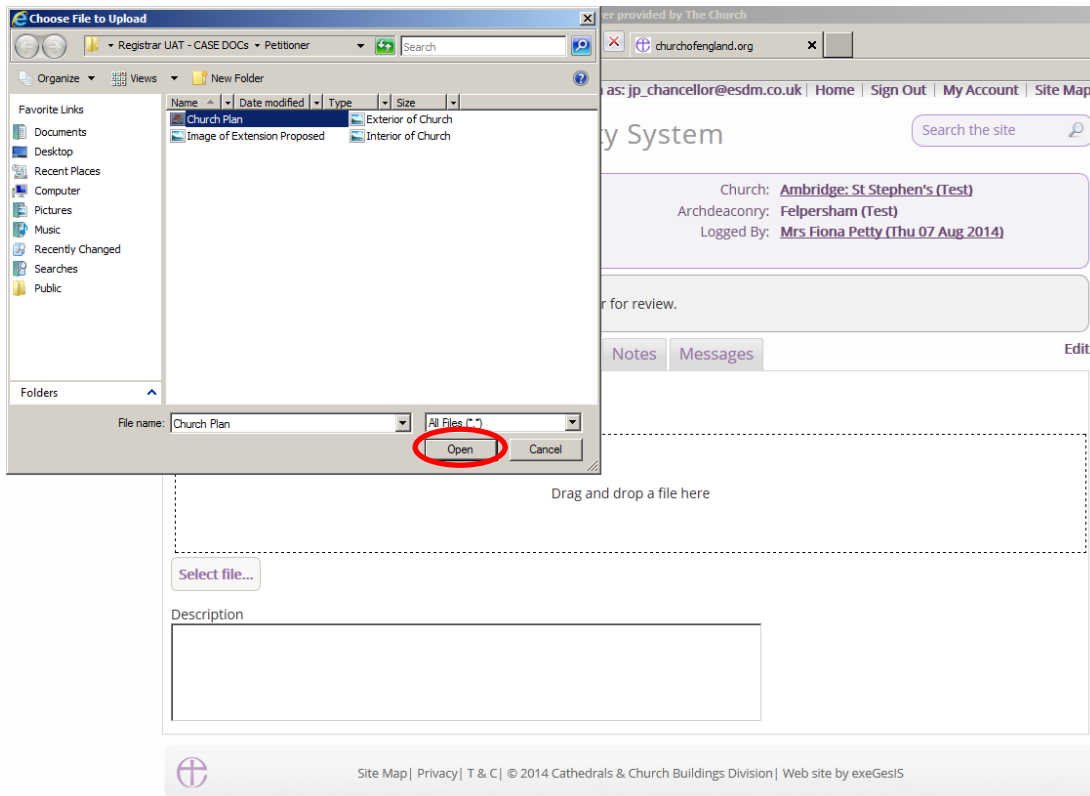
Add a file

Drag and drop a file here

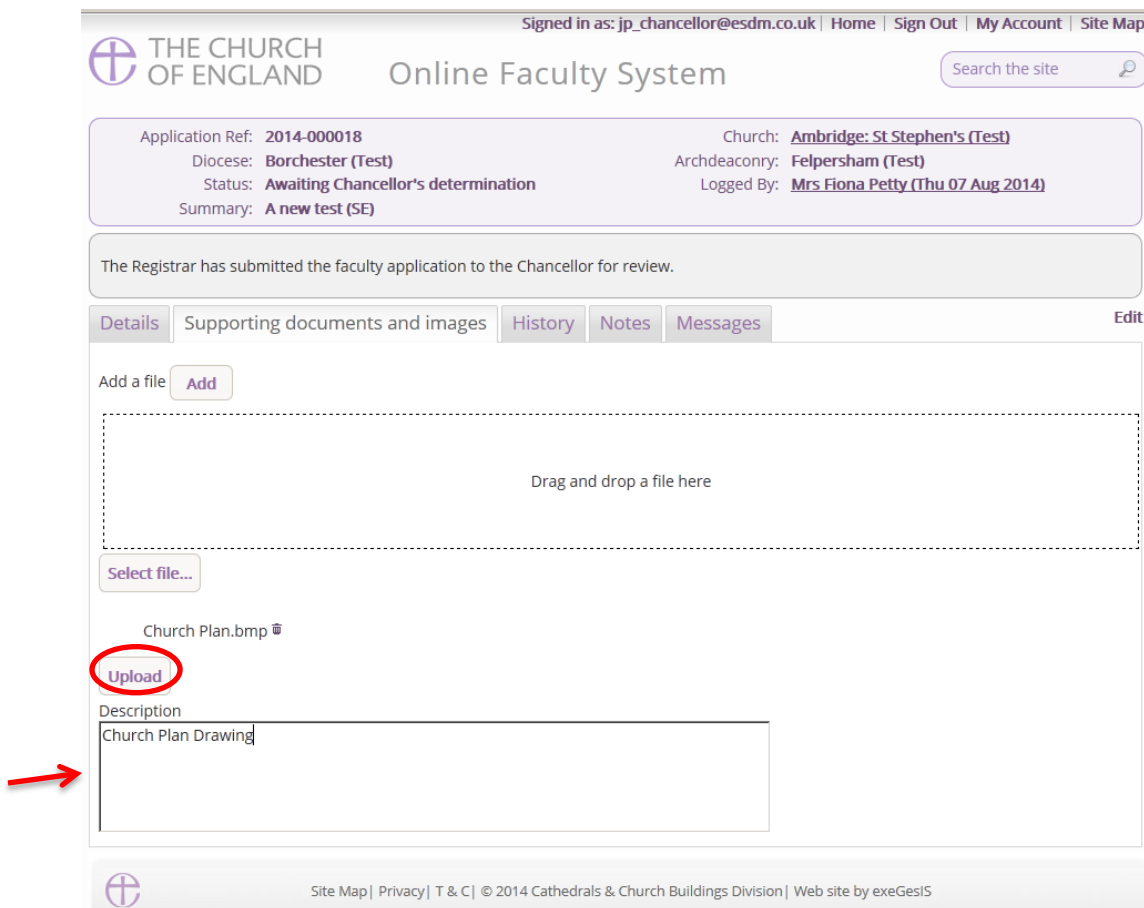
Description

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



11. Insert a summary **description** of the file you have attached (e.g. Archaeological Report)
12. Click **Upload**



13. The file has been successfully attached

Application Ref: **2014-000018**  
Diocese: **Borchester (Test)**  
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Summary: **A new test (SE)**

Church: **Ambridge: St Stephen's (Test)**  
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Logged By: **Mrs Fiona Petty (Thu 07 Aug 2014)**

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
 <a href="#">Church Plan.bmp</a>	Plan Drawing	151318	04/11/2014 10:43:05	Julie Patenaude

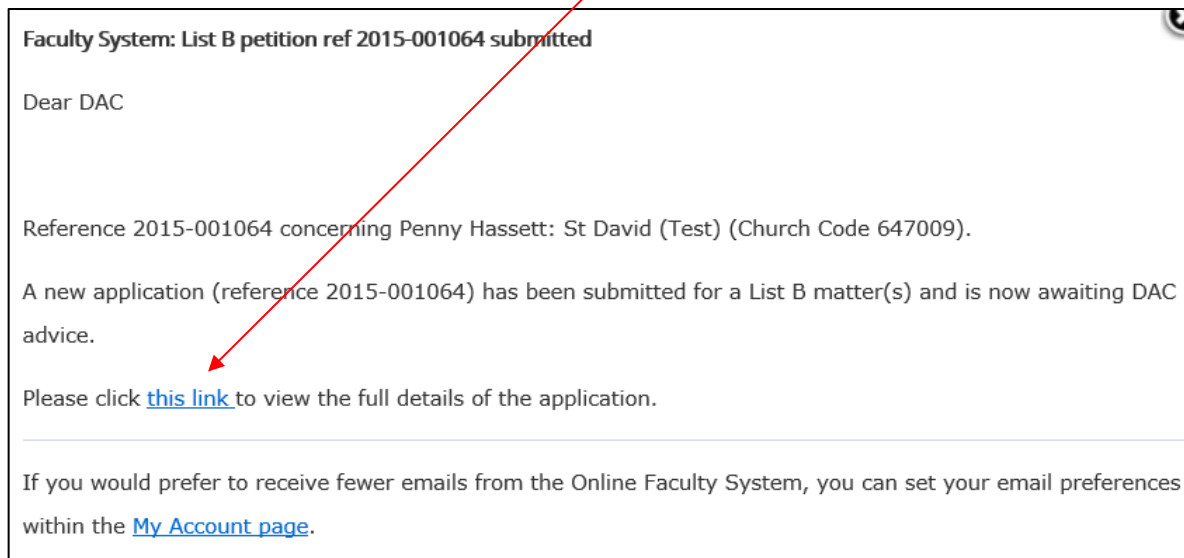
Add a file 



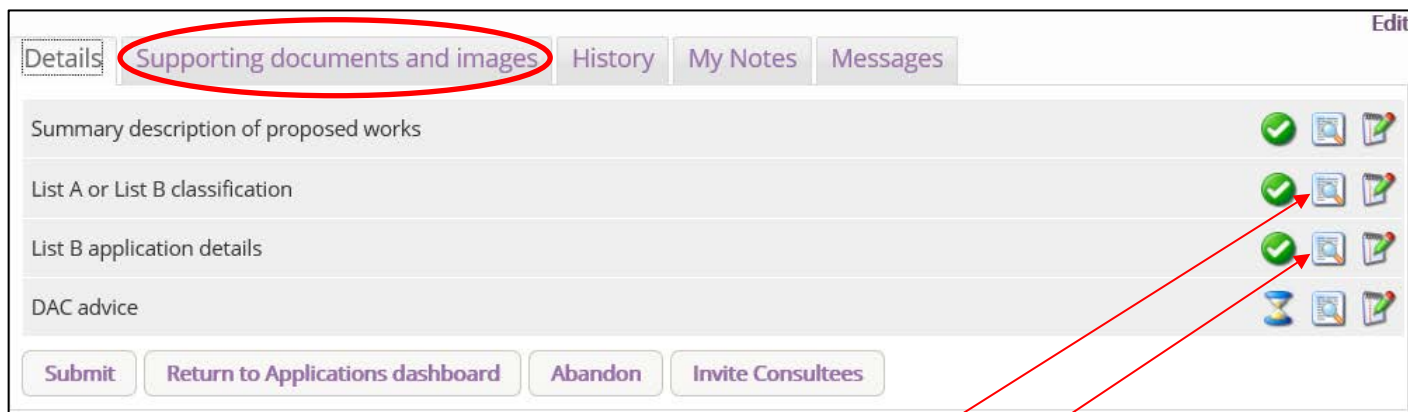
## Providing Advice to a List B Application

As DAC, you will be notified by email when a parish submits a List B application for determination by the Archdeacon. You have the option to provide informal advice to assist the Archdeacon with their decision. Once a List B process has started, the only person who can determine whether or not the proposals are a List B is the archdeacon. Should this be submitted to the DAC, and it is clear that it is not a List B item, please provide a comment around this and submit it to them for their determination. If the case is in this List B status, it cannot be converted to a Faculty unless determined by the Archdeacon.

1. To access the application, **click** the link



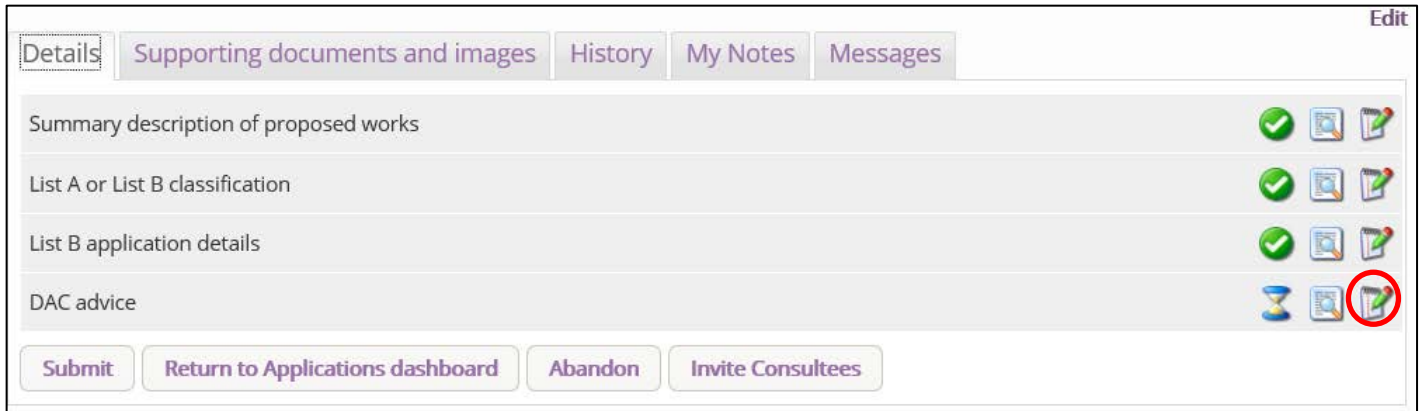
You will arrive at the List B case file



2. Click here to find out which **List B matter** was selected
3. Click here to read more **details** about the application
4. Go to the **Supporting Documents and Images** tab for additional information



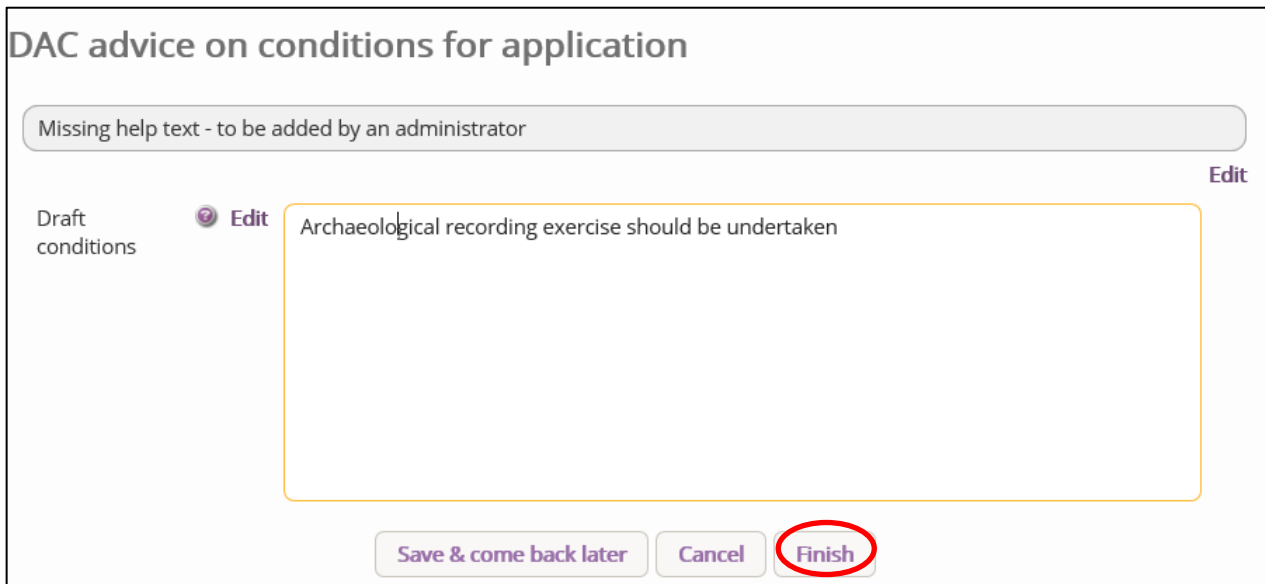
5. Click the **Edit** icon to provide advice to the Archdeacon



The screenshot shows a web interface with a top navigation bar containing tabs: 'Details', 'Supporting documents and images', 'History', 'My Notes', and 'Messages'. Below the tabs is a list of sections: 'Summary description of proposed works', 'List A or List B classification', 'List B application details', and 'DAC advice'. Each section has a green checkmark icon and a pencil icon. The 'DAC advice' section's pencil icon is circled in red. At the bottom, there are four buttons: 'Submit', 'Return to Applications dashboard', 'Abandon', and 'Invite Consultees'.

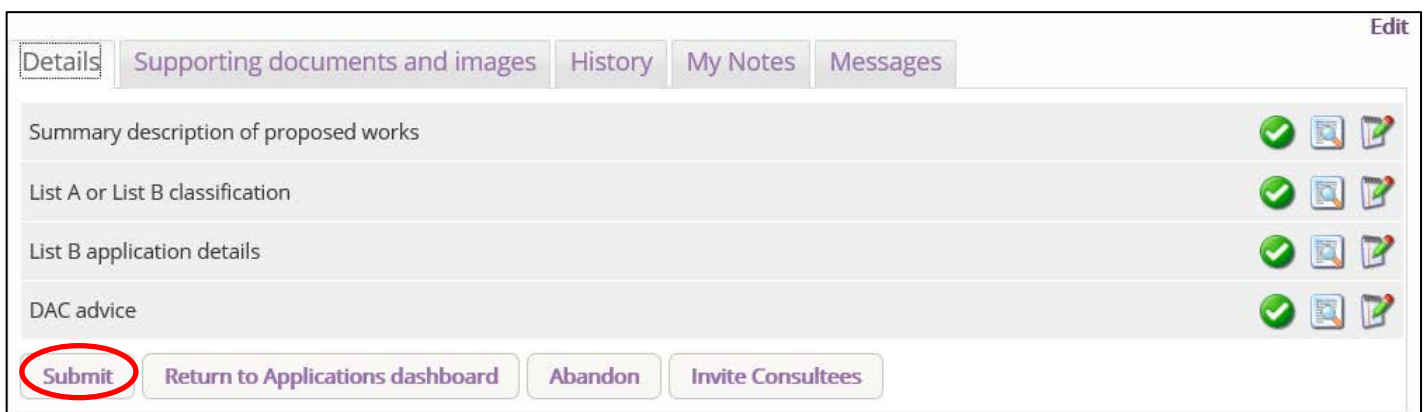
6. Insert your **draft conditions** or **written advice** to the Archdeacon in the box (**N.B.** If you do not wish to comment, write N.A.)

7. Click **Finish**



The screenshot shows a form titled 'DAC advice on conditions for application'. At the top, there is a grey box with the text 'Missing help text - to be added by an administrator'. Below this, there is a section for 'Draft conditions' with an 'Edit' icon. A text box contains the text 'Archaeological recording exercise should be undertaken'. At the bottom, there are three buttons: 'Save & come back later', 'Cancel', and 'Finish'. The 'Finish' button is circled in red.

8. Click Submit to send your comments to the Archdeacon



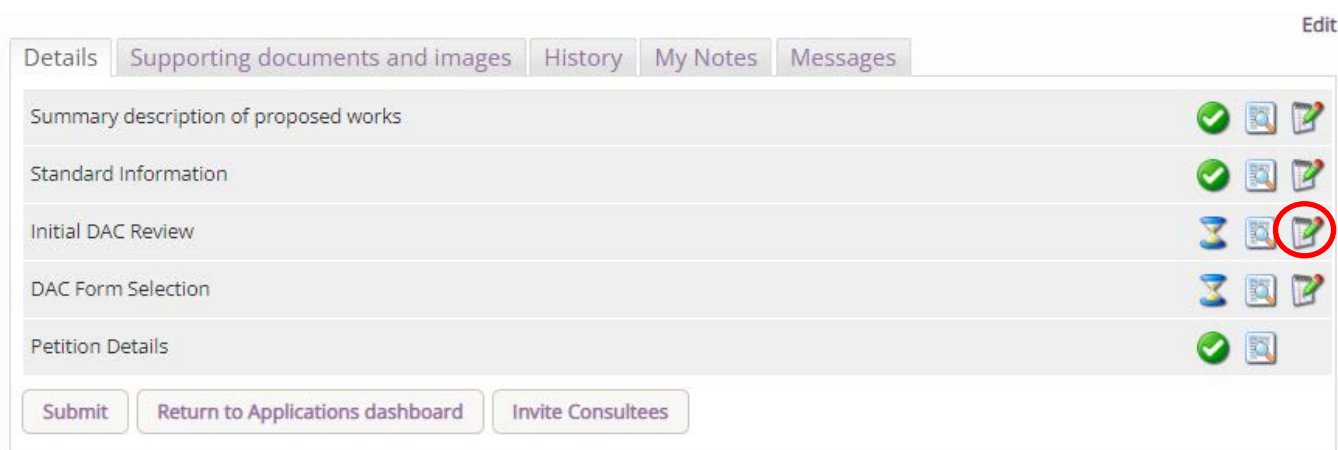
The screenshot shows the same web interface as in step 5. The 'DAC advice' section now has a green checkmark icon. The 'Submit' button at the bottom is circled in red.

## Awaiting initial DAC review and form selection

Each Faculty case that will be submitted to you will start in the same way as an informal application, whereby you will decide how the case will progress and what information is required for external consultees and your own Diocesan Advisory Committee to review.

The first part of the application that a petitioner will be able to complete is the summary description, standard information (Form 1) and the Petition details (Form 3), which is the first three pages of the petition document. Once an application has been submitted to the DAC secretary, you will be able to review these forms, as well as the supporting documentation.

Once reviewed, to move the case forward or backwards, select the edit button next to the Initial DAC review form



The screenshot shows a web interface for reviewing an application. At the top right is an 'Edit' button. Below it are tabs for 'Details', 'Supporting documents and images', 'History', 'My Notes', and 'Messages'. The main area contains a list of forms with icons for each: a green checkmark, a document icon, and an edit icon. The 'Initial DAC Review' form has its edit icon circled in red. Below the list are three buttons: 'Submit', 'Return to Applications dashboard', and 'Invite Consultees'.

Once in the form, you have a simple tick box function to follow. If you think that further work is required to the Standard Information form or Petition details, select No, add any necessary comments in the feedback text box, and press finish form. If No is selected, when the form is submitted to the next stage, the application will be sent back to the petitioners for them to edit.

Application Ref: 2020-000527  
Diocese: Borchester (Test)  
Status: Awaiting Initial DAC review  
Summary: Test 1

Church: [Ambridge: St Stephen's \(Test\)](#)  
Archdeaconry: [Felpersham \(Test\)](#)  
Logged By: [The Test Petitioner \(Mon 23 Mar 2020\)](#)

### DAC Acceptance Form

Is this proposal ready to proceed?  Edit  Yes  No

Please provide some feedback  Edit

This is text that you enter|

[Save & come back later](#)

[Cancel](#)

[Finish Form](#)



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If this No selection is made, the petitioners will receive an email notifying them that the application has been sent back to them, and any comments added in the feedback will be sent to them. It is in this status that the DAC Secretary role can also edit the Standard Information. Importantly, if the




application is not a Faculty but is a List A or List B item under the 2022 legislation, the DAC secretary role can **Revert** the application by pressing the revert button and selecting the List A and B selection process. Should the case have been through the List B process already and was accidentally converted to a Faculty application, the DAC secretary can also **Revert** the application back to the archdeacon.




Summary: **Testing for Manual**

Proposal in preparation

Details | Supporting documents and images | History | My Notes | Messages | Archived Forms Edit

Summary description of proposed works   

Standard Information   

Petition Details   


[Submit](#) [Return to Applications dashboard](#) [Delete the application](#) [Download All Forms & Documents](#) [Revert status](#)


If the application does not require this reversion, the petitioners can make the necessary edits required and resubmit this back to you for this initial review process to take place again. Should further work be required, this can again be sent back to them, as explained above. If the application is now suitable for the Statement of Significance and Statement of Needs should be completed, the edit button for the initial DAC review can be selected, and the Yes button can be selected within the form to say that the proposal is ready to proceed. If this Yes box is selected, there is no requirement to enter any feedback.

Application Ref: 2020-000527  
Diocese: Borchester (Test)  
Status: Awaiting Initial DAC review  
Summary: Test 1


Church: [Ambridge: St Stephen's \(Test\)](#)  
Archdeaconry: [Felpersham \(Test\)](#)  
Logged By: [The Test Petitioner \(Mon 23 Mar 2020\)](#)

### DAC Acceptance Form

Is this proposal ready to proceed?  Edit  Yes  No

Please provide some feedback  Edit

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















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Once the initial forms are ready, you will be able to select which forms are necessary for completion. Remember that the Statement of Significance and the Statement of Needs are not necessary for every application, and for non-listed churches, there is no requirement for these to be filled in. You can still request that these forms be filled in by the applicant, as they may offer insight into the church and the application, but this is for you to decide. Also, remember that if the case requires formal consultation, these forms will be required by those statutory bodies.

To select which forms are necessary, press the edit button against the DAC form selection.

Edit

Details Supporting documents and images History My Notes Messages

Summary description of proposed works	  
Standard Information	  
Initial DAC Review	  
DAC Form Selection	  
Petition Details	 

Submit Return to Applications dashboard Invite Consultees

Within this selection process, you will need to select the relevant statements that are necessary (or none) and then provide an outline of the supporting documentation that are required for the case to be reviewed by both external consultees and your own DAC. If no forms are required, do not select anything and continue to the comments section to request documents.

Application Ref: 2020-000527 Church: [Ambridge: St Stephen's \(Test\)](#)  
 Diocese: [Borchester \(Test\)](#) Archdeaconry: [Felpersham \(Test\)](#)  
 Status: [DAC selection of forms](#) Logged By: [The Test Petitioner \(Mon 23 Mar 2020\)](#)  
 Summary: [Test 1](#)

### DAC Selection of Forms

Missing help text - to be added by an administrator Edit

Please select which of the following forms the Applicant is required to complete:

- Statement of Significance
- Statement of Needs

Please outline what supporting documents (if any) the Applicant is required to provide:

Within this text box, it may also be advisory to list which questions are required as part of the Statement of significance (if the form is needed) as the format of this has changed to the longer version (see *Statement of significance* for more details)

Application Ref: 2020-000527  
Diocese: **Borchester (Test)**  
Status: **DAC selection of forms**  
Summary: **Test 1**

Church: **Ambridge: St Stephen's (Test)**  
Archdeaconry: **Felpersham (Test)**  
Logged By: **The Test Petitioner (Mon 23 Mar 2020)**

## DAC Selection of Forms

Missing help text - to be added by an administrator

[Edit](#)

Please select which of the following forms the Applicant is required to complete:

- Statement of Significance
- Statement of Needs

Please outline what supporting documents (if any) the Applicant is required to provide:

This is the text that populates the email

[Save & come back later](#)

[Cancel](#)

[Finish Form](#)

Once the selection process is finished, press finish form, return to the application dashboard, and press Submit to send the case back to the petitioners. They will be notified via email as to the forms required (if any), and any text entered within the outline provided above will be included.

The screenshot shows a web interface with a top navigation bar containing tabs: 'Details', 'Supporting documents and images', 'History', 'My Notes', and 'Messages'. An 'Edit' link is visible in the top right corner. Below the tabs is a list of sections, each with a green checkmark icon and a document icon with a pencil. The sections are: 'Summary description of proposed works', 'Standard Information', 'Initial DAC Review', 'DAC Form Selection', and 'Petition Details'. At the bottom of the interface, there are three buttons: 'Submit', 'Return to Applications dashboard', and 'Invite Consultees'. The 'Submit' button is circled in red.

## Awaiting application form completion

Should you realise that you have made a mistake and further forms are required, you are able to revert the application from this stage back to the Awaiting initial DAC review and form selection, and then go through the above process to edit those needed.

The screenshot shows a web interface with a top navigation bar containing tabs: 'Details', 'Supporting documents and images', 'History', 'My Notes', 'Messages', and 'Archived Forms'. An 'Edit' link is visible in the top right corner. Below the tabs is a list of sections, each with a green checkmark icon and a document icon with a pencil. The sections are: 'Summary description of proposed works', 'Standard Information', 'Initial DAC Review', 'DAC Form Selection', 'Petition Details', 'Statement of Significance', and 'Statement of Needs'. At the bottom of the interface, there are five buttons: 'Submit', 'Return to Applications dashboard', 'Delete the application', 'Download All Forms & Documents', and 'Revert status'. The 'Revert status' button is circled in red.

Whilst the application sits within this stage, the petitioners will be able to edit the forms that you selected.

## Statement of Significance

The Statement of significance is a required document for proposals that involve making changes to a listed church or other listed building. It is an important tool to help everyone understand the significance of the church building, but it is not required in every case. Where the DAC secretary requests this form, the Statement of Significance will appear on the main page and will be editable by you.



Click [here](#) for guidance on writing statements of significance.




To begin, press the edit button to access the Statement of Significance form




Application Ref: 2022-000588 Church: [Ambridge: St Stephen's \(Test\)](#)  
Diocese: [Borchester \(Test\)](#) Archdeaconry: [Felpersham \(Test\)](#)  
Status: [Awaiting application form completion](#) Logged By: [The Test Petitioner \(Tue 28 Jun 2022\)](#)  
Summary: [Testing for Manual](#)





Awaiting application form completion




Details [Supporting documents and images](#) [History](#) [Messages](#) [Archived Forms](#)

Summary description of proposed works  

Standard Information   

Petition Details   

Statement of Significance    

Statement of Needs   

[Submit](#) [Return to Applications dashboard](#) [Delete the application](#) [Download All Forms & Documents](#)

The template provided through the system does not need to be completed, but it is advised that the template is followed. Should you wish to provide your own version, the first page will ask if you would prefer to upload this, and if this is the case, this tick box must be ticked to tell the system that the form has been added. Once ticked, please upload the document via the support documents tab.

Application Ref: 2020-000527 Church: [Ambridge: St Stephen's \(Test\)](#)  
Diocese: [Borchester \(Test\)](#) Archdeaconry: [Felpersham \(Test\)](#)  
Status: [Awaiting application form completion](#) Logged By: [The Test Petitioner \(Mon 23 Mar 2020\)](#)  
Summary: [Test 1](#)

### Statement of Significance Form

1 2 3 4 5 6 7

I have uploaded it as a file instead

[Save & come back later](#) [Cancel](#) [Next](#)

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Within the template provided, not every question is relevant to the proposal, and it would be to explain what questions are required.

The second page of the Statement of Significance asks questions about the setting of the church, details of the living churchyard; the social history of the church; the church building in general and in detail; the contents of the church; and the significance for mission. Each text entered can be as long as necessary, so if you have a large and complex church, each section of the church could be broken down and discussed separately. Once the relevant questions have been entered, navigate to the bottom of the page and press **next** to move on to the next page.

# Statement of Significance Form



## Section 1: The church in its urban / rural environment.

### 1.1 Setting of the Church

How does the setting out of the church contribute to its landscape / townscape value and to its significance?

body p

### 1.2 The Living Churchyard

What is the significance of the natural heritage of the site?

body p

### 1.3 Social History

What is the historic and present use of the church and churchyard by the congregation and wider community? How does this contribute to its significance?










body p

Use the web-editing tools to format your text:

- Copy & Paste
- Print
- Undo & Redo
- Bold
- Italics
- Headings
- Numbering
- Bullets
- Web Links












### 1.5 The church building in detail

     **B** *I* Normal -    

Assess the significance of either each historical phase of the building or of each area within it. For example, north aisle, south chancel elevation, Norman tower

body p










### 1.6 Contents of the Church

     **B** *I* Normal -    

Provide a description of its contents and their significance. It is reasonable to group these if there is a contemporary scheme which is significant as such, for example one could say a complete scheme of 18th-century furnishings, of high significance.

body p

### 1.7 Significance for mission

     **B** *I* Normal -    

What are the strengths of the building as it is for worship and mission? What potential for adapted and new uses does the church and its setting already have with little or no change?

body p

[Previous](#)

[Save & come back later](#)

[Cancel](#)

[Next](#)

The third page asks further questions about the significance of the area affected by the proposal, where you are asked to identify the parts that will be affected directly and indirectly by the proposed works and then set their individual significances. Once the relevant questions have been entered, navigate to the bottom of the page and press **next** to move on to the next page.

## Statement of Significance Form




### Section 2 : The significance of the area affected by the proposal.

2.1 Identify the parts of the church and/or churchyard which will be directly or indirectly affected by your proposal. 

body p

Provide an outline of the parts of the church and/or churchyard that that will be affected by your proposal

2.2 Set out the significance of these particular parts. 

body p

Provide a summary of why they are important and the contributions they make to the character of the building

Previous

Save & come back later

Cancel

Next

The fourth page asks further questions about the assessment of the proposals, specifically around their impact and how, where possible, how you hope to mitigate these impacts. Furthermore, if you have used any sources of information within this Statement, these can be added to a central text box. Once the relevant questions have been entered, navigate to the bottom of the page and press **next** to move on to the next page.

## Statement of Significance Form



### Section 3: Assessment of the impact of the proposals

3.1 Describe and assess the impact of your proposal on these parts, and on the whole.

Discuss the overall impact that the works requested will have on the parts listed in the previous section, as well as on the whole of the building. Examples of wider impact could include access or movement of liturgical furnishings.

body p

3.2 Explain how you intend, where possible, to mitigate the impact of the proposed works on the significance of the parts whole

Where possible, it is always best to reduce the impact that these works will have. Describe how you will best mitigate or reduce the level of impact that these works will have on the parts affected and on the whole building.

body p

Sources consulted

Provide a list of sources that were used to produce this statement of significance|

body p

Previous

Save & come back later

Cancel

Next

Pages fifth through the seventh page subsequently asks for image files related to the floor plans, interior images and exterior images of where the work will take place.

To upload these files, press the **ADD** button and then

1. Insert your image file
  - a. You can **Drag & Drop** a file into the middle of the box using your computer's mouse  
OR

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

## Statement of Significance Form

For assistance with your statement of significance, please visit the [ChurchCare](#) website and look up you [Church Heritage Record](#).  
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.



Interior

Add a file

Drag and drop a file here

Description



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2. Write a **description** of the image and click **Upload**

## Statement of Significance Form

For assistance with your statement of significance, please visit the [ChurchCare](#) website and look up you [Church Heritage Record](#).  
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.



Interior

Add a file

Drag and drop a file here

Pews.jpg

Description

Interior of the church

Once you have uploaded the image, press **Next** or **Finish** to move onto the next page or to finish the form

## Statement of Significance Form

For assistance with your statement of significance, please visit the [ChurchCare](#) website and look up you [Church Heritage Record](#).  
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.



File Name	Description	Size	Modified	Uploaded By
 Image of Extension Proposed.JPG	exterior	1005480	14/11/2014 10:04:12	jp_dac@esdm.co.uk

Add a file

## Statement of Needs

The Statement of needs is a required document for proposals that involve making changes to a listed church or other listed building. It is an important tool to help everyone understand the needs of the proposal, but it is not required in every case. Where the DAC secretary requests this form, the Statement of Significance will appear on the main page and will be editable by you.











Click [here](#) for guidance on writing statements of needs.


To begin, press the edit button to access the Statement of Needs form

Application Ref: 2022-000588      Church: [Ambridge: St Stephen's \(Test\)](#)  
Diocese: [Borchester \(Test\)](#)      Archdeaconry: [Felpersham \(Test\)](#)  
Status: [Awaiting application form completion](#)      Logged By: [The Test Petitioner \(Tue 28 Jun 2022\)](#)  
Summary: [Testing for Manual](#)

Awaiting application form completion

Details | [Supporting documents and images](#) | [History](#) | [Messages](#) | [Archived Forms](#)

Summary description of proposed works	<input checked="" type="checkbox"/> 
Standard Information	<input checked="" type="checkbox"/>  
Petition Details	<input checked="" type="checkbox"/>  
Statement of Significance	 
Statement of Needs	  



The template provided through the system does not need to be completed, but it is advised that the template is followed. Should you wish to provide your own version, the first page of the form will ask if you would prefer to upload this, and if this is the case, this tick box must be ticked to tell the system that the form has been added. Once ticked, please upload the document via the support documents tab.

## Statement of Needs Form



I have uploaded it as a file instead

Save & come back later

Cancel

Next

Should you wish to complete the online Statement of needs form, press the **next** button to go to the next page.

The second page asks for details that are general to the Parish and the building. Once entered, these details will appear in future statements of needs in any future application. Complete this page and press the **next** button to go to the next page.

## Statement of Needs Form

For assistance with your statement of needs, please visit the [ChurchCare](#) website.

If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.



### Section 1: General information

This should provide an overview of the parish and the current use of the building.

In summary, the overall picture of attendance at established and „traditional“ services is of gentle decline over the past twenty years. This reflects a significant number of deaths of regular older attendees, plus the less frequent attendance of „regulars“ due to changing social habits, and a slower rate of replacement by newer and younger worshippers.

Save & come back later

Cancel

Next

Use the web-editing tools to format your text:

- Copy & Paste
- Print
- Undo & Redo
- Bold
- Italics
- Headings
- Numbering
- Bullets
- Web Links



Repeat the same process for page three, where you should explain why you need to do the work requested; page four, which asks you to set out what you are proposing to do in order to meet the needs set out in the previous; page five, which asks you why do you need the works and why you need to them now; and page six, which asks petitioners to justify and explain how the proposals would result in public benefits when the works are likely to harm the significance outlined in the Statement of significance.

Press **Next** or **Finish** to move the Statement onto the next page or to finish the form.

## Statement of Needs Form

For assistance with your statement of needs, please visit the [ChurchCare](#) website.

If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.

1 2 3 4 5

### Section 5: Justification

If the proposals are likely to harm the significance outlined in the Statement of significance, explain how the proposals would result in public benefits which outweigh such harm (public benefits include matters such as liturgical freedom, pastoral wellbeing and putting the church to viable uses that are consistent with its role as a place of worship and mission).

Rich text editor toolbar with icons for copy, paste, undo, redo, bold, italic, format, bulleted list, numbered list, link, and unlink. Below the toolbar is a large empty text area for entering the justification.

Previous

Save & come back later

Cancel

Finish



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## Finished Forms

Once all of the forms have been completed (with green ticks next to each of the forms to signify this) and all of the supporting documents requested by the DAC secretary have been uploaded, you are able to send the case forward to the DAC secretary for review. To do this, simply press Submit and then confirm that you wish to send the case forward. Once submitted, you will lose the ability to amend the forms or add any further supporting documentation until it is returned to you.

Summary: Test 1

Awaiting application form completion

Details Supporting documents and images History Messages Archived Forms

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

Submit

Return to Applications dashboard

Delete the application

Download All Forms & Documents



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## DAC review pre-formal consultation

Once the petitioners have submitted the forms back to you, you, as DAC secretary, and/or members of the DAC can review the application as needed. Within this stage, there are a number of processes which can be completed.

Within the main application page, you will be met with the following interface, where you will be able to edit the pre-formal consultation form and send the case to external persons or bodies for pre-application advice.

Application Ref: 2020-000527  
Diocese: Borchester (Test)  
Status: Pre-formal consultation review  
Summary: Test 1

Church: [Ambridge: St Stephen's \(Test\)](#)  
Archdeaconry: [Felpersham \(Test\)](#)  
Logged By: [The Test Petitioner \(Mon 23 Mar 2020\)](#)

Awaiting DAC review pre-consultation

Details | [Supporting documents and images](#) | [History](#) | [My Notes](#) | [Messages](#) | [Archived Forms](#) Edit

Summary description of proposed works			
Standard Information			
Initial DAC Review			
DAC Form Selection			
Petition Details			
Statement of Significance			
Statement of Needs			
DAC Review Pre-Formal Consultation			

[Submit](#) | [Return to Applications dashboard](#) | [Delete the application](#) | [Pre-Application Consultation Request](#)

[Download All Forms & Documents](#)

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Selecting the Pre-Application Consultation Request button will lead to the invite consultee function that you are used to appearing. Here you can select the relevant bodies that you have within your dioceses and contact them to gain early support or advice. This could be statutory bodies or your DAC members. To send these requests, select the relevant body or person, write a message at the bottom of the page, and then press **OK** to send the email. Your parish members also have the ability to conduct this pre-application advice in this stage, and you can control which consultees are available to be included within this list (see *Managing your List of Consultees*)



THE CHURCH

Invite Consultees

Some help text should go in here.

Find a Consultee, enter search term

Name:	Consultative role	Select
FAS Consultee 13	Lorem ipsum dolor sit amet.	<input type="checkbox"/>
FAS Consultee1	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Lorem ipsum dolor sit amet, consectetur adipiscing elit.	<input type="checkbox"/>
FAS Consultee10		<input type="checkbox"/>
FAS Consultee11		<input type="checkbox"/>
FAS Consultee12		<input type="checkbox"/>
FAS Consultee14		<input type="checkbox"/>
FAS Consultee15		<input type="checkbox"/>
FAS Consultee2		<input type="checkbox"/>
FAS Consultee3		<input type="checkbox"/>
FAS Consultee4	Nulla ultrices, neque eget bibendum suscipit	<input type="checkbox"/>

Page size: 10 Page 1 of 2 (16 items)

comma separated email addresses

Email message (optional)

## Sending the case back to the petitioners

Should changes be required to any of the forms, or if any documents are missing, you have the ability to send the application back to the petitioners for them to complete and/or add these. This process may be needed several times, as the case should only move forward once the forms are finalised, as it will cause delays with any formal consultation that will follow, as these forms and documents will be required by those bodies. If they are not complete, extra time may be required for the consultation period, or your Chancellor may direct at a later point to issue a further round of consultation so that these statutory bodies can review the full proposals. You are also able to do this if needed.

To achieve this, press the edit button on the main dashboard next to the DAC review pre-consultation



















Application Ref: 2020-000527  
Diocese: Barchester (Test)  
Status: Pre-formal consultation review  
Summary: Test 1

Church: [Ambridge: St Stephen's \(Test\)](#)  
Archdeaconry: [Felpersham \(Test\)](#)  
Logged By: [The Test Petitioner \(Mon 23 Mar 2020\)](#)

Awaiting DAC review pre-consultation

Edit

Details Supporting documents and images History My Notes Messages Archived Forms

Summary description of proposed works	  
Standard Information	 
Initial DAC Review	 
DAC Form Selection	 
Petition Details	 
Statement of Significance	 
Statement of Needs	 
DAC Review Pre-Formal Consultation	  

[Submit](#) [Return to Applications dashboard](#) [Delete the application](#) [Pre-Application Consultation Request](#)

[Download All Forms & Documents](#)




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Within this form, you will be met with the following screen. Select the first option, the application is not ready, write the necessary feedback (which will be sent in an email to the petitioners) and press **Finish Form**. Within the main dashboard, press Submit, and the case will be sent back to *Awaiting application form completion*, where the applicants will be able to edit the forms again and resubmit this back to for review. Again, this may be checked by you, and the same process can take place until you are happy (or the Parish are insistent) that the case moves forward to review.


Application Ref: 2020-000527  
Diocese: Barchester (Test)  
Status: Pre-formal consultation review  
Summary: Test 1

Church: [Ambridge: St Stephen's \(Test\)](#)  
Archdeaconry: [Felpersham \(Test\)](#)  
Logged By: [The Test Petitioner \(Mon 23 Mar 2020\)](#)


### DAC Acceptance Form

Objections  Edit

- The application is not ready and needs further work
- The application is ready and requires formal consultation
- The application is ready and does not require consultation

DAC Feedback  Edit

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

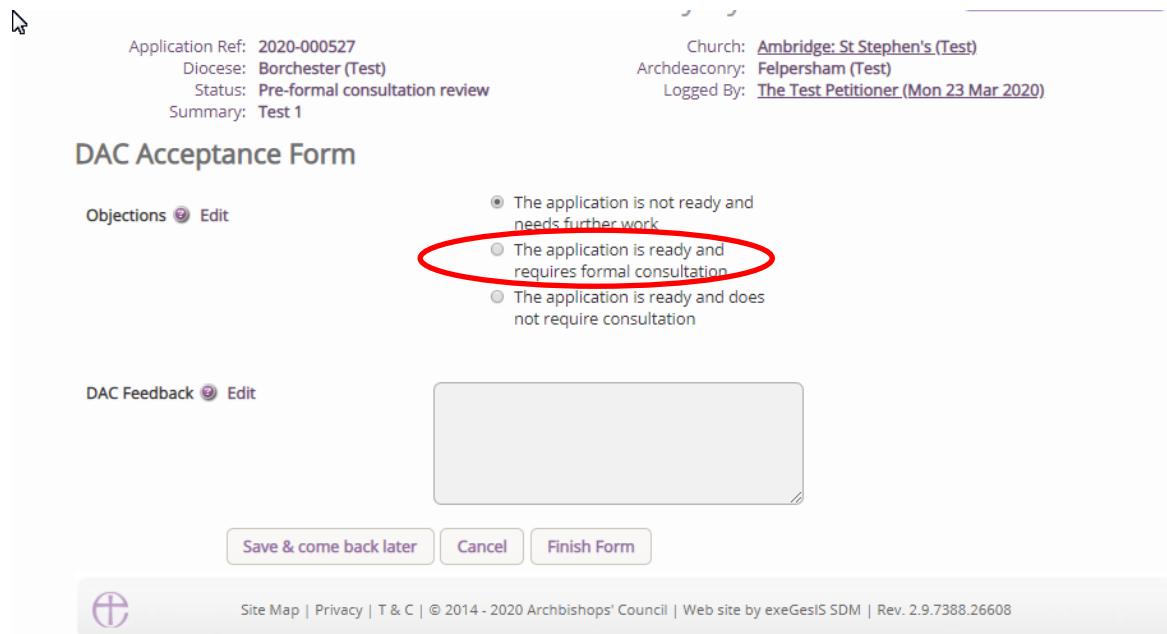
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Due to the change in legislation, formal consultation with national bodies such as Historic England, Amenity Societies, and the Church Buildings Council has been brought forward prior to the

notification of advice. The documentation required as part of this statutory process will need to be in a format that is acceptable for their review, and this is why this loop system has been created.

## Sending the case forward to Formal Consultation

In the acceptance form, selecting the second option and then pressing **Finish form**, and **Submit**, will send the application forward to the formal consultation period, where the invited statutory bodies each have 42 days to review and respond to the proposals set out by the petitioners.



Application Ref: 2020-000527  
Diocese: Borchester (Test)  
Status: Pre-formal consultation review  
Summary: Test 1

Church: [Ambridge: St Stephen's \(Test\)](#)  
Archdeaconry: [Felpersham \(Test\)](#)  
Logged By: [The Test Petitioner \(Mon 23 Mar 2020\)](#)

### DAC Acceptance Form

Objections Edit

- The application is not ready and needs further work
- The application is ready and requires formal consultation
- The application is ready and does not require consultation

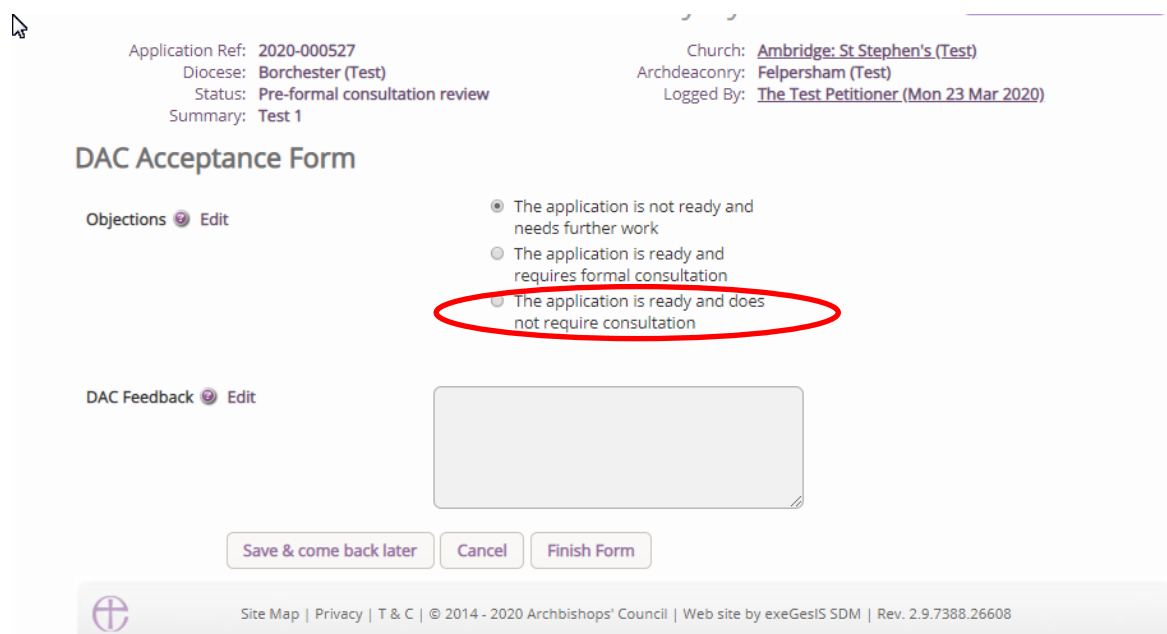
DAC Feedback Edit

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

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## Sending the case forward to Notification of Advice, avoiding formal consultation

Not every case requires a formal consultation, and the system has been designed to allow for the consultation period to be bypassed. To send the case forward to the notification of advice, In the acceptance form, selecting the third option and then pressing **Finish form** and **Submit** will achieve this.



Application Ref: 2020-000527  
Diocese: Borchester (Test)  
Status: Pre-formal consultation review  
Summary: Test 1

Church: [Ambridge: St Stephen's \(Test\)](#)  
Archdeaconry: [Felpersham \(Test\)](#)  
Logged By: [The Test Petitioner \(Mon 23 Mar 2020\)](#)

### DAC Acceptance Form

Objections Edit

- The application is not ready and needs further work
- The application is ready and requires formal consultation
- The application is ready and does not require consultation

DAC Feedback Edit

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

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## Formal Consultation

Under Part 4 of the Faculty Rules, **formal consultation** with national bodies is now required prior to the DAC giving their **notification of advice**. In many dioceses, the DAC secretary is the one who directs this function, but under Rule 4.1, the Parish are the ones who should manage this. The system has therefore been created and adapted to allow for both the Parish and the DAC secretary to control this process. To achieve this, from a DAC perspective, the DAC secretary should only process formal consultation requests on behalf of the Parish if the Chancellor has indicated that they are content with this way of working. If your chancellor does not authorise this, or it is the policy of the Diocese to focus on parish consultation requests, you will need to advise the PCCs who should be consulted, either offline or via the feedback function available in the pre-formal consultation review process.

Each person/body who is invited to formally consult on a case has a statutory period of 42 days to respond. Should you forget to invite a body after 40 days, and they are legally required to consult on the proposal, they themselves will have 42-days to respond, which could result in a total of 82 days of consultation. Always remember then to invite all bodies necessary as early as you can. An online response function has been developed to allow these external bodies to reply directly through the system, and under the 2022 rules, their response should be directed via this response form rather than through external emails.

## Inviting Bodies to formally consult

To invite bodies to formally consult on cases during this consultation period, you will be met with the following new form when the application sits in the Formal Consultation period. To invite Formal Consultees, press the **Formal Consultation Invite** button.

The screenshot displays the TEST Online Faculty System interface. At the top, it shows the Church of England logo and the system name. Below this, application details are listed: Application Ref: 2020-000527, Diocese: Borchester (Test), Status: Application in formal consultation, Summary: Test 1. Church details include: Church: Ambridge: St Stephen's (Test), Archdeaconry: Felpersham (Test), and Logged By: The Test Petitioner (Mon 23 Mar 2020). A search bar is located in the top right corner.

The main content area is titled 'Initial consultation' and features a tabbed interface with options: Details, Supporting documents and images, History, My Notes, Messages, and Archived Forms. An 'Edit' link is visible in the top right of this section.

A table lists various application components, each with a green checkmark icon and a document icon:

Summary description of proposed works	✓	📄
Standard Information	✓	📄
Initial DAC Review	✓	📄
DAC Form Selection	✓	📄
Petition Details	✓	📄
Statement of Significance	✓	📄
Statement of Needs	✓	📄
DAC Review Pre-Formal Consultation	✓	📄
Application Formal Consultation Responses	🕒	📄

At the bottom of the main content area, there are several buttons: 'Submit', 'Return to Applications dashboard', 'Delete the application', 'Formal Consultation Invite' (highlighted with a red arrow), and 'Download All Forms & Documents'.

The footer contains the Church of England logo, a site map link, privacy and terms and conditions links, and copyright information: © 2014 - 2020 Archbishops' Council | Web site by exeGesIS SDM | Rev. 2.9.7388.26608.

You will then be invited to select the relevant bodies that are required to be consulted. Usually, these are Historic England, National Amenity Societies, Local Authorities, and the Church Buildings Council. Unlike the pre-application consultation invite function, this new form will list the Amenity Societies at the top of the page. Select each relevant body (as required), together with the bodies and people who are listed in the consultee list, write an optional message to them, and press **OK**. This will then send an email to the Joint Committee for the National Amenity Societies (if selected) and the relevant bodies. You may invite anyone that you would like via this function, but each body/person has 42 days to respond. Asking these bodies now discharges the duty of asking. You do not need to chase them for a reply. Should these bodies not respond within the 42-day window, you may move the case forward to the review process of the consultation. Should a body/person contact you to ask for slightly more time, it would be advisable to allow for this; otherwise, the Chancellor may direct that this consultation be completed again at a later point, which adds further to the time of gaining permission to complete the proposal.

### Invite Consultees ✕

Missing help text - to be added by an administrator

**Statutory Body** Edit

- The Ancient Monuments Society
- The Society for the Protection of Ancient Buildings
- The Victorian Society
- The Gardens Trust
- The Council for British Archaeology
- The Georgian Group
- The Twentieth Century Society

\_\_\_\_\_

Name:	Consultative role	Select
FAS Consultee 13	Lorem ipsum dolor sit amet.	<input type="checkbox"/>
FAS Consultee1	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Lorem ipsum dolor sit amet, consectetur adipiscing elit.	<input type="checkbox"/>
FAS Consultee10		<input type="checkbox"/>
FAS Consultee11		<input type="checkbox"/>
FAS Consultee12		<input type="checkbox"/>
FAS Consultee14		<input type="checkbox"/>
FAS Consultee15		<input type="checkbox"/>
FAS Consultee2		<input type="checkbox"/>
FAS Consultee3		<input type="checkbox"/>
FAS Consultee4	Nulla ultrices, neque eget bibendum suscipit	<input type="checkbox"/>

Page size: 10 Page 1 of 2 (16 items)

comma separated email addresses Edit

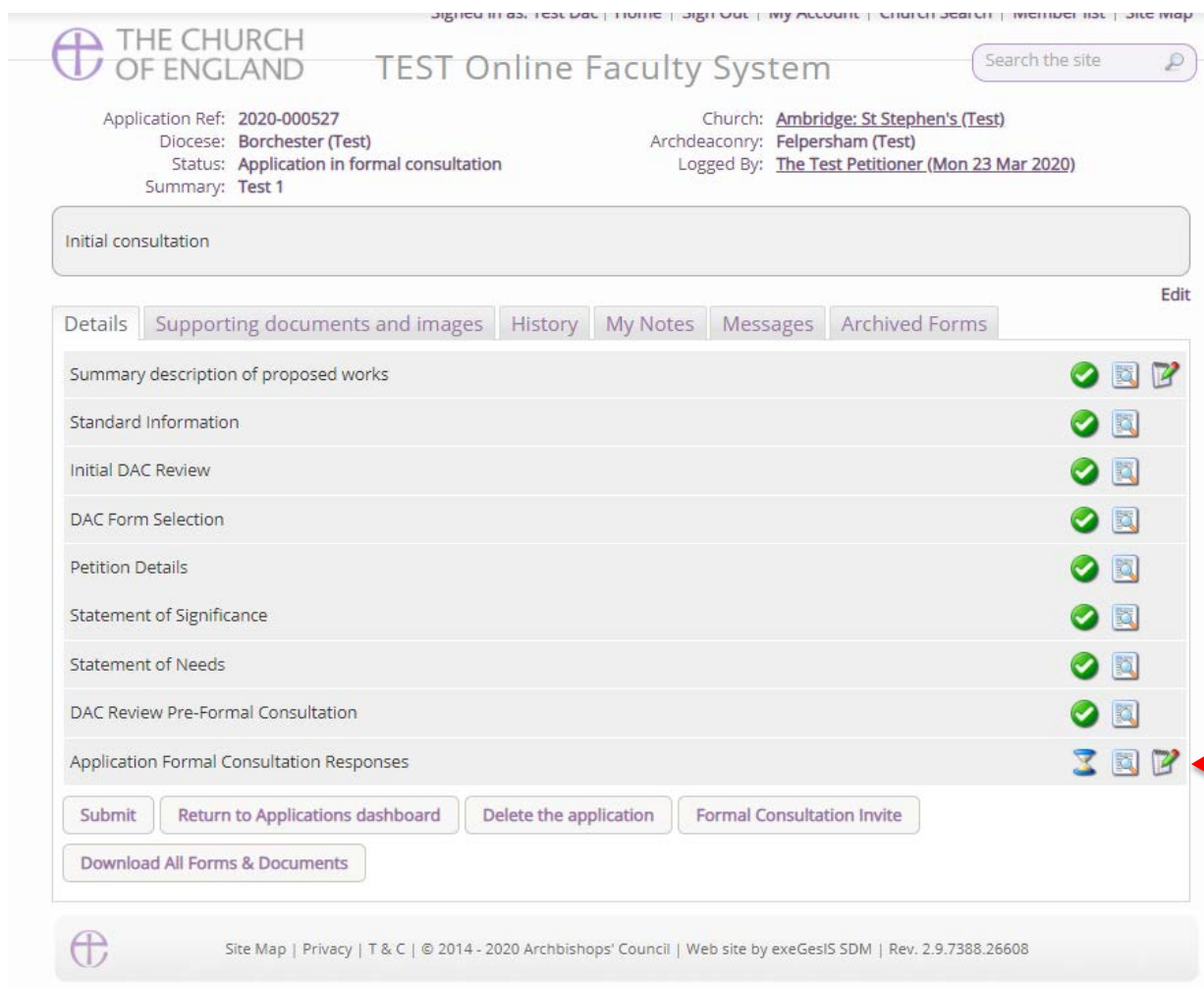
\_\_\_\_\_

Email message (optional) Edit

\_\_\_\_\_

## Reviewing replies

Once relevant bodies/persons have been invited, if you press **edit** next to the Application Formal Consultation Response, you will be able to view who was invited and how long they have left to reply.



The screenshot displays the 'TEST Online Faculty System' interface. At the top, it shows the Church of England logo and navigation links. The application details are as follows:

- Application Ref: 2020-000527
- Diocese: Barchester (Test)
- Status: Application in formal consultation
- Summary: Test 1
- Church: Ambridge: St Stephen's (Test)
- Archdeaconry: Felpersham (Test)
- Logged By: The Test Petitioner (Mon 23 Mar 2020)

The main content area is titled 'Initial consultation' and includes an 'Edit' link. Below this are tabs for 'Details', 'Supporting documents and images', 'History', 'My Notes', 'Messages', and 'Archived Forms'. A list of consultation items is shown, each with a green checkmark and a document icon:

- Summary description of proposed works
- Standard Information
- Initial DAC Review
- DAC Form Selection
- Petition Details
- Statement of Significance
- Statement of Needs
- DAC Review Pre-Formal Consultation
- Application Formal Consultation Responses

The 'Application Formal Consultation Responses' row has a red arrow pointing to its 'edit' icon. Below the list are buttons for 'Submit', 'Return to Applications dashboard', 'Delete the application', 'Formal Consultation Invite', and 'Download All Forms & Documents'. The footer contains site map, privacy, and copyright information.

Once inside the response form, you will be met with the following example. Here you will see that four bodies were requested to consult. Each has 42 days to respond, and none of these bodies has yet to provide a response.

## Formal Consultation Responses

Missing help text - to be added by an administrator


Edit

Add a response  Edit

Add a response

Responses  Edit

No responses found

Invited Consultees  Edit

Consultee	Number of Responses	Consultee invited date	Consultee invited iteration	Days remaining
The Gardens Trust	0	24/03/2020 15:19	1	42
Test Consultee	0	24/03/2020 15:19	1	42
FAS Consultee10	0	24/03/2020 15:19	1	42
FAS Consultee 13	0	24/03/2020 15:19	1	42

Back to Application Details

Finalise Consultation iteration



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A consultee will be able to reply directly through the system, and once replies are given, the responses will be visible to all users, as well as all other consultees. In the below example, Test Consultee has responded twice and is listed as such against their name in the invited consultees table.







## Formal Consultation Responses


Add a response 

Add a response

Responses 

Responding User	On behalf of	Response date	File Uploaded Instead	Commented	Response iteration	View response details
Test Consultee		24/03/2020 15:43	No	Yes	1	
Test Consultee		24/03/2020 15:41	No	Yes	1	
Test Consultee	The Gardens Trust	24/03/2020 15:41	No	Yes	1	
Test Dac	The Council for British Archaeology	24/03/2020 15:36	No	Yes	1	

Invited Consultees 

Consultee	Number of Responses	Consultee invited date 	Consultee invited iteration	Days remaining
The Gardens Trust	1	24/03/2020 15:19	1	42
Test Consultee	2	24/03/2020 15:19	1	42
FAS Consultee10	0	24/03/2020 15:19	1	42
FAS Consultee 13	0	24/03/2020 15:19	1	42

[Back to Application Details](#)


In the above example, you will also be able to see that the Test Consultee account responded on behalf of The Gardens Trust, and their response as an Amenity Society is listed against their name. This is an important feature as it allows for those contacting you via email or letter to have their responses added to the online system. These responses will become public during the public notice period, and so it is **essential** that all relevant correspondence is added and listed against the statutory body in this interface

## Add a response on behalf of a body





Should you wish to add a response on behalf of a statutory body, the **Add A response** button at the top of the page is available to be selected.

**Formal Consultation Responses**

Add a response ⓘ

[Add a response](#) 

Responses ⓘ

Responding User	On behalf of	Response date	File Uploaded Instead	Commented	Response iteration	View response details
Test Consultee		24/03/2020 15:43	No	Yes	1	
Test Consultee		24/03/2020 15:41	No	Yes	1	
Test Consultee	The Gardens Trust	24/03/2020 15:41	No	Yes	1	
Test Dac	The Council for British Archaeology	24/03/2020 15:36	No	Yes	1	

Invited Consultees ⓘ

Consultee	Number of Responses	Consultee invited date	Consultee invited iteration	Days remaining
The Gardens Trust	1	24/03/2020 15:19	1	42
Test Consultee	2	24/03/2020 15:19	1	42
FAS Consultee10	0	24/03/2020 15:19	1	42
FAS Consultee 13	0	24/03/2020 15:19	1	42

[Back to Application Details](#)

Selecting this button will provide the following interface.

**Add a response**

I would like to upload my response as a PDF

I am responding on behalf of a Statutory Body

Not applicable

Consultation response:

Submit response Decline to comment Cancel

A response can be uploaded via the supporting documents tab if required, but it needs to be marked as such through the tick box function available in this form. You will also need to select the relevant body in the dropdown list under the *I am responding on behalf of a Statutory Body* field. Here you will select the relevant body. Once selected, you can press either *Submit Response* or *Decline to Comment*. If you select **Submit Response**, the response table on the main consultation page will list the Statutory body as having commented on the case. If you press **Decline to Comment**, the table will show that the body has decided not to comment. **YOU SHOULD ONLY DO THIS IF YOU RECEIVE COMMENTS OFFLINE**, and it is advisable to provide proof of the correspondence via the supporting document tab.

Should the comment from the body be straightforward, you may wish to use the text box included to add the reply directly, again adding the name of the external body.

If you press Submit or Decline without selecting the body in the dropdown table, it will list the reply as coming from you directly. **Please make sure to select the relevant body.**


### Viewing Response





To view individual responses made by bodies, press the **View** button on the response table found in the formal consultation section.

## Formal Consultation Responses


Add a response 

[Add a response](#)

Responses 

Responding User	On behalf of	Response date	File Uploaded Instead	Commented	Response iteration	View response details
Test Consultee		24/03/2020 15:43	No	Yes	1	
Test Consultee		24/03/2020 15:41	No	Yes	1	
Test Consultee	The Gardens Trust	24/03/2020 15:41	No	Yes	1	
Test Dac	The Council for British Archaeology	24/03/2020 15:36	No	Yes	1	

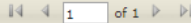

Invited Consultees 

Consultee	Number of Responses	Consultee invited date 	Consultee invited iteration	Days remaining
The Gardens Trust	1	24/03/2020 15:19	1	42
Test Consultee	2	24/03/2020 15:19	1	42
FAS Consultee10	0	24/03/2020 15:19	1	42
FAS Consultee 13	0	24/03/2020 15:19	1	42

[Back to Application Details](#)

Once the view button has been pressed, the response by the body will be shown as below, with the name of the person providing the response; the name of the body responding; the date of the response; the proposed works that were reviewed; and the response.

[Back to Consultation Responses](#)

1 of 1  Find | Next 

**Ref:** 2020-000527      **Church:** Ambridge: St Stephen's (Test)  
**Diocese:** Borchester (Test)      **Archdeaconry:** Felpersham (Test)

**Consultation Response**

**Report provided by:** Test Consultee  
**Responding on behalf of:** The Gardens Trust  
**Consultation iteration:** 1  
**Date of response:** 24/03/2020  
**Proposed works:** This is where the schedule of works be listed

They can be on multiple lines  
**Response uploaded as PDF?** No

**Response Details**

This is a response

Tuesday, March 24, 2020 3:55 PM Page 1

The Save button allows for the response to be saved as a PDF document

On the main applications page, this view button can be used to view all responses within one PDF document.


Application Ref: 2020-000527  
Diocese: Borchester (Test)  
Status: Application in formal consultation  
Summary: Test 1

Church: **Ambridge: St Stephen's (Test)**  
Archdeaconry: **Felpersham (Test)**  
Logged By: **The Test Petitioner (Mon 23 Mar 2020)**

Initial consultation

Edit

Details Supporting documents and images History My Notes Messages Archived Forms

Summary description of proposed works	  
Standard Information	 
Initial DAC Review	 
DAC Form Selection	 
Petition Details	 
Statement of Significance	 
Statement of Needs	 
DAC Review Pre-Formal Consultation	 
Application Formal Consultation Responses	  

- [Submit](#)
- [Return to Applications dashboard](#)
- [Delete the application](#)
- [Formal Consultation Invite](#)
- [Download All Forms & Documents](#)













## Finalising Consultation


Should you receive all of the necessary comments within the 42-day period, or should the 42-days have passed and responses have not been received, you have the ability to finalise the consultation and move the application onto the next stage. Within the **consultation responses form**, there is a button marked as **Finalise Consultation**.

Add a response  Edit

Add a response

Responses  Edit

Responding User	On behalf of	Response date	File Uploaded Instead	Commented	Response iteration	View response details
Test Consultee	Historic England	24/03/2020 15:43	No	No	1	 
Test Consultee		24/03/2020 15:43	No	Yes	1	 
Test Consultee		24/03/2020 15:41	No	Yes	1	 
Test Consultee	The Gardens Trust	24/03/2020 15:41	No	Yes	1	 
Test Dac	The Council for British Archaeology	24/03/2020 15:36	No	Yes	1	 

Invited Consultees  Edit

Consultee	Number of Responses	Consultee invited date	Consultee invited iteration	Days remaining
The Gardens Trust	1	24/03/2020 15:19	1	42
Test Consultee	2	24/03/2020 15:19	1	42
FAS Consultee10	0	24/03/2020 15:19	1	42
FAS Consultee 13	0	24/03/2020 15:19	1	42

[Back to Application Details](#)

[Finalise Consultation iteration](#)

If you press this during the 42-day period, the consultation will end. **DO NOT PRESS THIS UNTIL THE CONSULTATION IS COMPLETE.** As soon as this is pressed, no further consultee will be able to add their response through the online system. If you have ongoing consultations and are waiting on responses and end this consultation period prior to the required 42-days, it will cause issues with how the application is processed.

Once finalised, a green tick will appear on the main application page, and the application can be submitted to the next stage by pressing the **Submit** button.

Please also be aware that the DAC have the ability to delete responses should these be made in error by the person submitting this. They will need to contact you directly to do this.

Details Supporting documents and images History My Notes Messages Archived Forms

Summary description of proposed works ✓ [document icon] [edit icon]

Standard Information ✓ [document icon]

Initial DAC Review ✓ [document icon]

DAC Form Selection ✓ [document icon]

Petition Details ✓ [document icon]

Statement of Significance ✓ [document icon]

Statement of Needs ✓ [document icon]

DAC Review Pre-Formal Consultation ✓ [document icon]

Application Formal Consultation Responses ✓ [document icon] [edit icon]

Submit Return to Applications dashboard Delete the application Formal Consultation Invite

Download All Forms & Documents

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EDIT

This whole consultation process can be completed by the applicant, and you will be notified of when consultation requests were sent, together with who was invited.

## DAC review of Formal Consultation

Once the application has been sent to the DAC secretary for review, either by yourself or the Parish, you will be able to review the comments made by the Statutory bodies and either move the case back so that changes can be made or forward it to the notification of advice. To do either, select edit against the DAC review post-consultation form.



EOIT

Details | Supporting documents and images | History | My Notes | Messages | Archived Forms

Summary description of proposed works	✓		
Standard Information	✓		
Initial DAC Review	✓		
DAC Form Selection	✓		
Petition Details	✓		
Statement of Significance	✓		
Statement of Needs	✓		
DAC Review Pre-Formal Consultation	✓		
Application Formal Consultation Responses	✓		
DAC Review Post-Consultation			

Submit | Return to Applications dashboard | Delete the application | Download All Forms & Documents

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## Changes in response to Consultation

If following the comments made, you or members of the DAC think that proposal may need to be changed or altered, you are able to send the application back to the applicant to edit the Petition details, the Statement of Significance, and the Statement of Needs, and to add any further supporting documentation. **The Petitioner does not have to make any changes if they do not want to.** The suggested alterations by the DAC are for the PCC to take on board, and it follows the consultation that was received.

If you, as DAC secretary, decide to send the application back to the applicant, you may add any necessary comments using the interface below. Selecting the first option in the DAC acceptance form will send an email to the applicant with the comments added to the Feedback text box.

Summary: Test 1

### DAC Review

Decision Edit

- The application will be sent back to the Applicants to make changes in response to the consultation responses.
- The application is ready and will be sent to the DAC to complete the Notification of Advice.

DAC Feedback Edit

Save & come back later | Cancel | Finish Form

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To do this, select the first option, add the text and press Finish Form, and then Submit on the main dashboard.

Summary: Test 1

## DAC Review

Decision Edit

- The application will be sent back to the Applicants to make changes in response to the consultation responses.
- The application is ready and will be sent to the DAC to complete the Notification of Advice.

DAC Feedback Edit

These comments will be sent back to the petitioners|

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### Petitioner makes changes

Once the application moves out of the DAC review stage, the petitioners may make changes to the application and submit this to you for review. This will then move the case forward to DAC Review Consultation Changes

### DAC Review Consultation Changes

Within this stage, you are able to review the changes made to the forms and determine whether or not the case can move forward.

Awaiting DAC review of consultation changes Edit

[Details](#) | [Supporting documents and images](#) | [History](#) | [My Notes](#) | [Messages](#) | [Archived Forms](#)

Summary description of proposed works	
Standard Information	
Initial DAC Review	
DAC Form Selection	
Petition Details	
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Statement of Needs	
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DAC Review Post-Consultation	
DAC Review Consultation Changes	

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To save on opening each form to see if changes have been made, please utilise the History tab and press show all to see if any changes were made and, importantly, to what parts.

Awaiting DAC review of consultation changes

Edit

Details Supporting documents and images History My Notes Messages Archived Forms

Show only status changes  Show all

Who	Action	When
Test Petitioner	Moved To DAC Review of Consultation changes	24/03/2020 16:06
Test Petitioner	Edited Petition - Schedule of works	24/03/2020 16:05
Test Dac	Moved To Consultation Changes	24/03/2020 16:04
Test Dac	Edited DAC feedback	24/03/2020 16:04
Test Dac	Moved To DAC Review Post Consultation	24/03/2020 16:01
Test Dac	Finalised a consultation iteration for an Application	24/03/2020 16:00
Test Consultee	Uploaded a file	24/03/2020 15:47
Test Dac	Invited Amenity Society via Joint Committee	24/03/2020 15:19
Test Dac	Sent to Consultees	24/03/2020 15:19
Test Dac	Application submitted for initial consultation	24/03/2020 15:09

First

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Page size: 10 Page 1 of 5 (47 items)



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After looking at the changes made, you will be able to edit the response, and you will be met with the following interface. Selecting the first option will send the application to another round of consultation and will therefore loop back to the Formal Consultation process, save that on this second round of consultation, bodies should only be consulted if material changes have been made to the application. The second option will take the case forward for you to issue your Notification of Advice.

## DAC Review

Decision  Edit

- The application is ready and requires formal consultation
- The application is ready and will be sent to the DAC to complete the Notification of Advice.

DAC Feedback  Edit

Save & come back later

Cancel

Finish Form



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## Second round of consultation following changes

Should a second round of consultation be required, the specific body that raised objections against the proposal should be contacted using the same method described in the **Formal Consultation** section above. A statutory period of 21-days is given to these bodies to reply to the consultation, and again you have the power to add their response if you receive it offline and to finalise the consultation should they reply within 21 days. Once this process is followed, the case will then be submitted to the DAC for review of the comments made by the Consultee, and the DAC secretary could then restart this loop with further suggestions should it be required, repeating the same process outlined in **DAC review of Formal Consultation**

## Send Application forward to the Notification of Advice

If following the comments made by the consultees and the Parish are happy to proceed, you may instead select the second option in the DAC review of Formal Consultation form to move the case forward to the Notification of Advice. Do not forget to press Finish Form and then Submit in the main dashboard to move the case forward.

Summary: **Test 1**

### DAC Review

Decision Edit

- The application will be sent back to the Applicants to make changes in response to the consultation responses.
- The application is ready and will be sent to the DAC to complete the Notification of Advice.

DAC Feedback Edit

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

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## Notification of Advice

Once the formal consultation has been completed, or once the Formal Consultation was decided not to be employed, the application will move into the Notification of Advice. It is at this point that where you can issue your advice based on the information that you have to hand. Remember that a full DAC meeting is not required, and you may utilise your delegated advice where agreed by the DAC.

Within this stage, two forms will now be editable to you, the Notification of Advice and the Public Notice File Selection. To edit the Notification of Advice, click edit.

Notification of advice Edit

Details [Supporting documents and images](#) [History](#) [My Notes](#) [Messages](#) [Archived Forms](#)

Summary description of proposed works	
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DAC Review Post-Consultation	
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Public Notice File Selection	

[Submit](#) [Return to Applications dashboard](#) [Delete the application](#) [Download All Forms & Documents](#)

This will then allow you to edit the first part of Form 2. The first part of this form will be to select whether the advice given was given through a Diocesan Advisory Committee meeting or under Delegated authority. The option chosen here will populate Form 2 with the selection. If the DAC recommends the works or proposals, select the first option given in the recommendation. If the DAC does not recommend the works or proposals, select the second option. If the DAC does not object to the works or proposals, select the third option. Each of these will prompt a different email reply to the petitioners informing them of the DAC's evaluation. Click next to navigate to the next page.

## Form 2 - Notification of Advice



Select type of advice Edit

Diocesan Advisory Committee meeting

Delegated authority

Date Edit

26/05/2022

The following works or other proposals were considered: Edit

The Committee recommends the works or proposals for approval by the court [subject to the provisos entered below:]

The Committee does not recommend the works or proposals for approval by the court for the principal reasons entered below:

The Committee does not object to the works or proposals for approval by the court [subject to the provisos entered below:]

Provisos or reasons Edit

Save & come back later


Cancel

Next

The second page lists the schedule of works. This text box is prepopulated from the Petition Details. The schedule of works or other proposals included in the Petition document and the Public Notice must be described in the manner recommended by the Diocesan Advisory Committee. The schedule of works agreed by the DAC will therefore prepopulate the remaining forms that are submitted to the Registry, so it is important that the works listed in the Notification of Advice are in a format that is suitable to be submitted to the Registrar and Chancellor. If edits are required at a later point due to spelling mistakes or a change in advice, the form is editable until the Public Notice is produced.

## Form 2 - Notification of Advice



Schedule of works or proposals  Edit

This is where the schedule of works be listed

They can be on multiple lines

This has changed following consultation

[Previous](#)

[Save & come back later](#)

[Cancel](#)

[Next](#)



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The third page includes the selection for marking cases as falling under rule 9.9 and will be displayed through the Public Notice page of the OFS. All cases that are submitted to the registry will be publicly available, but special attention will be given to those cases that are listed as falling under rule 9.9. As the legal right to decide this lies with the Registrar, the Registry are able to edit this at a later point. Also included is the new selection of whether a parish have given due regard to the net-zero guidance provided by the Church Buildings Council. This only needs to be completed if works involve matters to which net-zero guidance applies, and the Committee should give an opinion on whether the proposals are adequate or inadequate. If inadequate, a reason for the opinion should be given.

## Form 2 - Notification of Advice



In the opinion of the Committee rule 9.9 of the Faculty Jurisdiction Rules (publication of notice on diocesan or other publicly accessible website) applies  Yes  No [Edit](#)

The works or proposals involve matters to which net zero guidance applies (that is, guidance issued by the Church Buildings Council under section 55 of the Dioceses, Pastoral and Mission Measure 2007 on reducing carbon emissions). In the opinion of the Committee, your explanation of how, in formulating the works or proposals, you have had due regard to net zero guidance is  adequate  not adequate [Edit](#)

and the Committee's reasons for the opinion that your explanation is not adequate are: [Edit](#)

some reasons

In the opinion of the Committee the work or part of the work proposed is / is not likely to affect [please specify Yes or No for each of the following]:

The character of the church [or building] as a building of special architectural or historic interest  Yes  No [Edit](#)

The archaeological importance of the church [or building]  Yes  No [Edit](#)

Archaeological remains existing within the church [or building] or its curtilage  Yes  No [Edit](#)

[Previous](#)

[Save & come back later](#)

[Cancel](#)

[Next](#)



Lastly, the legislation requires the DAC to list who was consulted as part of the case. This removes the requirement for the DAC to list specific people, as all formal consultation was completed prior to this stage. At the bottom of this section, should the DAC decide that works should go ahead and an objection is raised with which the DAC disagree, a justification will need to be given. In the last two sections, should the objections remain, please list which bodies have objects and then provide the necessary reasoning as to why the DAC disagrees. Remember that this form will be made public during the public notice period. Once finished, press finish form to finalise the form.

## Form 2 - Notification of Advice



The following have been consulted on the works or other proposals:

Historic England Edit  Yes  No

The local planning authority Edit  Yes  No

The following national amenity societies Edit  Yes  No

Name of society Edit

Name of society Edit

The Church Buildings Council Edit  Yes  No

The following body or person Edit  Yes  No

Name of body or person Edit

Any Objections Edit

- No objections have been raised.
- Objections were raised but have been withdrawn.
- Objections have been raised and have not been withdrawn.

Objections By Edit

Objections Committee Reasons Edit

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

## Public Notice File Selection

The public notice file selection form is an important form which enables relevant supporting documents to be made public during the necessary public notice period. This form will need to be reviewed before being able to submit the application back to the petitioners. To do this, press the edit button of the public notice file selection.

Notification of advice Edit

Details [Supporting documents and images](#) [History](#) [My Notes](#) [Messages](#) [Archived Forms](#)

Summary description of proposed works		
Standard Information		
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DAC Review Post-Consultation		
Notification of Advice		
Public Notice File Selection		

[Submit](#) [Return to Applications dashboard](#) [Delete the application](#) [Download All Forms & Documents](#)



This form is editable by the Registry, so it may be worthwhile creating a review process between both user types whereby the DAC could select the relevant forms, and this is reviewed by the Registry, or you leave this purely in the hands of the Registry to edit. If this section is not to be completed by the DAC, please press Finish Form. You will, however, notice that the question around 9.9 appears and duplicates the answer given in Form 2. This selection takes precedence over the one that appears in the Notification of Advice and is editable by the Registrar should they deem that the case does or does not fall under rule 9.9.


If you do, however, decide to use this function, this form will automatically list each file that appears in the supporting document tab, including any consultation replies that were added as supporting documents. Each file is automatically turned off and requires the selection to be made public.

If the case is complex and has been ongoing for some time, there may be a large number of documents shown. The intention here is to make those documents publicly available, which should already be available to members of the public if they were to visit the church or registry in person. To do this, click the edit button next to each relevant file.

## Public Notice File Selection

In the opinion of the Committee rule 9.9 of the Faculty Jurisdiction Rules (publication of notice on diocesan or other publicly accessible website applies): Y/N  Yes  No [Edit](#)

Please select which supporting documents and images you would like to be visible to the public on the public notice dashboard:

Include	File Name	File Uploaded	Uploaded By	Description	
<input checked="" type="checkbox"/>	Response 1..pdf	24/03/20	Test Consultee	This is a response by The Gardens Trust	

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




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Select yes and then press the save button.

## Public Notice File Selection

In the opinion of the Committee rule 9.9 of the Faculty Jurisdiction Rules (publication of notice on diocesan or other publicly accessible website applies): Y/N  Yes  No [Edit](#)

Please select which supporting documents and images you would like to be visible to the public on the public notice dashboard:

Include	File Name	File Uploaded	Uploaded By	Description	
<input checked="" type="checkbox"/>	Response 1..pdf	24/03/20	Test Consultee	This is a response by The Gardens Trust	

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



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If the Yes button is selected, a green tick will appear next to the file.

### Public Notice File Selection

In the opinion of the Committee rule 9.9 of the Faculty Jurisdiction Rules (publication of notice on diocesan or other publicly accessible website applies): Y/N  Yes  No [Edit](#)

Please select which supporting documents and images you would like to be visible to the public on the public notice dashboard:

Include	File Name	File Uploaded	Uploaded By	Description	
<input checked="" type="checkbox"/>	Response 1.pdf	24/03/20	Test Consultee	This is a response by The Gardens Trust	

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Repeat as necessary, and then press the finish form to return to the application dashboard. Should you find that you made a mistake or require other documents to be shown at a later point, this form will be editable during the later stages of the case.

Once you are happy to proceed and are ready to issue the Notification of Advice, press Finish Form, an email will then be sent to the petitioners, and they will be able to complete the Petition form.

## Petition Form

Once the notification of advice has been given by the DAC, the petition form will be made available to the petitioners (and the DAC) to complete in full. Here the details listed in the Petition details form will be added, and the schedule of works specified in the Notification of Advice will be autogenerated, and petitioners will be unable to edit it, as shown below. Should changes be required, please edit the Notification of Advice's Schedule of Works.

summary: test 1

### Form 3A

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

We petition the Court for a faculty to authorise the following...  
Please describe the works or other proposals for which a faculty is sought in the way recommended by the Diocesan Advisory Committee in its Notification of Advice

**Schedule of works or proposals** This is where the schedule of works be listed

Copies of the Standard Information Form and any drawings, plans, specifications, photographs or other documents showing the proposals must be provided with this petition.

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Once the Petition form is complete and the petitioners have moved it on to the next, you and the Registry will be notified.

## Public Notice

With the petition document complete, the public notice form will be available to be edited by pressing the edit button of the **Public Notice** form. You may also notice that the petition form is also editable

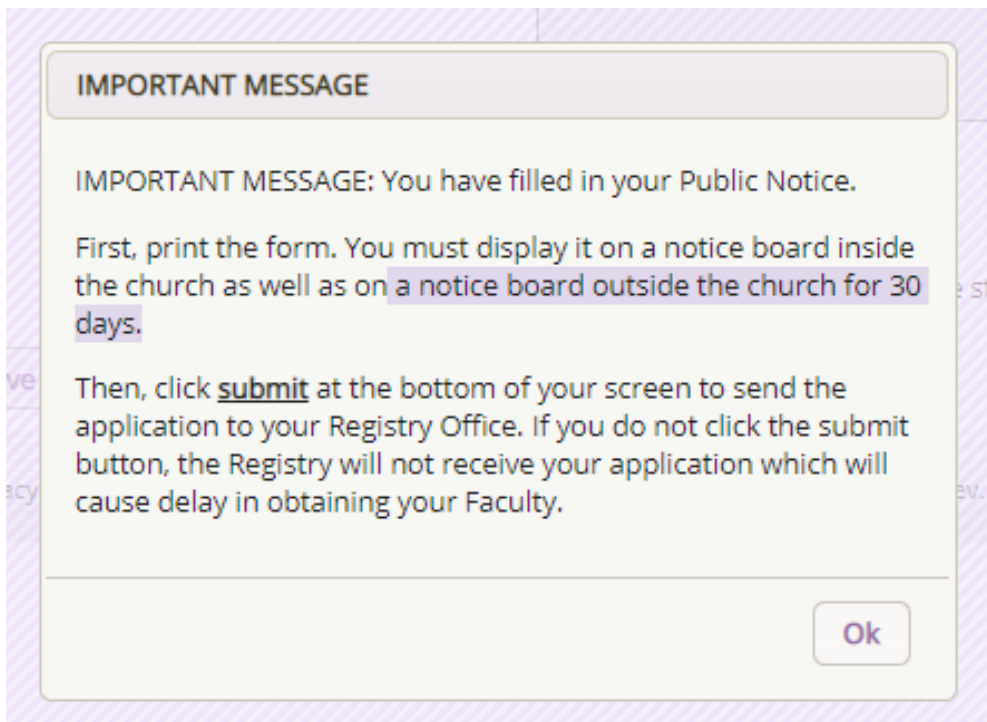
by the petitioners, and this is because the Registrar may revert the case back to the Public Notice status in order for the petition form to be edited.

The screenshot shows a web application interface for a public notice period. At the top, there is a search bar labeled "Public notice period" and an "Edit" button. Below this is a navigation menu with tabs: "Details", "Supporting documents and images", "History", "My Notes", "Messages", and "Archived Forms". The main content area is a list of documents, each with a green checkmark and a document icon. The documents listed are: Summary description of proposed works, Standard Information, Initial DAC Review, DAC Form Selection, Statement of Significance, Statement of Needs, DAC Review Pre-Formal Consultation, Application Formal Consultation Responses, DAC Review Post-Consultation, DAC Review Consultation Changes, Notification of Advice, Public Notice File Selection, Petition, Public Notice, and Public Notice Certificate. A red arrow points to the "Public Notice" document. At the bottom of the list, there are four buttons: "Submit", "Return to Applications dashboard", "Delete the application", and "Download All Forms & Documents".

Once the Public Notice form is open, the address where copies of the plans and documents will be available need to be added. This address is vital, as those without a computer or internet will still need to be given access to view the necessary documents should they request to view them. The start date of the Public Notice is also required, and the end date is automatically calculated from this information. Petitioners will be sent an email on the last day of the Public Notice period to remind them to take the form down. The following is a copy of the text listed in the Parish based guidance.

The screenshot shows the "Form 4 - Public Notice" web application interface. At the top, there is a search bar labeled "Form 4 - Public Notice" and an "Edit" button. Below this is a navigation menu with tabs: "Details", "Supporting documents and images", "History", "My Notes", "Messages", and "Archived Forms". The main content area is a form with the following fields: "Copies of the relevant plans and documents may be examined at" (with an "Edit" button) and a text area containing "You list the address here"; "Public notice start date" (with an "Edit" button) and a date field containing "24/03/2020"; and "Public notice end date" (with an "Edit" button) and a note "The end date is 30 days after the start date". At the bottom of the form, there are three buttons: "Save & come back later", "Cancel", and "Finish Form". At the bottom of the page, there is a footer with a logo and the text: "Site Map | Privacy | T & C | © 2014 - 2020 Archbishops' Council | Web site by exeGesIS SDM | Rev. 2.9.7388.26608".

Once completed, press the finish form, and you will be met with the following information text box.



To **print** and/or access your Public Notice form:



1. Click the **View** icon



## 2. Click **Open as PDF for printing**

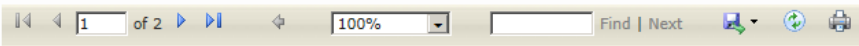
\*Please note that this function will only work if you have installed Adobe Acrobat Reader software on your computer. This software is free to download and can be obtained by clicking this link <http://get.adobe.com/uk/reader/>

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

 THE CHURCH OF ENGLAND Online Faculty System Search the site 

The report below can be opened as a PDF or saved in a variety of formats including Microsoft Word.

Open as PDF for printing Return to application details



**Ref:** 2014-000070      **Church:** Penny Hassett: St David (Test)  
**Diocese:** Borchester (Test)      **Archdeaconry:** Felpersham (Test)  
**Created By:** Mrs Julie Patenaude (14/11/2014)      **Contact Tel.:** 65651  
**Status:** Ready for formal application

**Form 4B**  
(Rule 5.2)  
Public Notice  
(building included in list under Care of Places of Worship Measure 1999)

**In the Consistory Court of the Diocese of Borchester (Test)**

**Name or description of building: Penny Hassett: St David (Test)**

NOTICE IS GIVEN that we are applying to the Consistory Court of the diocese for permission to carry out the following:

Copies of the relevant plans and documents may be examined at  
23 Beverly Road  
Bromley, Kent  
BR1 8LP

*(If changes to the building are proposed, a copy of the petition and of any designs, plans, photographs and other documents that were submitted with it must be displayed in the building or at another place where they may be conveniently inspected by the public.)*

Name of petitioner or body on whose behalf the petition is submitted to the Court:

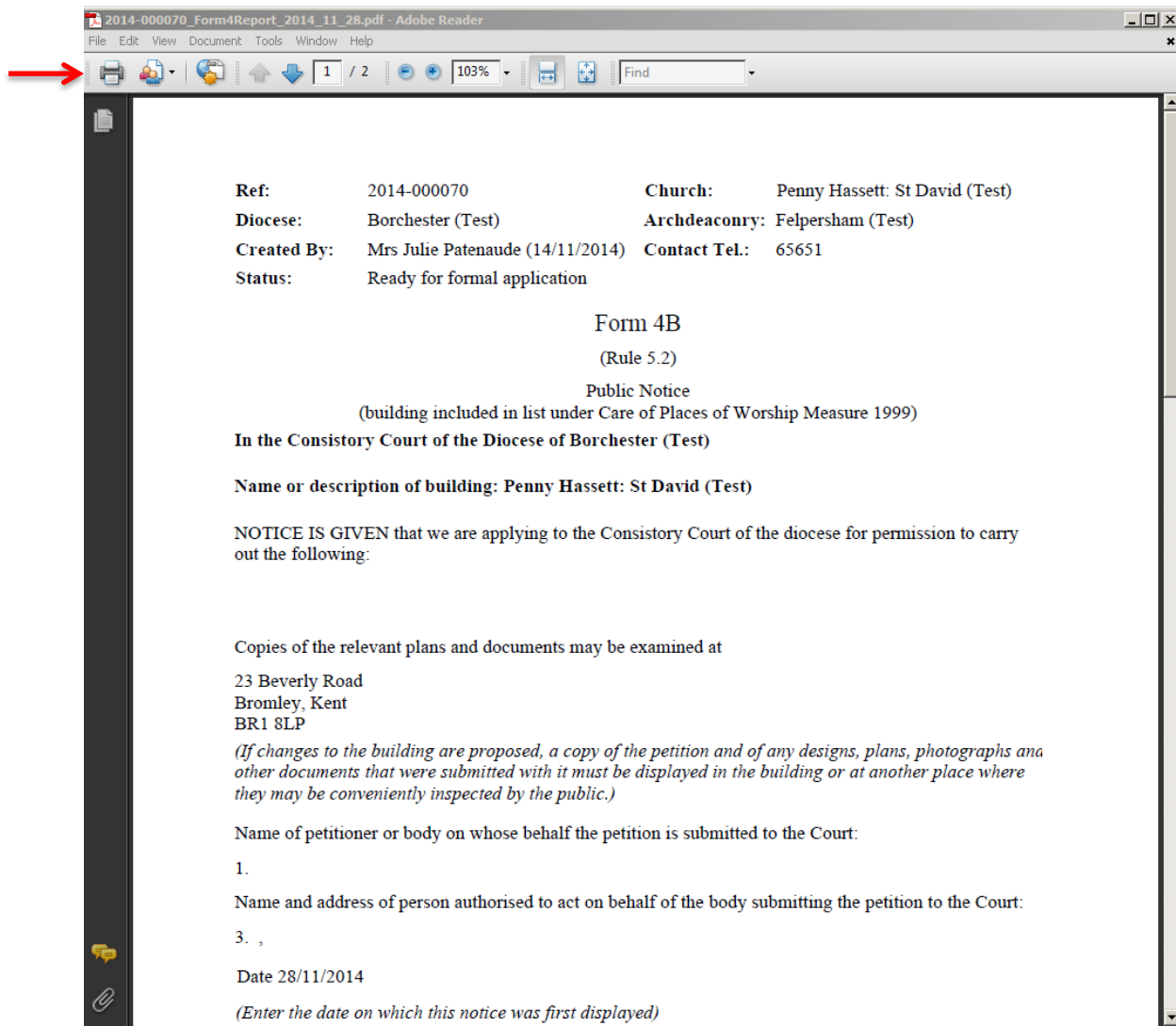
1.

Name and address of person authorised to act on behalf of the body submitting the petition to the Court:

---

3. The Public Notice form will open as a PDF. Click **Print**

\*Please note this process might be slightly different according to individual computers and operating systems.



Once printed, do not forget to click **submit** and send your application to the Registrar.

Public notice period

[Edit](#)

Details
Supporting documents and images
History
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Public Notice File Selection	
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Public Notice	
Public Notice Certificate	

Submit
Return to Applications dashboard
Delete the application
Download All Forms & Documents

The form will now also list the email address of the Registry so that comments can be sent to them via email. Please also be aware that as the case has now been submitted to the Registrar, all documents and those forms selected by the DAC or Registrar will be made public until the chancellor has made their determination, as is the requirement of the new legislation. This is also listed on the Public Notice form, and you may direct members of the public to view these forms online if needed.

## Public Notice Certificate





























During the above process, you may notice that a new form has been added, the Public Notice Certificate. This previously had to be completed and sent via the post. **Please do not fill this form in until the Public Notice period is over.** You do not have to complete this form to send the application to the registry, but it is a requirement of the law that this is filled in correctly and sent to the registry after the public notice period is over. This may be completed at any point whilst the case is reviewed by the Registrar and Chancellor. The Registrar will be unable to issue the Faculty until the form is filled in. If you complete this too early by mistake, it can be edited later.

## Monitoring the Progress of a Faculty Application

You can easily monitor the progress of a faculty application while it is being assessed by the Registrar and Chancellor.

1. Sign in to the Online Faculty System
2. Locate the application using your Dashboard under **Active Case**
3. Find the **Status** icons on the Registrar's remarks and Chancellor's determination forms.

Details | [Supporting documents and images](#) | [History](#) | [My Notes](#) | [Messages](#) | [Archived Forms](#)

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Notification of Advice	 
Public Notice File Selection	 
Petition	 
Public Notice	 
Public Notice Certificate	 
Registrar's remarks to Chancellor	  
Chancellor's determination and judgment	 

[Submit](#) [Return to Applications dashboard](#) [Delete the application](#) [Invite Consultees](#)
























## Faculty Approved


In cases where the Chancellor approves the faculty application, the Registrar will contact the applicant and the DAC through the Online Faculty System to inform them of the decision.

1. Sign in to the Online Faculty System
2. Locate the application using your Dashboard under **Archived Cases**
3. Click the **View** icon on the Faculty Form

Details Supporting documents and images History Messages


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Registrar's remarks to Chancellor	
Chancellor's determination and judgement	
Faculty	  

[Return to Applications dashboard](#) [Abandon](#) [Invite Consultees](#)

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#### 4. Click **Open as PDF for printing**

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

 **THE CHURCH OF ENGLAND** Online Faculty System

The report below can be opened as a PDF or saved in a variety of formats including Microsoft Word.

[Open as PDF for printing](#) [Return to application details](#)

1 of 1 100% Find | Next

**Ref:** 2014-000076 **Church:** Penny Hassett: St David (Test)  
**Diocese:** Borchester (Test) **Archdeaconry:** Felpersham (Test)  
**Created By:** Mrs Julie Patenaude (17/11/2014) **Contact Tel.:** 4654655444  
**Status:** Faculty Post-Determination

Form 6  
(Rule 6.4)  
Faculty

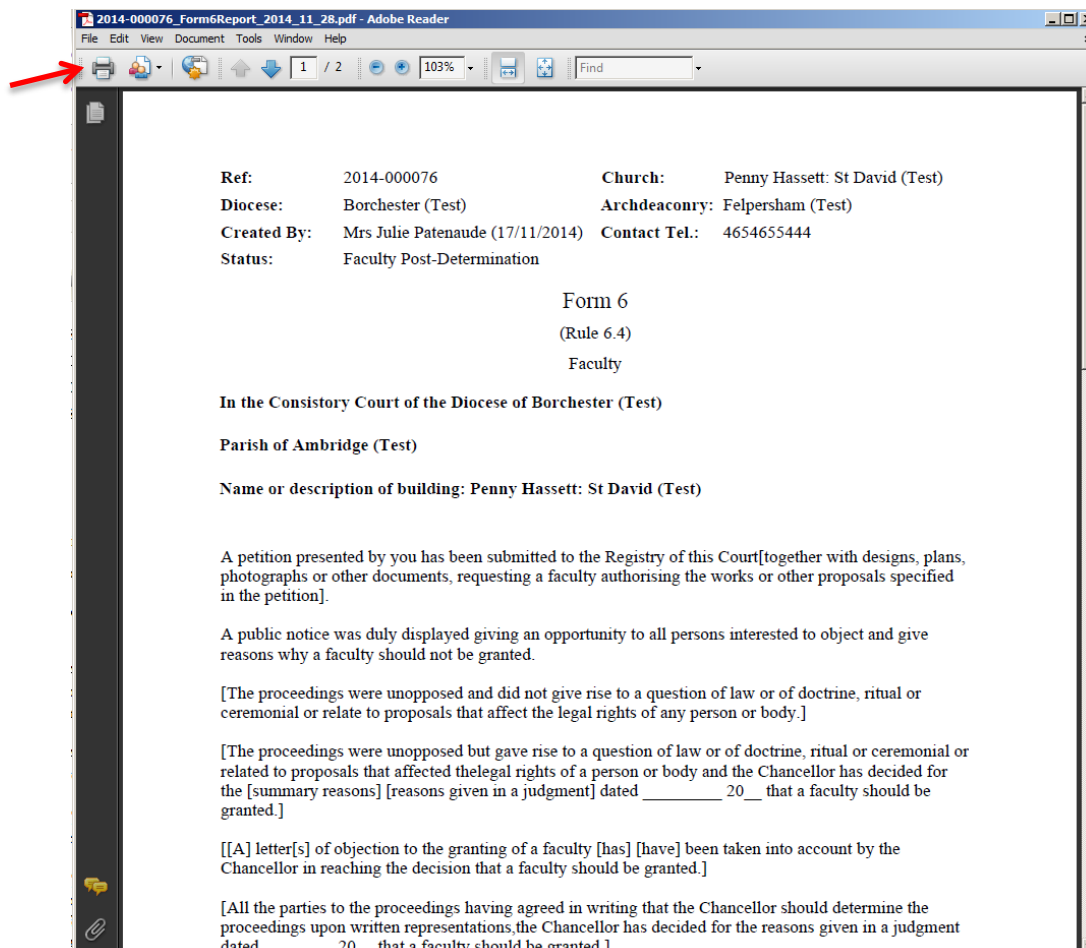
**In the Consistory Court of the Diocese of Borchester (Test)**

**Parish of Ambridge (Test)**

**Name or description of building: Penny Hassett: St David (Test)**

A petition presented by you has been submitted to the Registry of this Court[together with designs, plans, photographs or other documents, requesting a faculty authorising the works or other proposals specified in the petition].

#### 5. Click **Print**



2014-000076\_Form6Report\_2014\_11\_28.pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 2 103% Find

**Ref:** 2014-000076 **Church:** Penny Hassett: St David (Test)  
**Diocese:** Borchester (Test) **Archdeaconry:** Felpersham (Test)  
**Created By:** Mrs Julie Patenaude (17/11/2014) **Contact Tel.:** 4654655444  
**Status:** Faculty Post-Determination

Form 6  
(Rule 6.4)  
Faculty

**In the Consistory Court of the Diocese of Borchester (Test)**

**Parish of Ambridge (Test)**

**Name or description of building: Penny Hassett: St David (Test)**

A petition presented by you has been submitted to the Registry of this Court[together with designs, plans, photographs or other documents, requesting a faculty authorising the works or other proposals specified in the petition].

A public notice was duly displayed giving an opportunity to all persons interested to object and give reasons why a faculty should not be granted.

[The proceedings were unopposed and did not give rise to a question of law or of doctrine, ritual or ceremonial or relate to proposals that affect the legal rights of any person or body.]

[The proceedings were unopposed but gave rise to a question of law or of doctrine, ritual or ceremonial or related to proposals that affected the legal rights of a person or body and the Chancellor has decided for the [summary reasons] [reasons given in a judgment] dated \_\_\_\_\_ 20\_\_ that a faculty should be granted.]

[[A] letter[s] of objection to the granting of a faculty [has] [have] been taken into account by the Chancellor in reaching the decision that a faculty should be granted.]


[All the parties to the proceedings having agreed in writing that the Chancellor should determine the proceedings upon written representations, the Chancellor has decided for the reasons given in a judgment dated \_\_\_\_\_ 20\_\_ that a faculty should be granted.]

## Faculty Refused

In cases where the Chancellor refuses the faculty application, the Registrar will contact the applicant and the DAC through the Online Faculty System to inform them of the decision.

1. Sign in to the Online Faculty System
2. Locate the application using your Dashboard under **Archived Cases**
3. Click the **View** icon on the Faculty Refusal Letter to read the Registrar's comments
4. Go to the **Supporting documents and Images** Tab to find the Chancellor's judgement




















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

 THE CHURCH OF ENGLAND Online Faculty System


Application Ref: **2014-000044** Church: **[Penny Hasset: St David \(Test\)](#)**  
Diocese: **Borchester (Test)** Archdeaconry: **[Felpersham \(Test\)](#)**  
Status: **Faculty Post-Determination** Logged By: **[Mrs Julie Patenaude \(Tue 14 Oct 2014\)](#)**  
Summary: **JP - Modification of help-text**

Your Faculty application is complete.

[Details](#) | **[Supporting documents and images](#)** | [History](#) | [Messages](#)

Summary description of proposed works	 
Standard Information	 
Petition	 
Statement of Significance	 
Statement of Needs	 
Notification of Advice	 
Public Notice	 
Registrar's remarks to Chancellor	
Chancellor's determination and judgement	
Faculty Refusal Letter	  

[Return to Applications dashboard](#) | [Abandon](#) | [Invite Consultees](#)

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





















## Practical Completion Form

This process can be completed by the DAC secretary role, but the text provided is intended for the Petitioner.

Under the legislation, once the faulty has been granted, and once the time granted within the Faculty has finished, the Parish is required to complete the Practical Completion form regardless of whether the works have been completed or not. This is available in your applications dashboard under active cases. Navigate to the application, press view, and then edit the Practical Completion form by pressing the edit button.

Summary: **Test 1**

Details | Supporting documents and images | History | Messages | Archived Forms

Summary description of proposed works	 
Standard Information	 
DAC Form Selection	 
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Application Formal Consultation Responses	 
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DAC Review Consultation Changes	 
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Chancellor's determination and judgment	
Faculty	 
Practical Completion	  

[Return to Applications dashboard](#) [Download All Forms & Documents](#)

Under this form, you will be asked if the works were undertaken. If they have not, select the second option and press Finish Form, and then on the main dashboard page, press submit to finalise the case and to tell the system that it is complete. If the works have been completed, select the first option (as below) and then press Form 8.


Missing help text - to be added by an administrator

[Edit](#)

## Implementation of Faculty

[Edit](#)  The works have been undertaken and I need to complete the Practical Completion form

We have decided not to undertake the works


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On the first page, you will be asked who completed the work.

### Practical Completion Form

Missing help text - to be added by an administrator

[Edit](#)

1 2 3 4

Company, firm or person by whom work carried out [Edit](#)

The work was carried out by the following:

*(If a different company, firm or person was employed for different items of the work details of each must be given.)*

[+ Add a contractor](#)


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To add a contractor, press **Add a contractor**. This will then show the below text box. Start typing the name of the person or company. If they appear, click on their name to select them; if they do not appear, select Add someone new to then add their details to the database.

### Practical Completion Form

Missing help text - to be added by an administrator

[Edit](#)

1 2 3 4

Company, firm or person by whom work carried out [Edit](#)

The work was carried out by the following:

*(If a different company, firm or person was employed for different items of the work details of each must be given.)*


Missing help text - to be added by an administrator

[Edit](#)

Name: [Edit](#)

Type of work undertaken:

- James Miles (ID: 3720 james@archaeovision.eu)
- James Miles Test (ID: 3722 testing@test.com)
- James Miles test test (ID: 3721 test@test.com)


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Once the contractor has been added, add an outline of what work they performed. Once entered, press the Save button to record their details.

### Practical Completion Form

Missing help text - to be added by an administrator Edit

1 2 3 4

Company, firm or person by whom work carried out Edit

The work was carried out by the following:  
*(If a different company, firm or person was employed for different items of the work details of each must be given.)*

[+ Add a contractor](#)

Missing help text - to be added by an administrator

Name: James Miles Test  Edit

Address:

Type of work undertaken: Building work 1

Save & come back later Cancel Next

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Once saved, they will appear as below. If you do not have this, you have not added them correctly. Do not press next until you have saved them, and the text box appears as below. If they do appear as below, press the next button to move on to the next page.

### Practical Completion Form

Missing help text - to be added by an administrator Edit

1 2 3 4

Company, firm or person by whom work carried out Edit

The work was carried out by the following:  
*(If a different company, firm or person was employed for different items of the work details of each must be given.)*

[+ Add a contractor](#)

Name: [James Miles Test](#)

Address:

Type of work undertaken: Building work 1

Save & come back later Cancel Next

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The second page will ask if any architect or surveyor was employed as part of the work and whether or not they provided a copy of the Practical Completion form for the whole or part of the works.

## Practical Completion Form

Missing help text - to be added by an administrator

Edit



Architect/Surveyor (if any) Edit

The architect/surveyor employed in relation to the work was:

Name:

[Add new person / organisation](#)

Address:

The above named architect/surveyor was provided with a copy of the faculty before work commenced; and

- issued a Practical Completion Certificate in relation to the **whole** of the works
- issued a Practical Completion Certificate in relation to **part** of the works

Date of Practical Completion Certificate:

[Previous](#)

[Save & come back later](#)

[Cancel](#)

[Next](#)



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The third page asks whether or not the Faculty granted was completed in full or whether part of the works was completed. A text box is supplied to provide an outline of what works did not take place, and these will be sent to the registrar for them to record.

## Practical Completion Form

Missing help text - to be added by an administrator

Edit



Completion of works Edit

We/I certify to the best of our/my knowledge, information and belief that

- the whole of the works have been completed
- that the works have been completed in part and that details of the works that have not been carried out are set out in the letter to the registrar which accompanies this certificate

Please list the details of any works not completed as part of this faculty

[Previous](#)

[Save & come back later](#)

[Cancel](#)

[Next](#)



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The fourth and last page asks for any necessary documents that you believe are appropriate to be added. You may not have any.

## Practical Completion Form


Missing help text - to be added by an administrator Edit

1 2 3 4

An area to upload documents produced e.g. survey/excavation reports Edit







































[+ Add document](#)

Previous Save & come back later Cancel Finish Form

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Once the form is complete, press Finish Form, and then on the main page, press the Submit button to notify the Registrar that the form and case is now complete. Once pressed, this application will be viewable on your Archived Cases tab within your Applications dashboard.

Details **Supporting documents and images** History My Notes Messages Archived Forms

Summary description of proposed works	 
Standard Information	 
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Submit Return to Applications dashboard Download All Forms & Documents



## Getting Help

If you have any problems navigating the Online Faculty System, please read the [Frequently Asked Questions](#) section on the website.

If you cannot find an answer to your question, are experiencing technical difficulties with the Online Faculty System or have an emergency, contact the Digital Projects Officer at the CCB:

[james.miles@churchofengland.org](mailto:james.miles@churchofengland.org)

020 7898 1860

or contact the Admin team at <https://facultyonline.churchofengland.org/contact>