Online Faculty System

A DAC Secretary's User Manual

2022 Rules

James Miles
1st July 2022

This document is a step-by-step guide to the Online Faculty System for DAC Secretaries.

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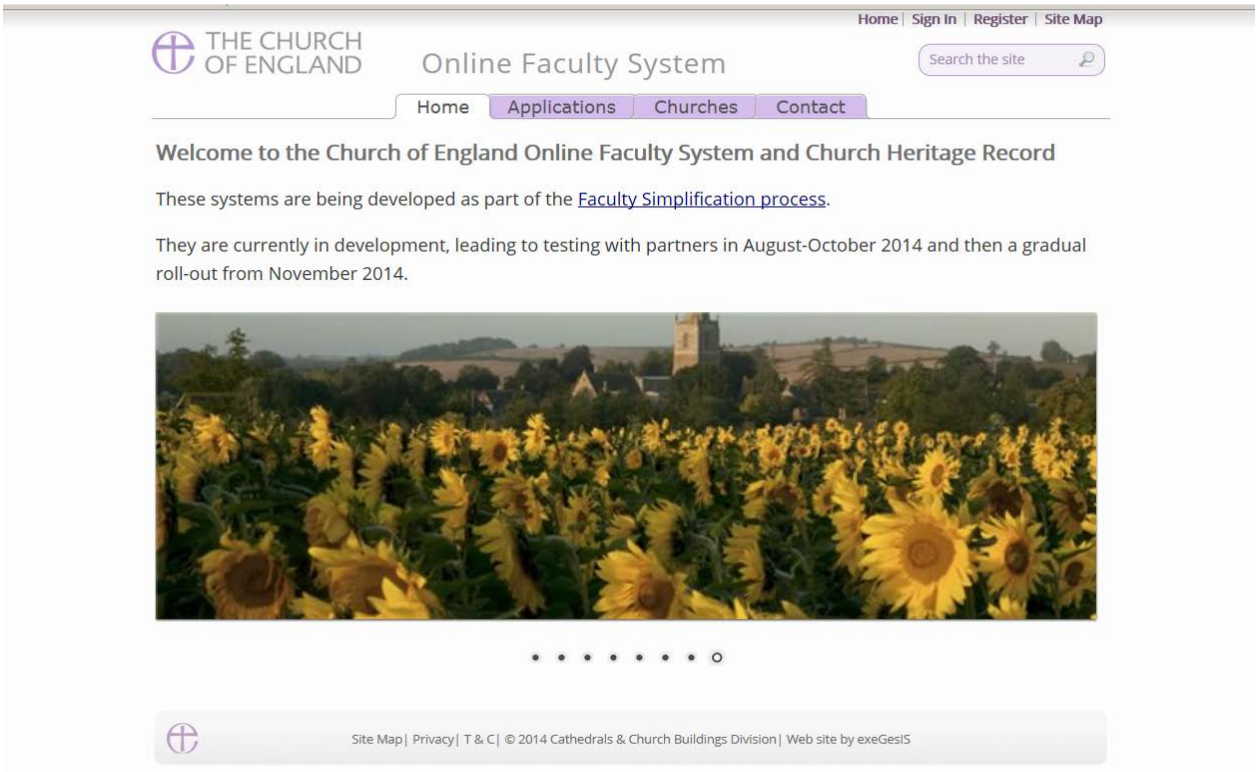
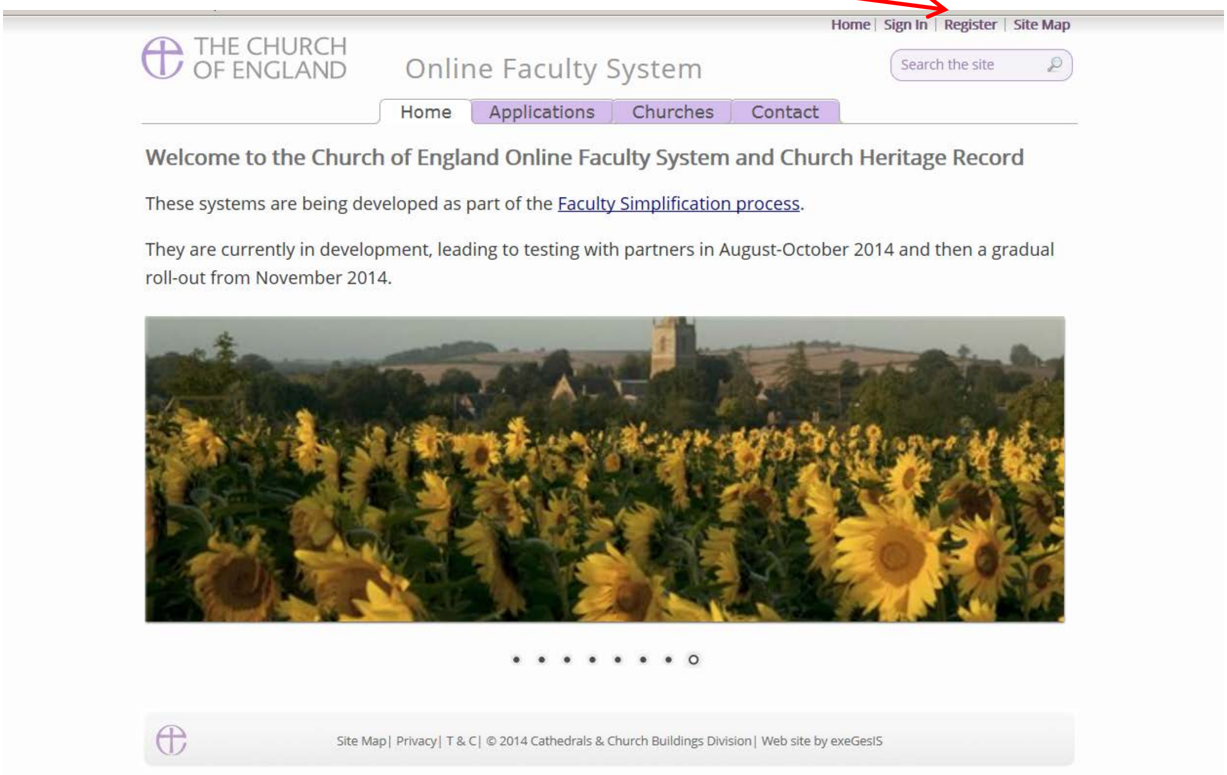
How to Register as a DAC Secretary

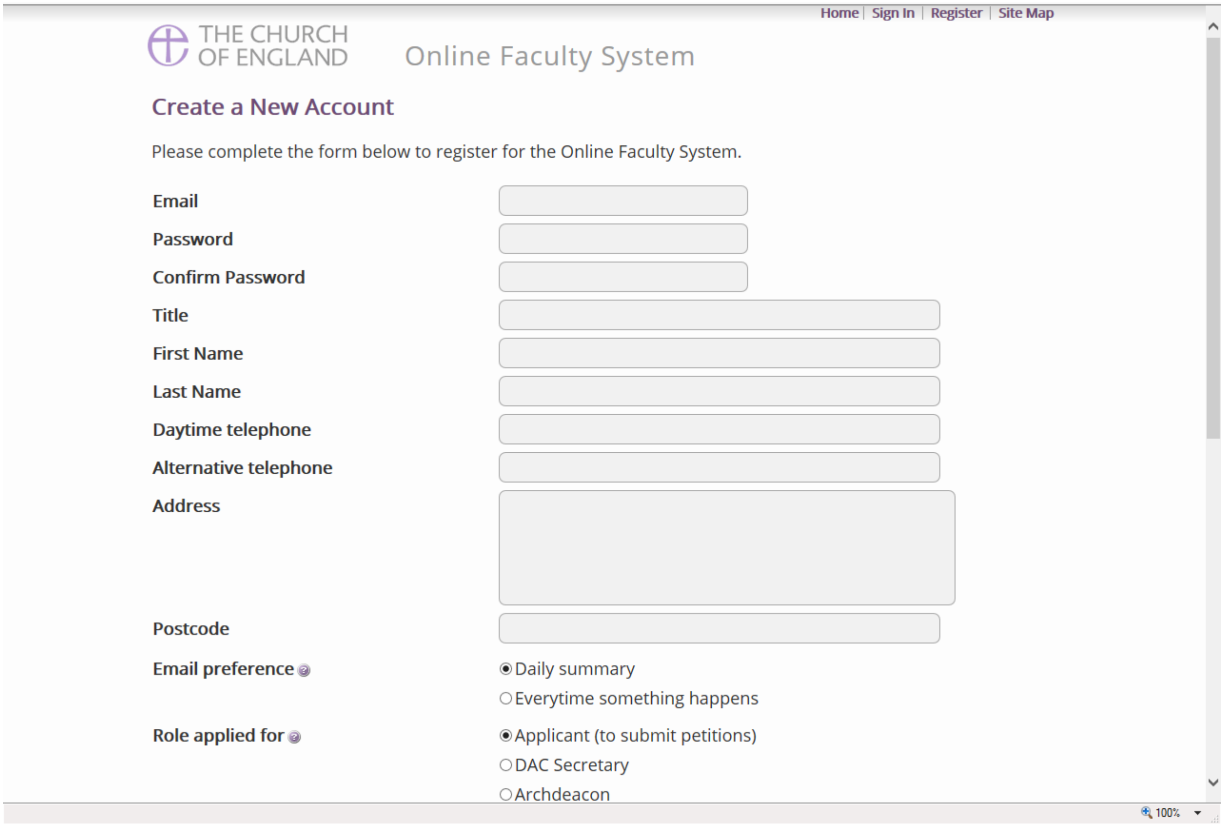
1. Go to the front page of the website (https://facultyonline.churchofengland.org). **N.B.** The picture scrolls and so may be different when you open the web page.



2. Click on **Register**



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



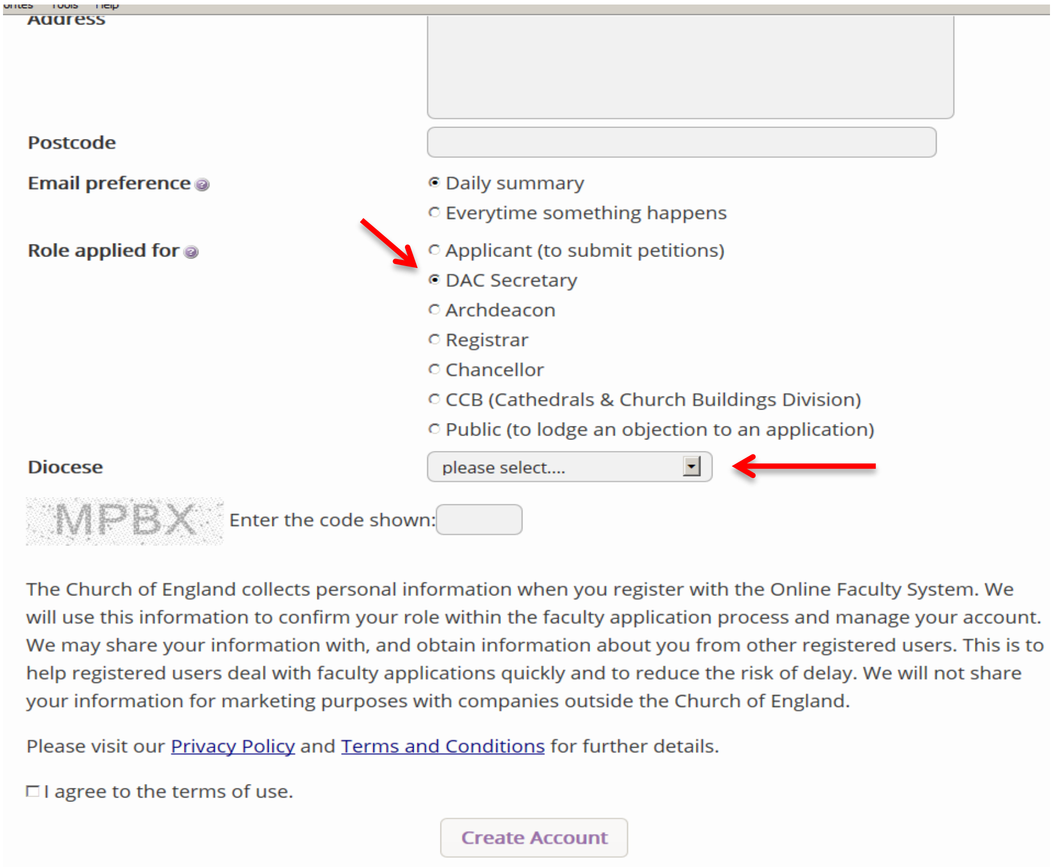
4. Choose the most suitable email address. This is likely to be your work email.
5. You will need to complete **ALL** your contact details (but only one telephone number is required).

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

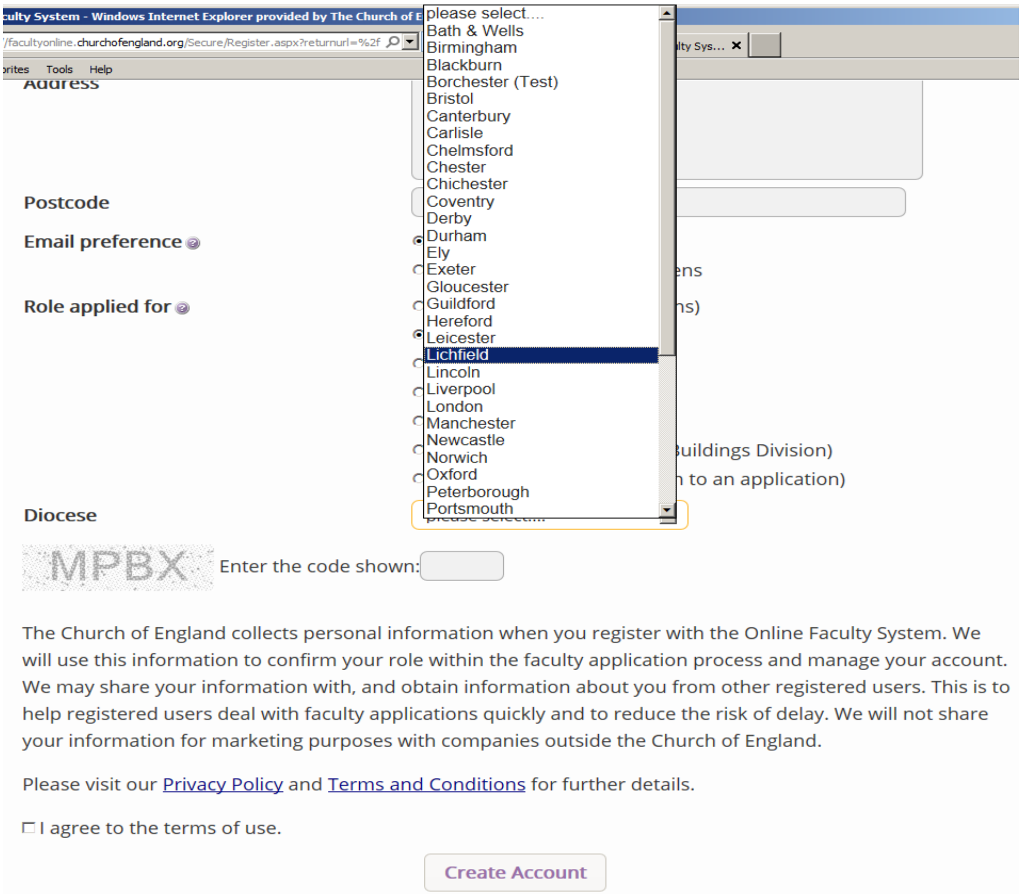
    a. **Daily summary** (daily summary of work that requires your attention only) Or
    b. **Every time** something changes (an email that is sent everytime something happens)
    c. **Daily Digest** (an email that is sent once a day which groups these every time something happens emails into one)

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

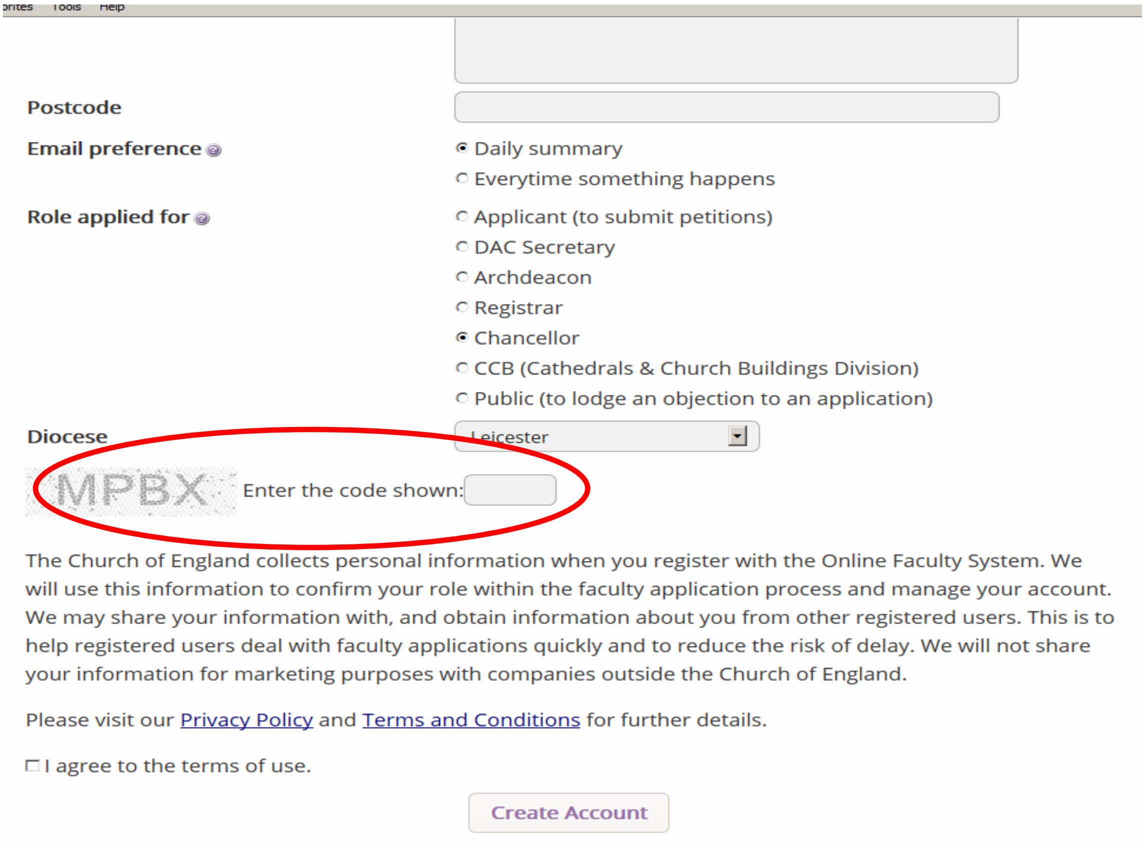
8. When you select **DAC Secretary** and scroll down, you'll get a drop-down menu from the Diocese field:



9. Select **your Diocese:**



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



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.

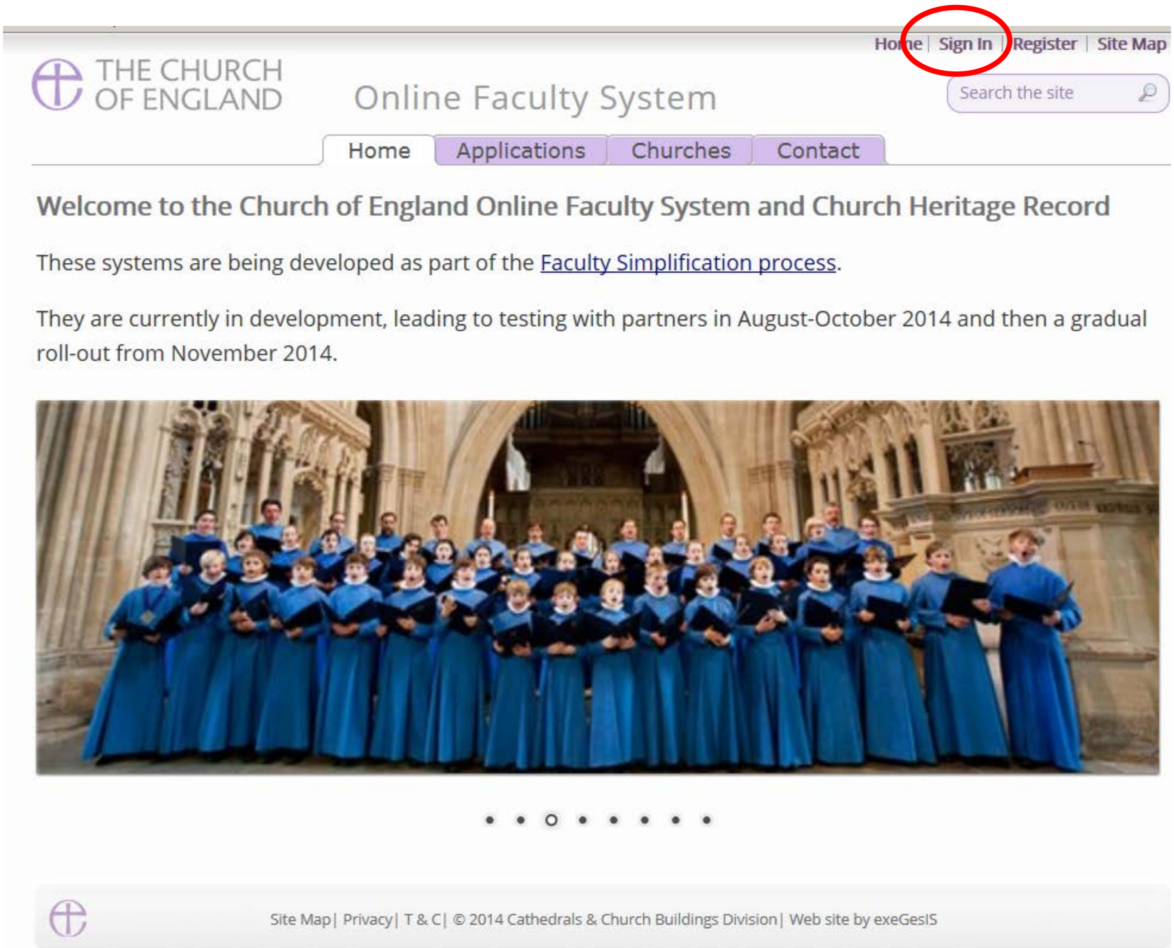
15. The CCB will then be asked to approve your registration.

    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.

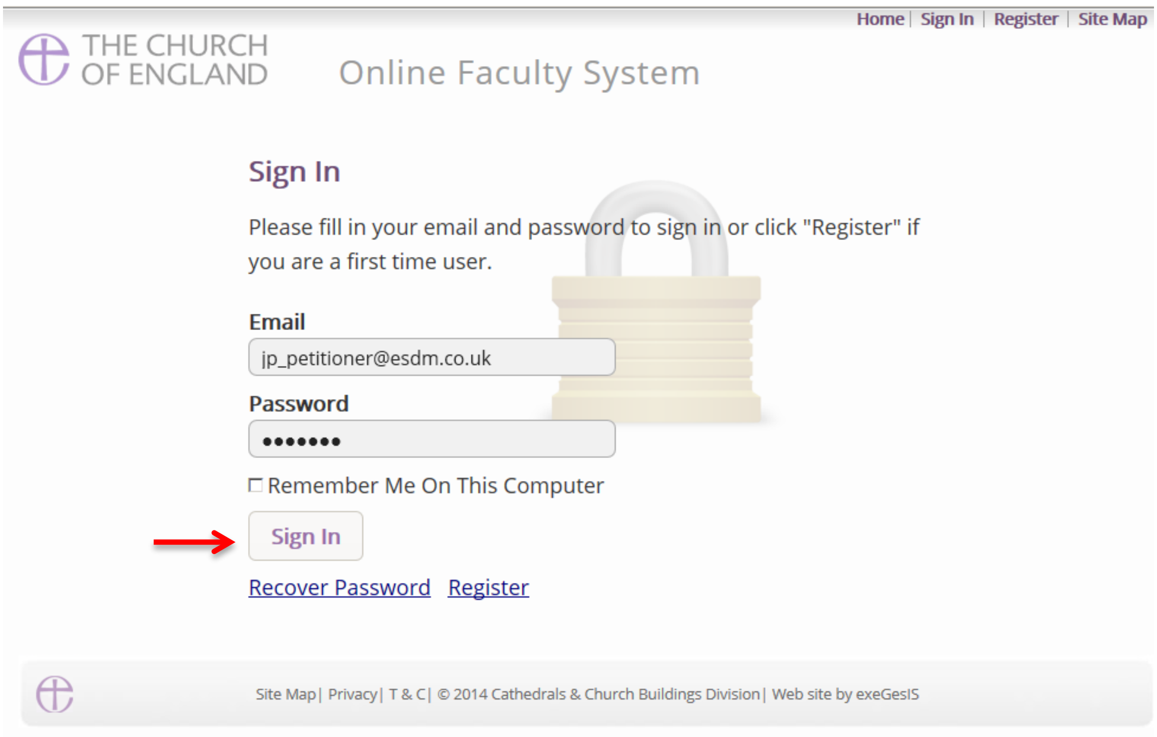
16. Once this is done, you will be sent an email saying that your account has been approved and inviting you to sign in at https://facultyonline.churchofengland.org/Secure/Login.aspx

Signing In and Out of the Online System

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

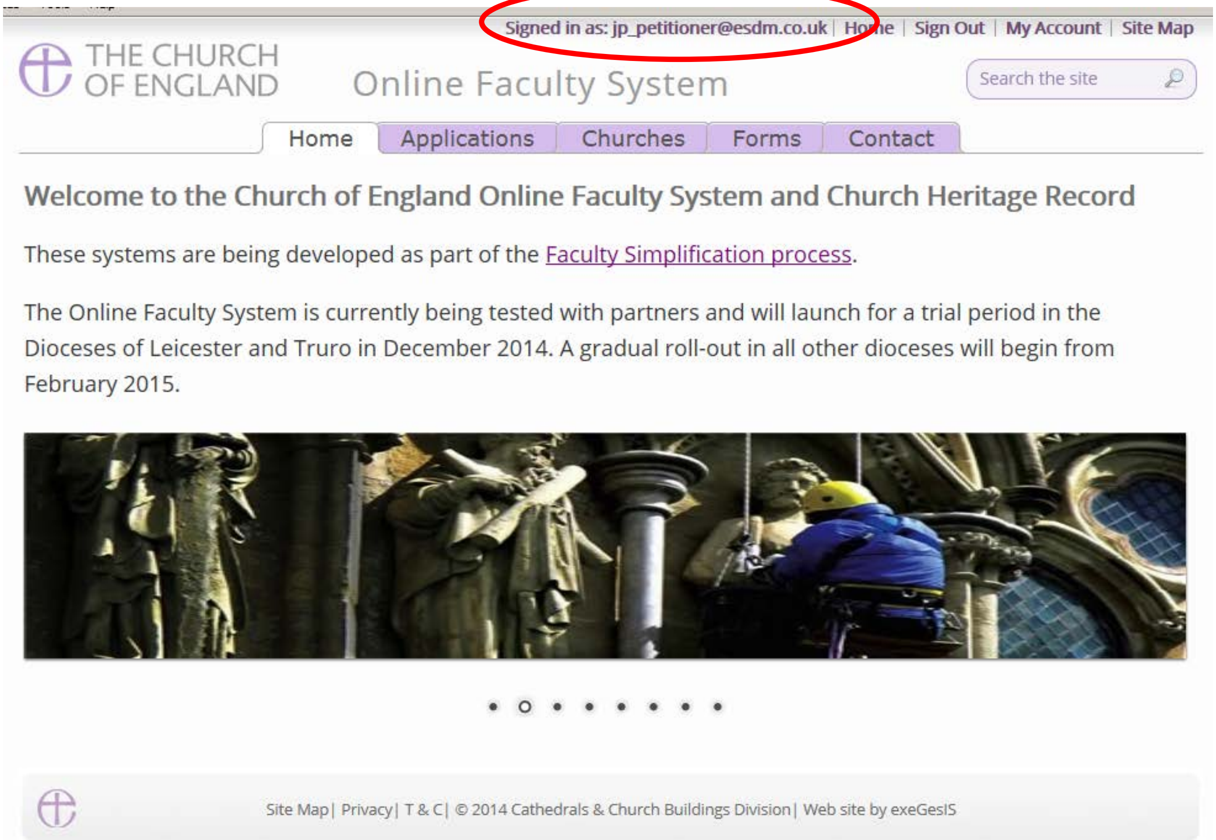


2. Enter your **email** address and **password**, and click **Sign In**

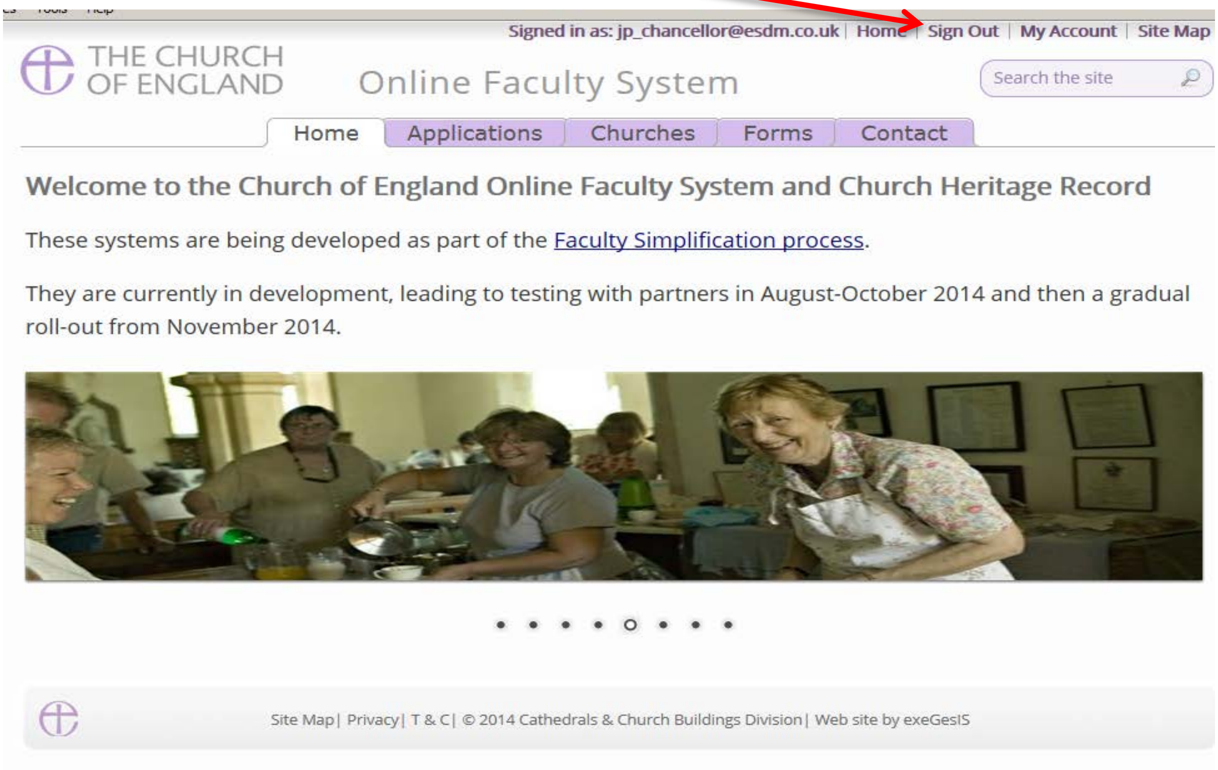


2.1 If you tick the box "Remember Me on This Computer", you will remain signed in to the website every time you return.

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

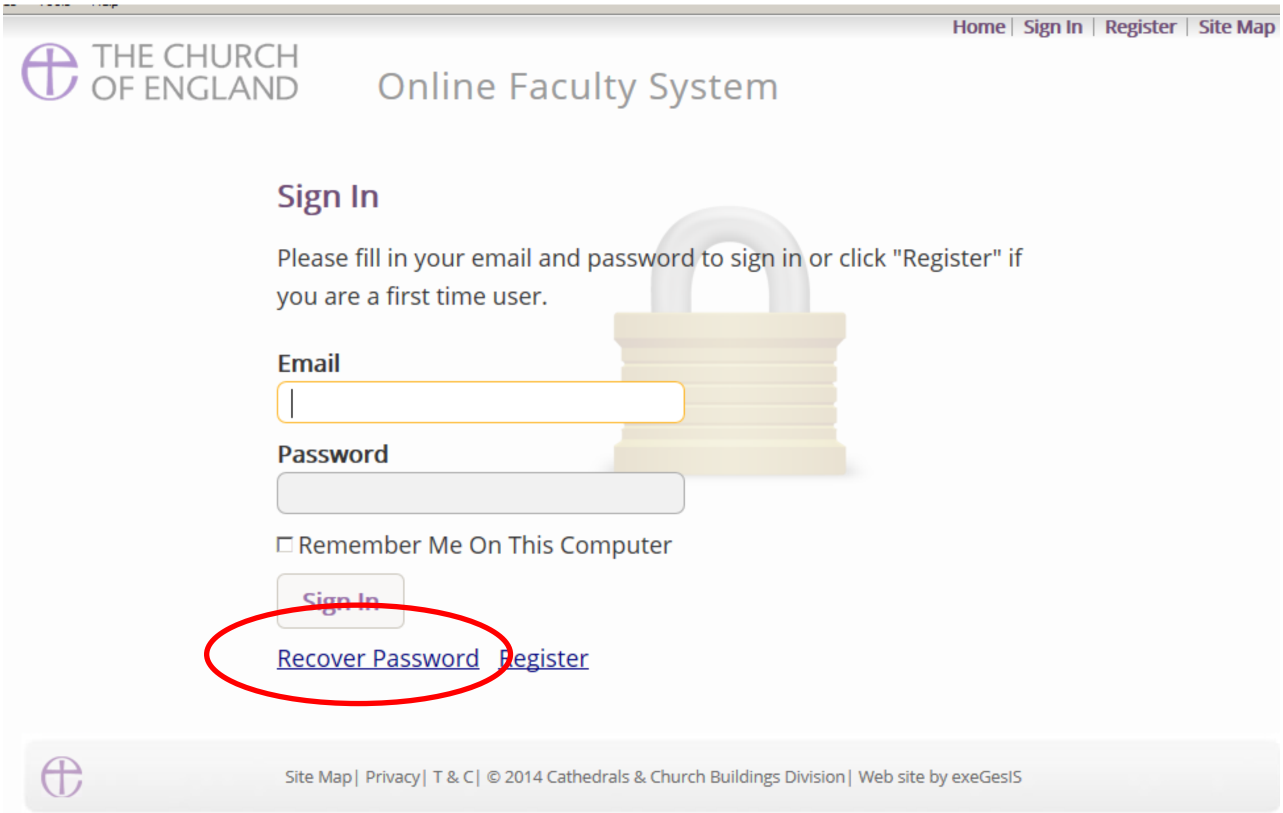


4. To exit the system, click **Sign Out**.



Recovering your Password

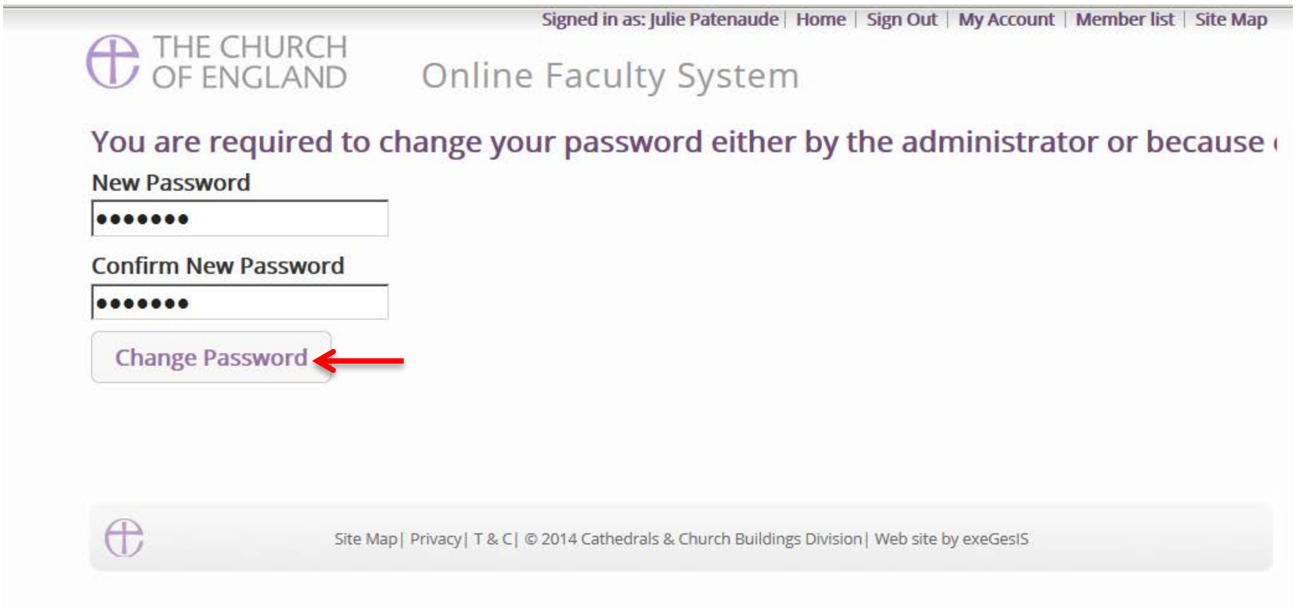
1. Go to the sign-in page https://facultyonline.churchofengland.org/Secure/Login.aspx and click **Recover Password**



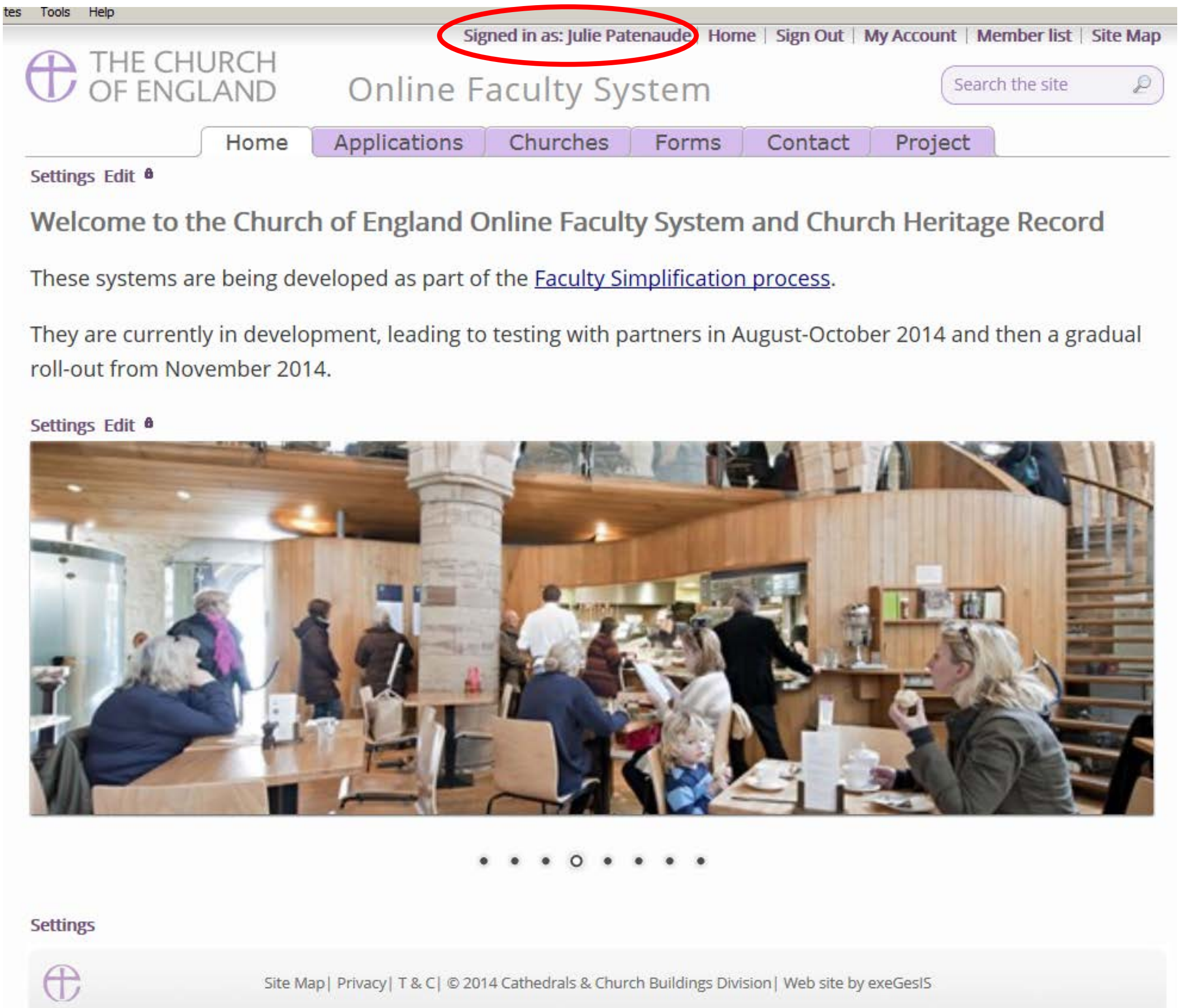
2. Enter the **email** address you used to register with the Online Faculty System and click **Next**.

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**.



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

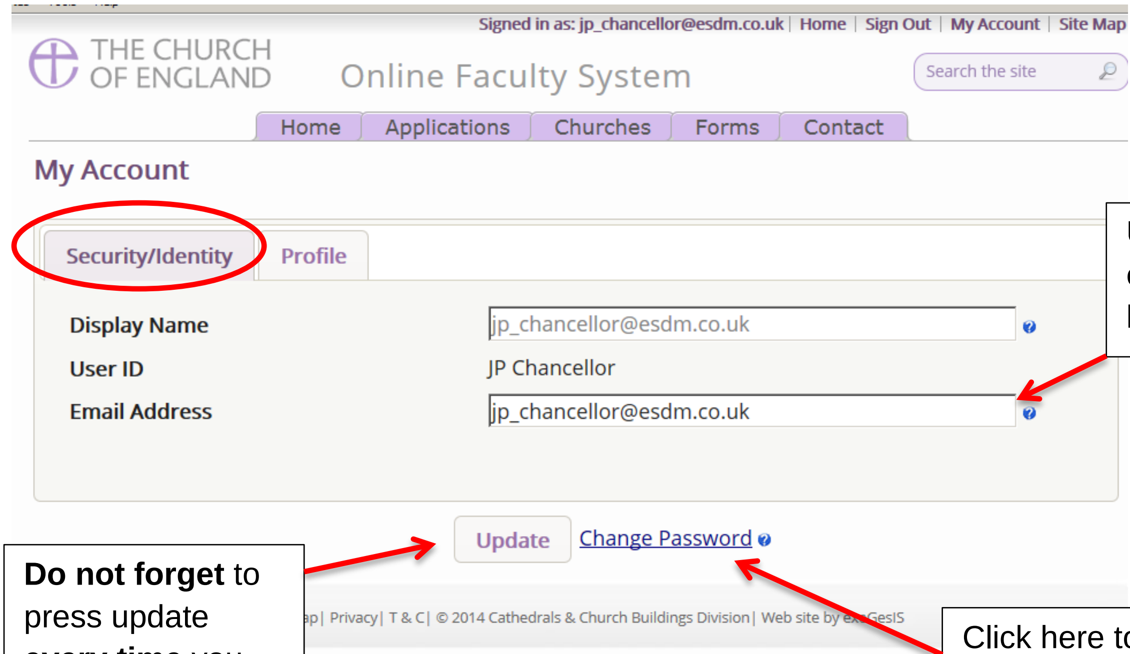


Managing your Account

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**

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

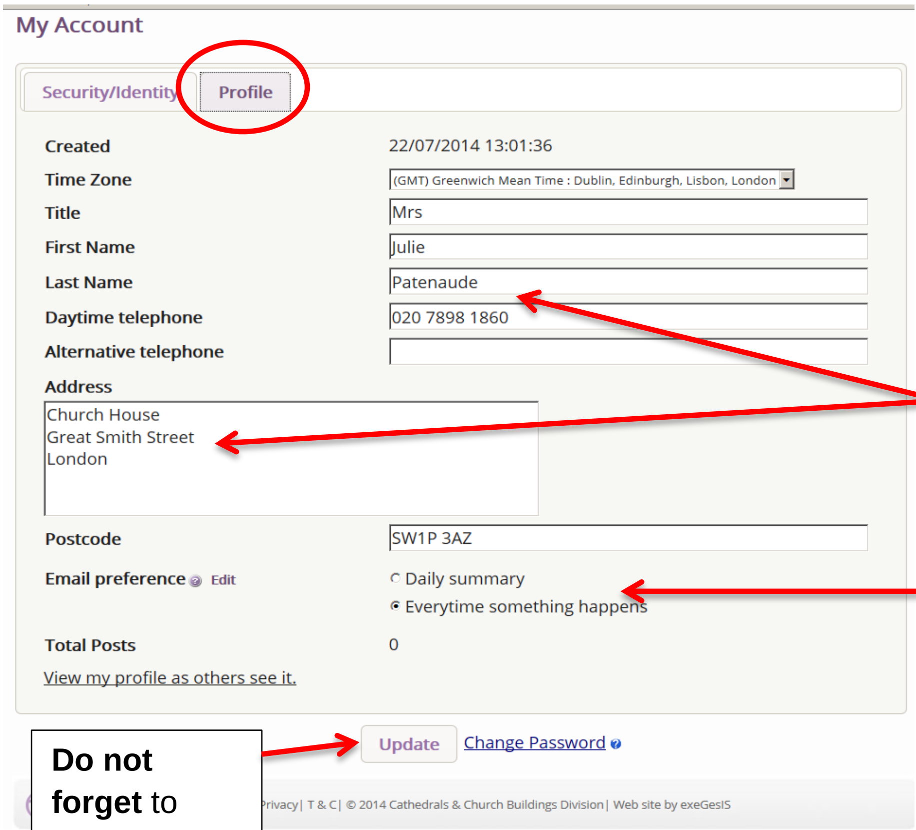


Update your email address here

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

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.



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 Every time something happens or Daily Digest email setting

Do not forget to update your changes

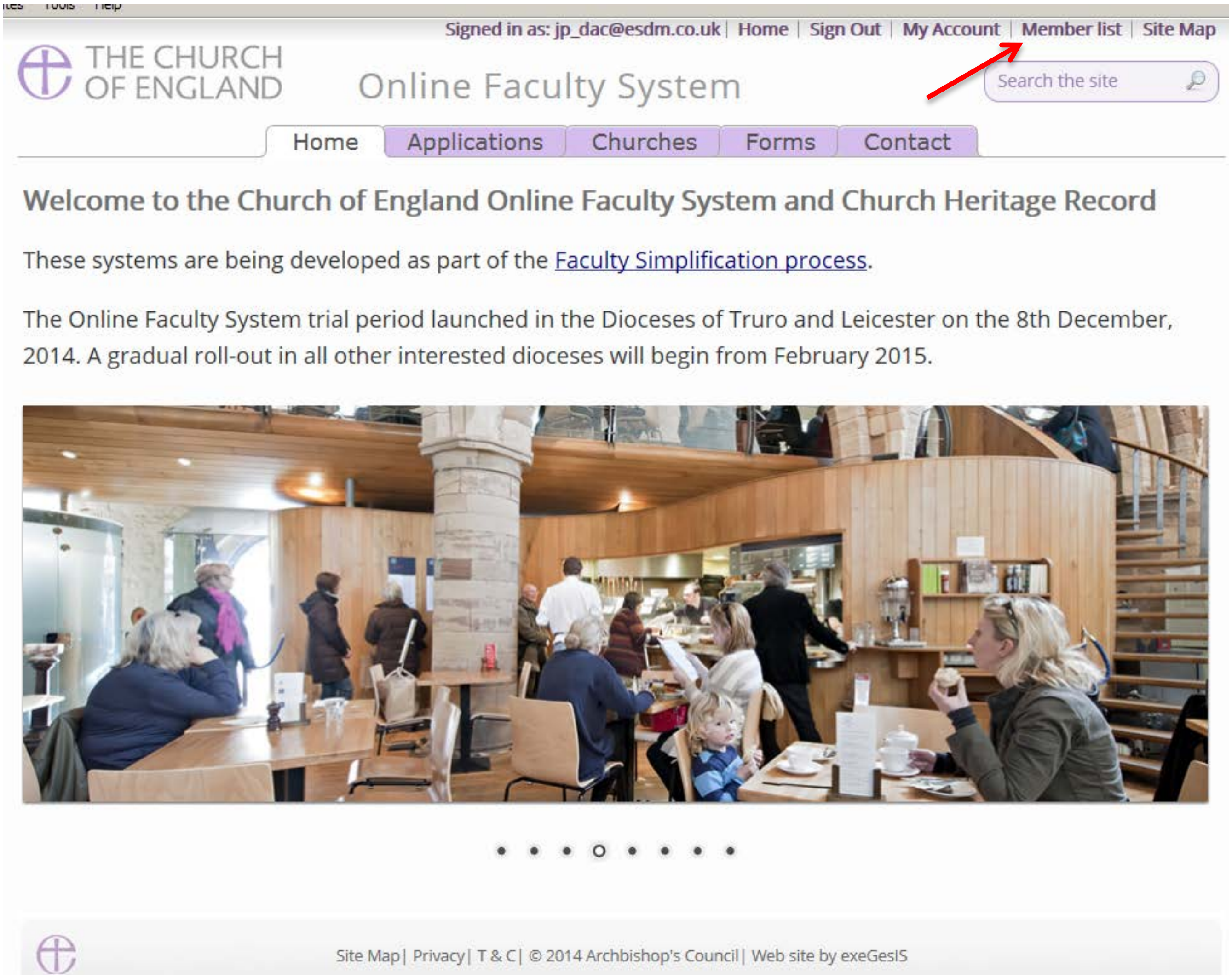
Managing the Members List

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

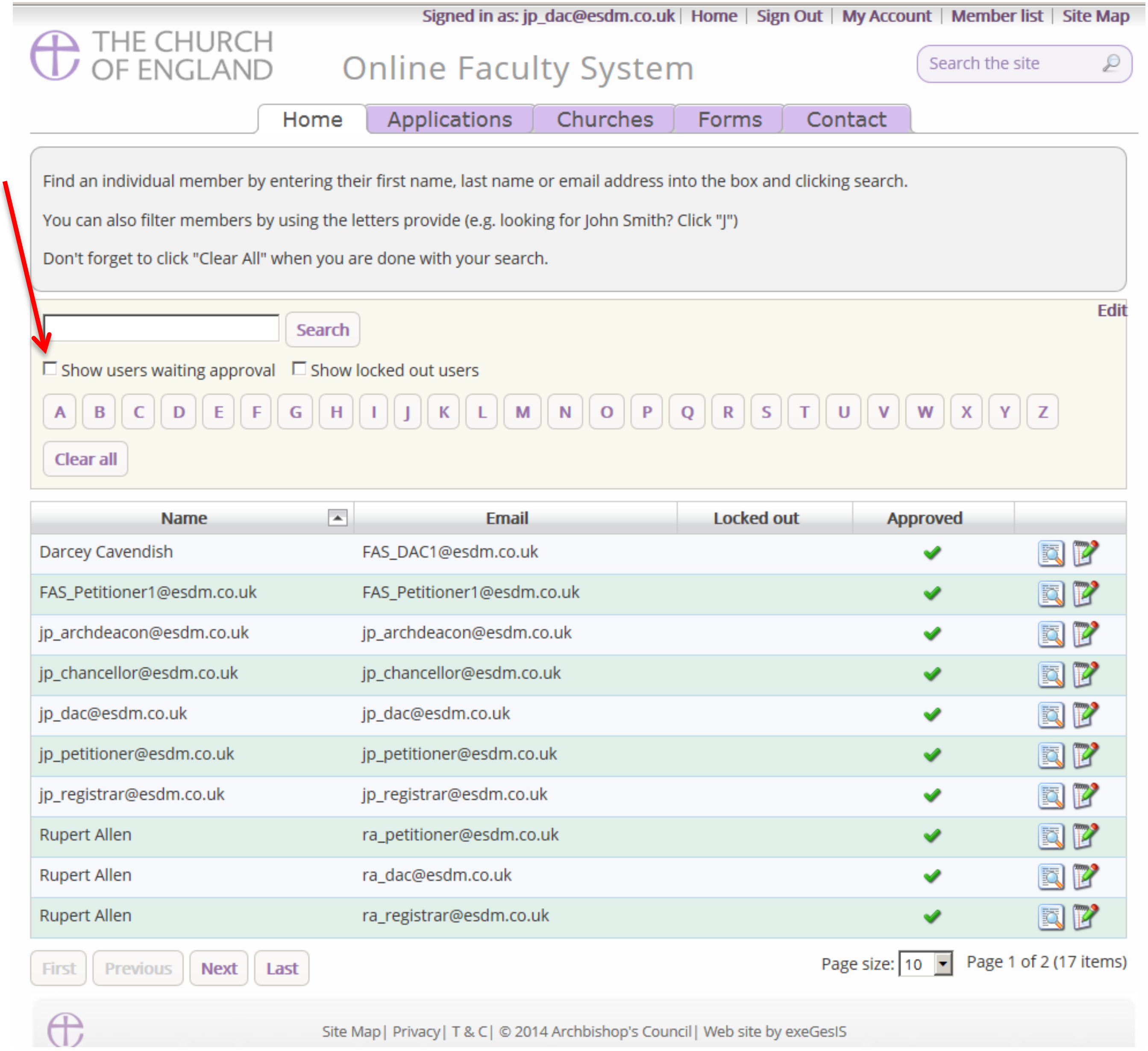
Approving a new user

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

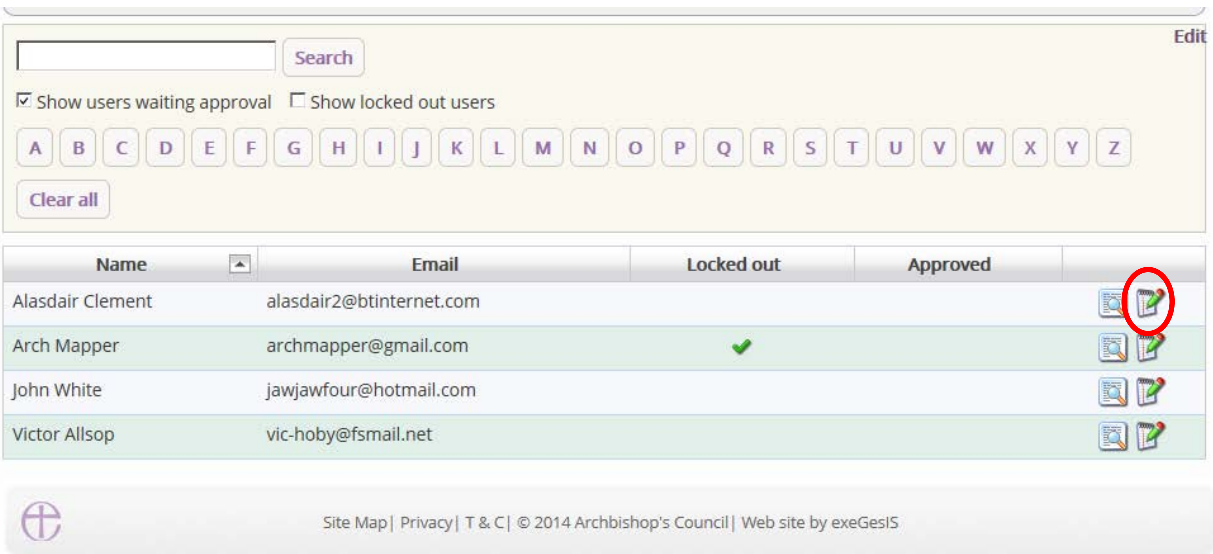
1. Click on the link supplied and **sign in**
   Or
2. Go to the main page (https://facultyonline.churchofengland.org/), Sign In, and Click **Members List**



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

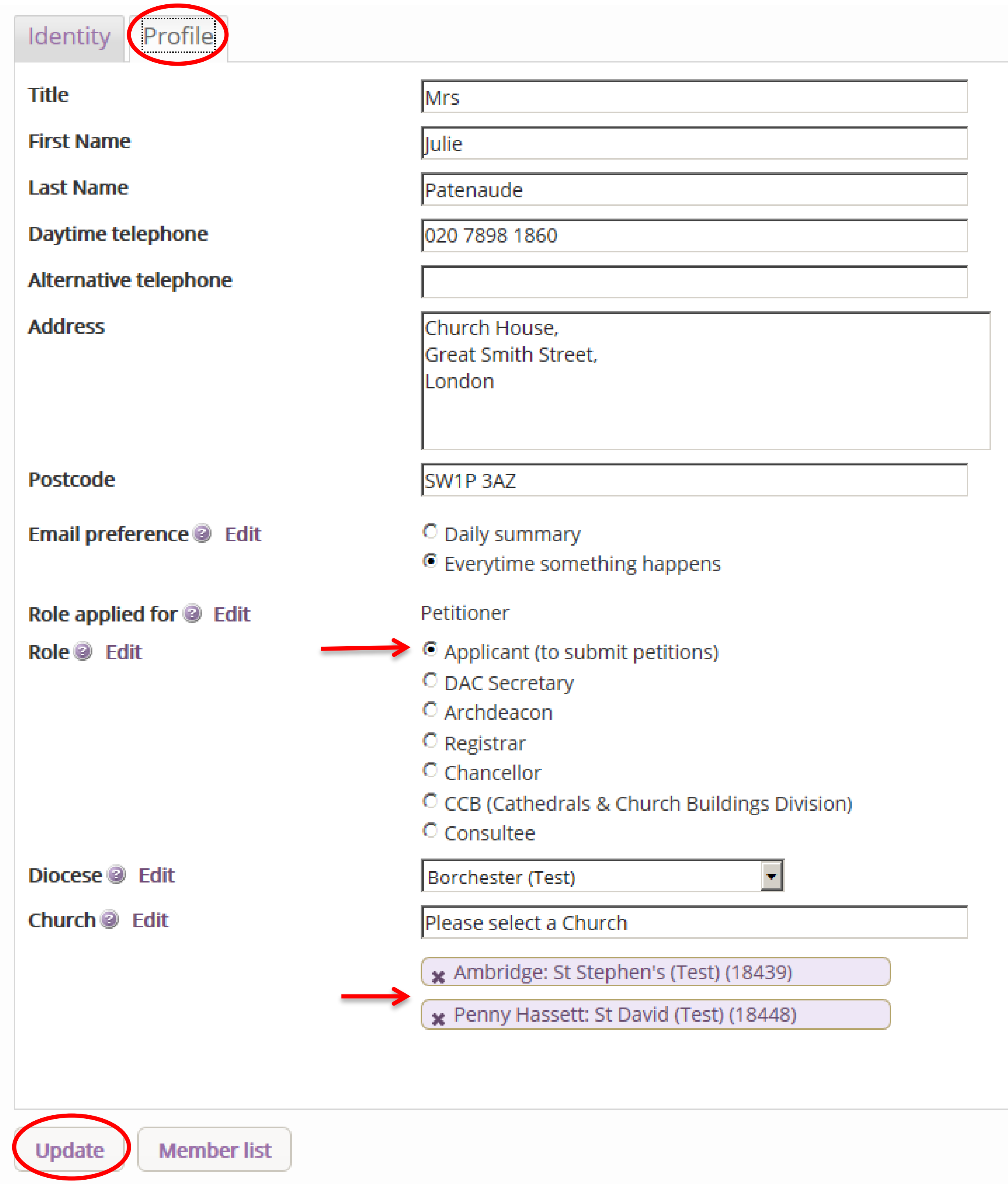


4. Click the **Edit** icon to open the account of the user you need to approve



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**



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	[redacted]	Edit
Email Address	[redacted]	Edit
Password		Edit
User Must Change Password?	☐	Edit
Approve This User To Sign In?	Approve	Edit
Is Locked Out?	☐ Lock	Edit
Email Is Confirmed?	☑ Accept this email address as valid · Re-send confirmation email	Edit

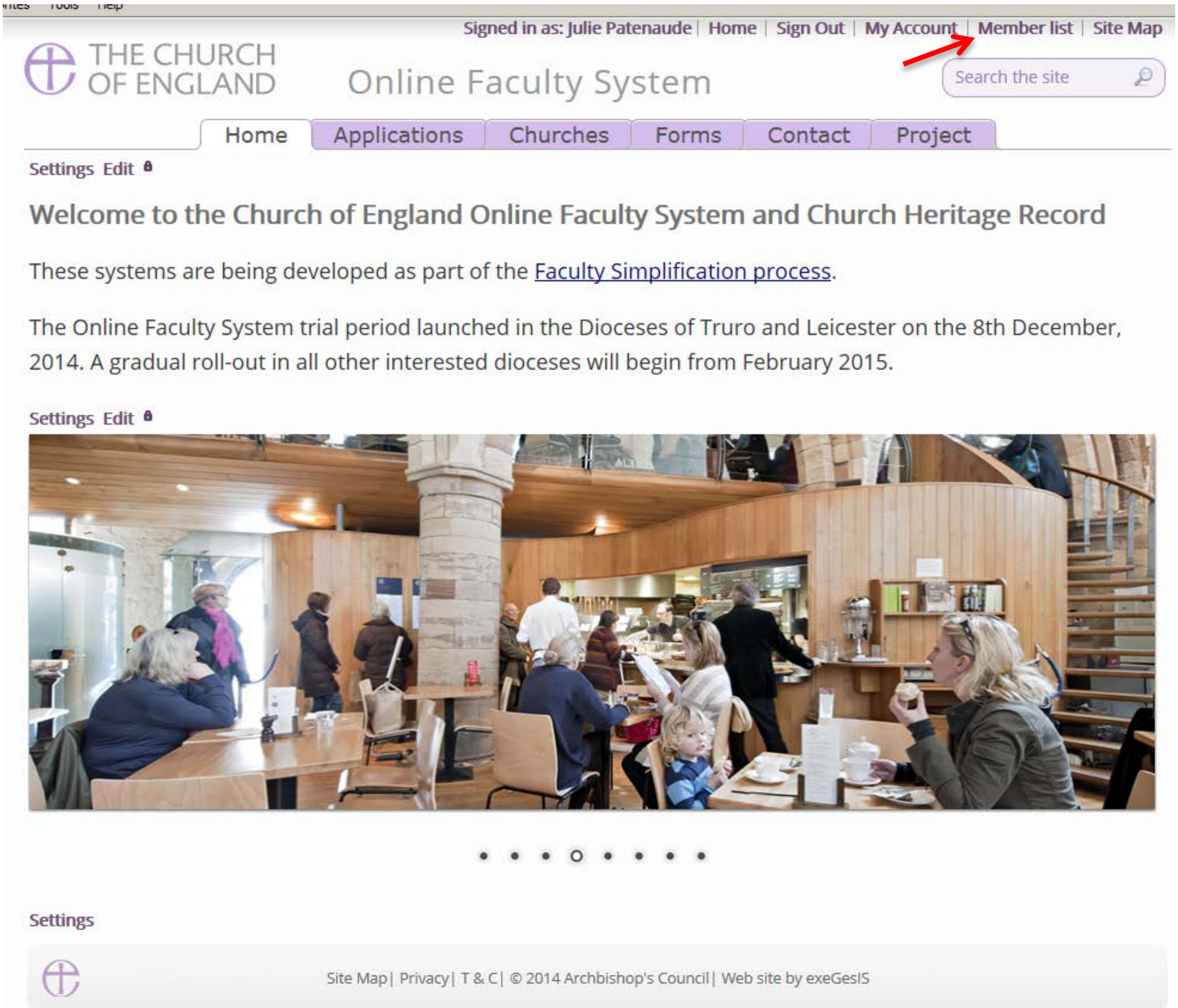
Update · Member list

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.

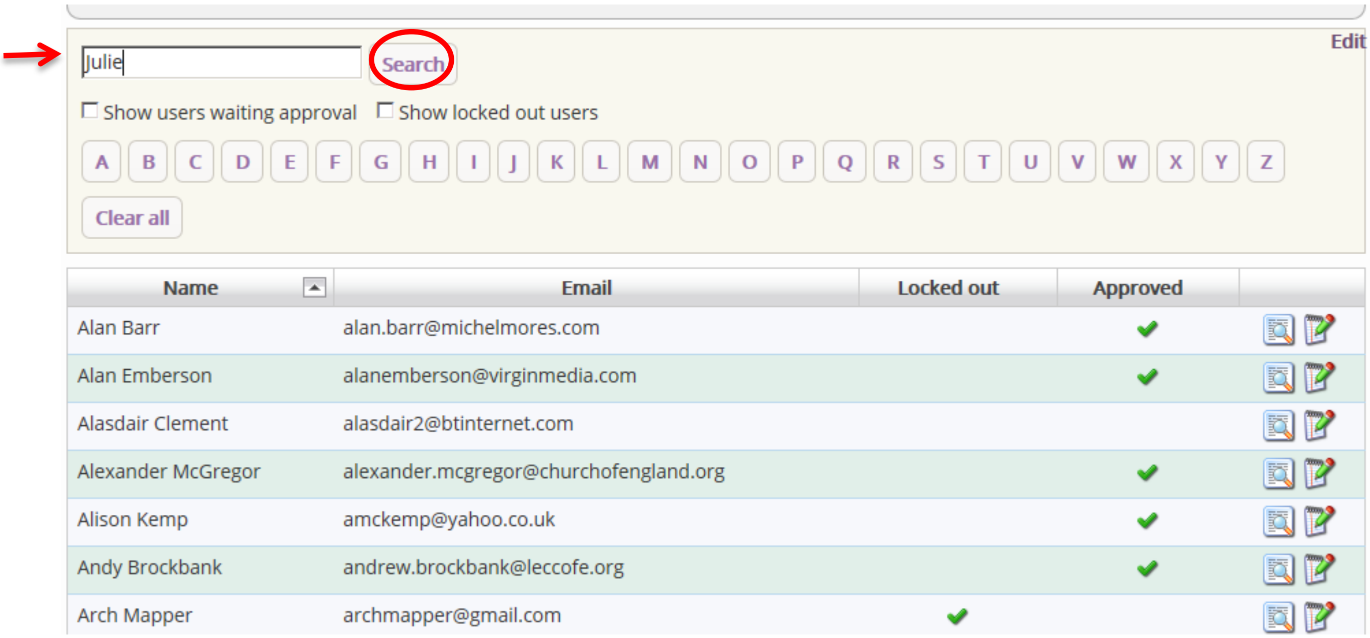
Should a user lose this confirmation email:

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**



Option 1

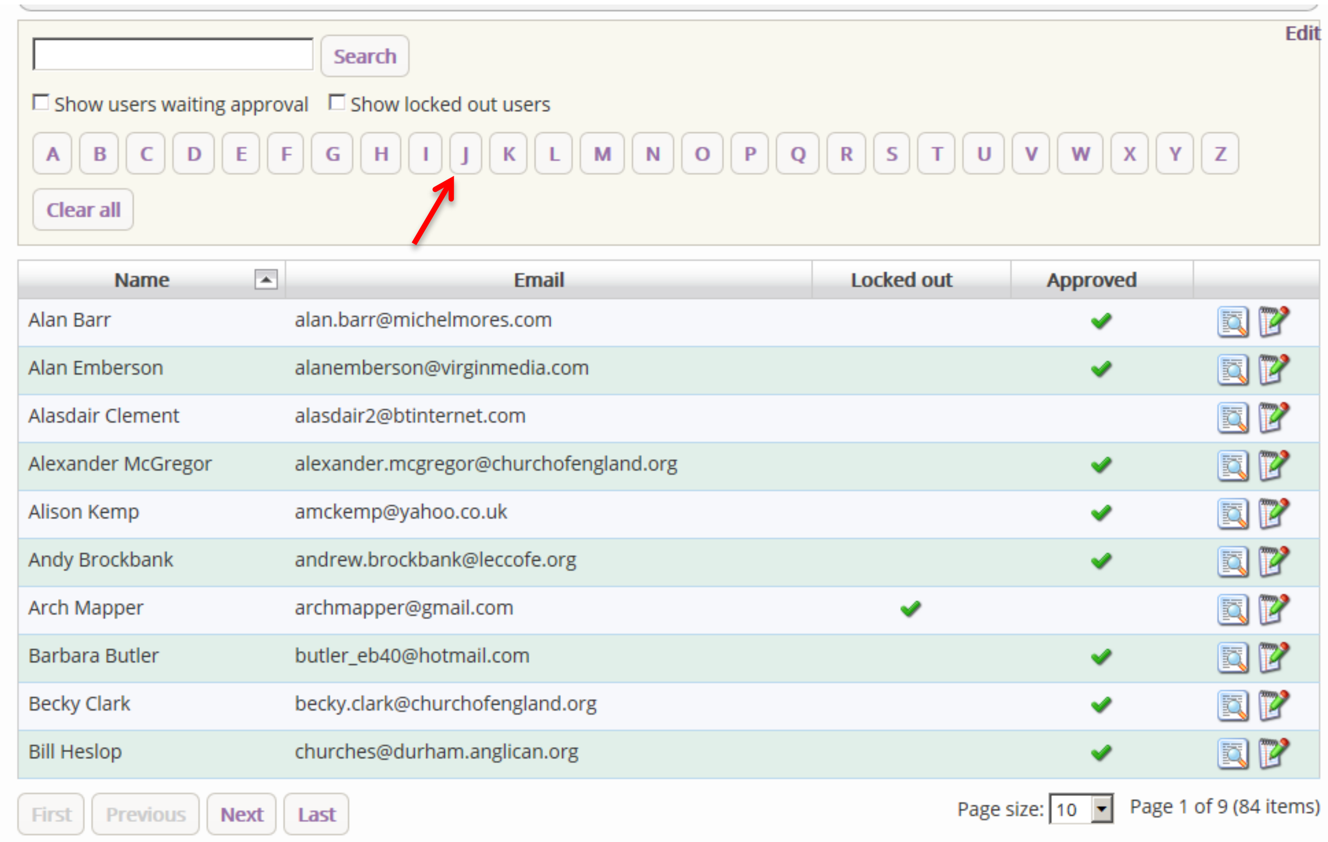
5. Search for a user with their **first, last, full name or email address** (This is case sensitive)
6. Click Search



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

Option 2

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



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		✔	

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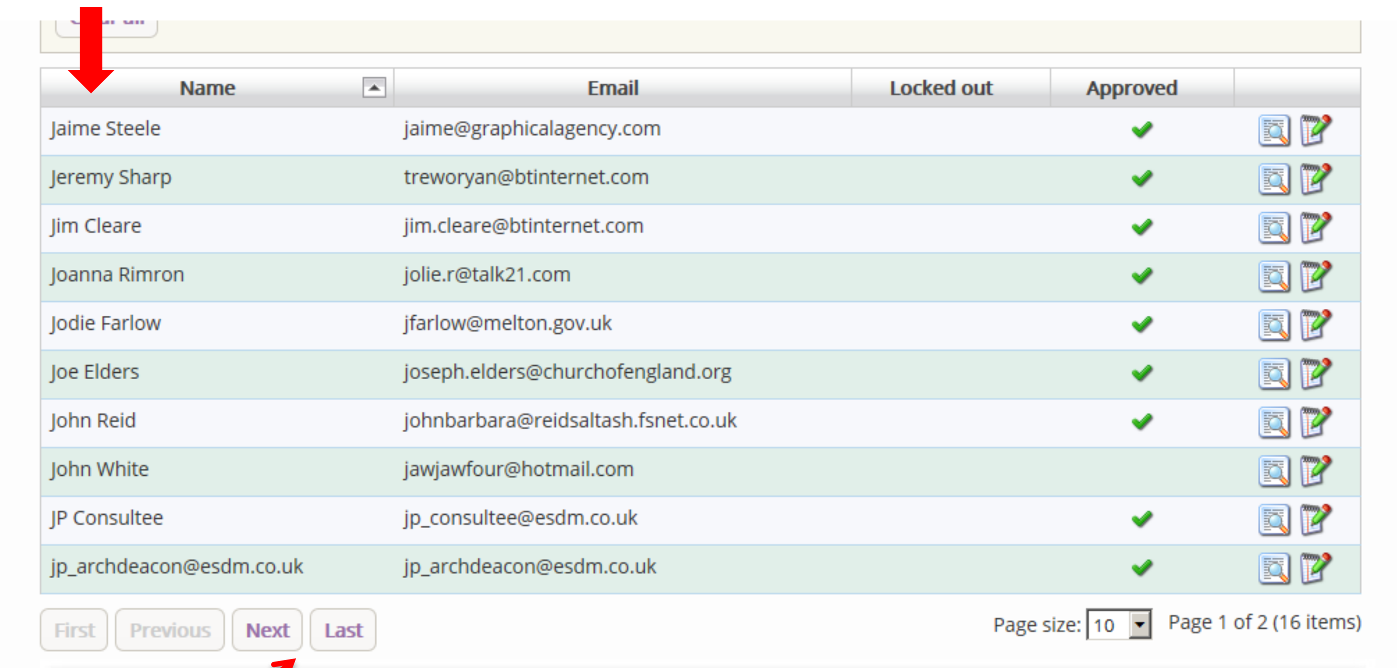
9. **Scroll** through to users using the **Next & Last** buttons



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		✔	

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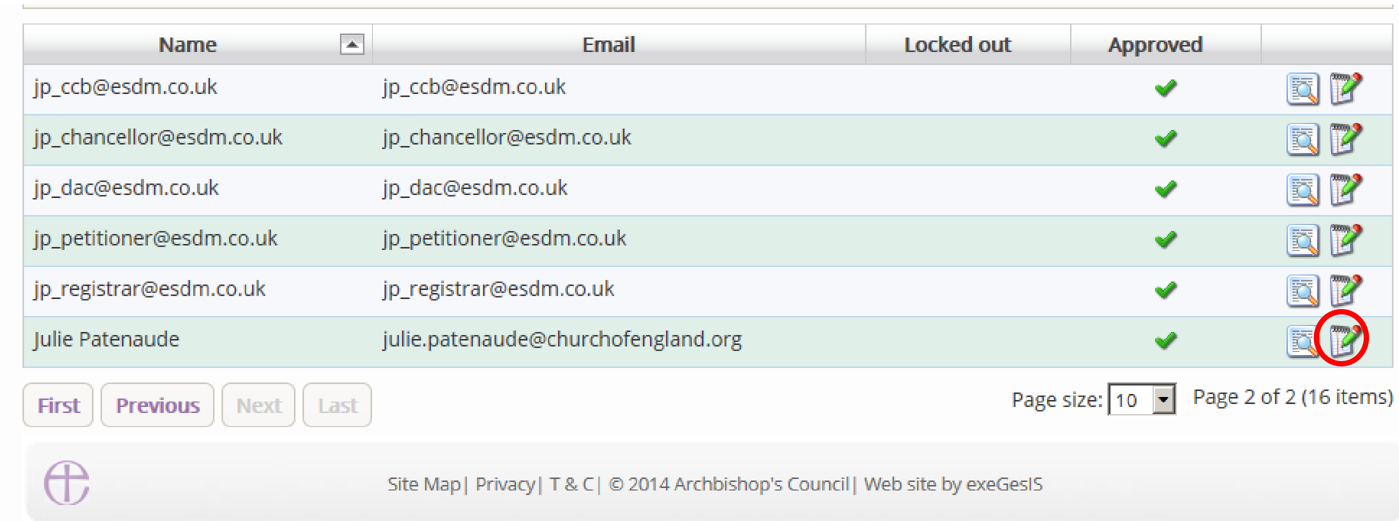
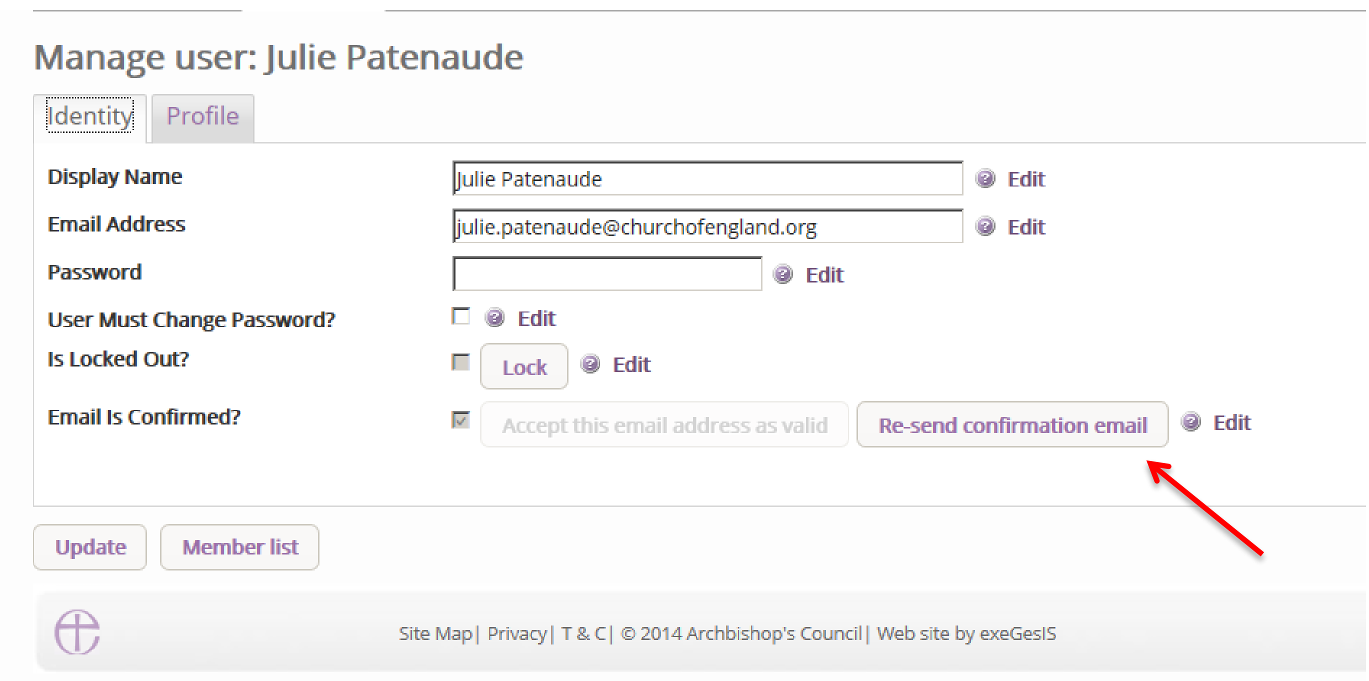
10. Once you have found the specific user you are looking for, click the **Edit** icon to open their account



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



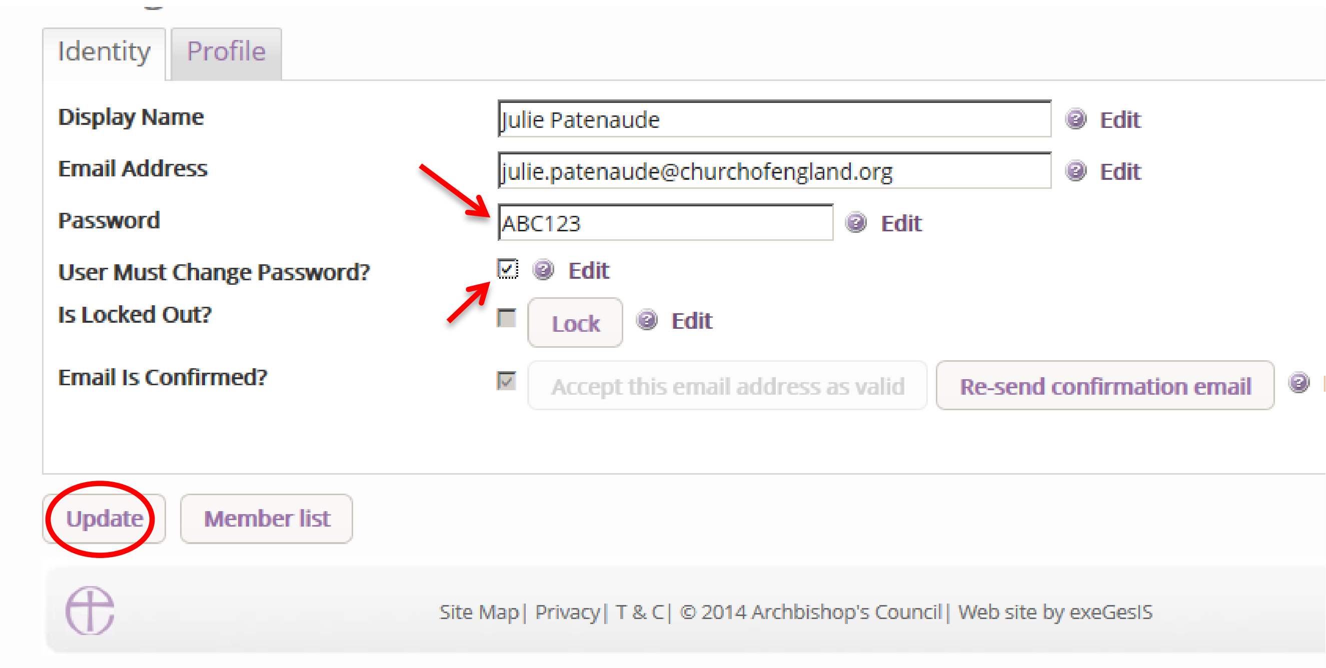
The user will receive their confirmation email again. If they still do not receive it, verify that the email address is entered correctly.

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

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



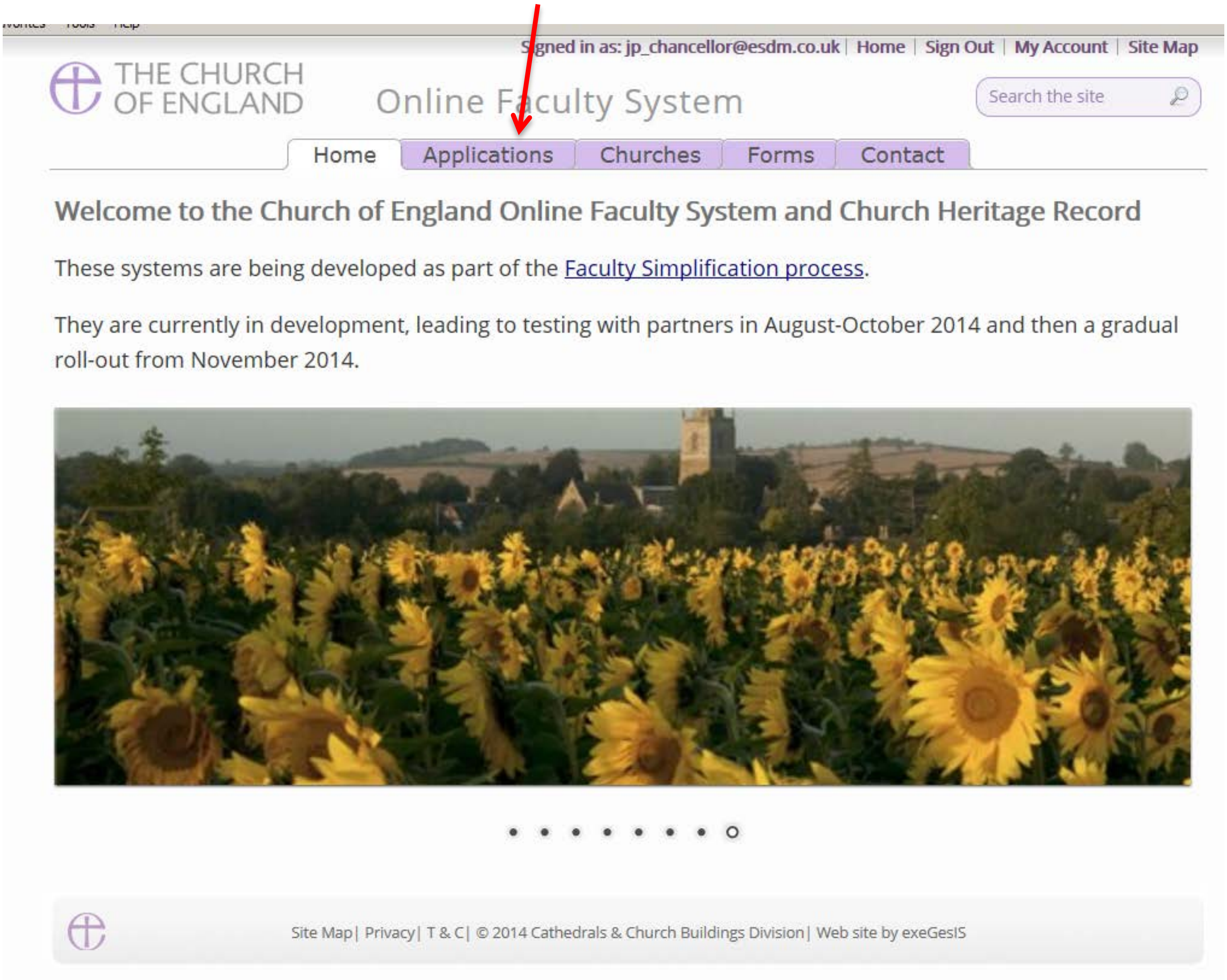
7. **Contact the user** to inform them of their new password
8. The next time they sign in, they will be asked to change it for security purposes.

Navigating your Dashboard

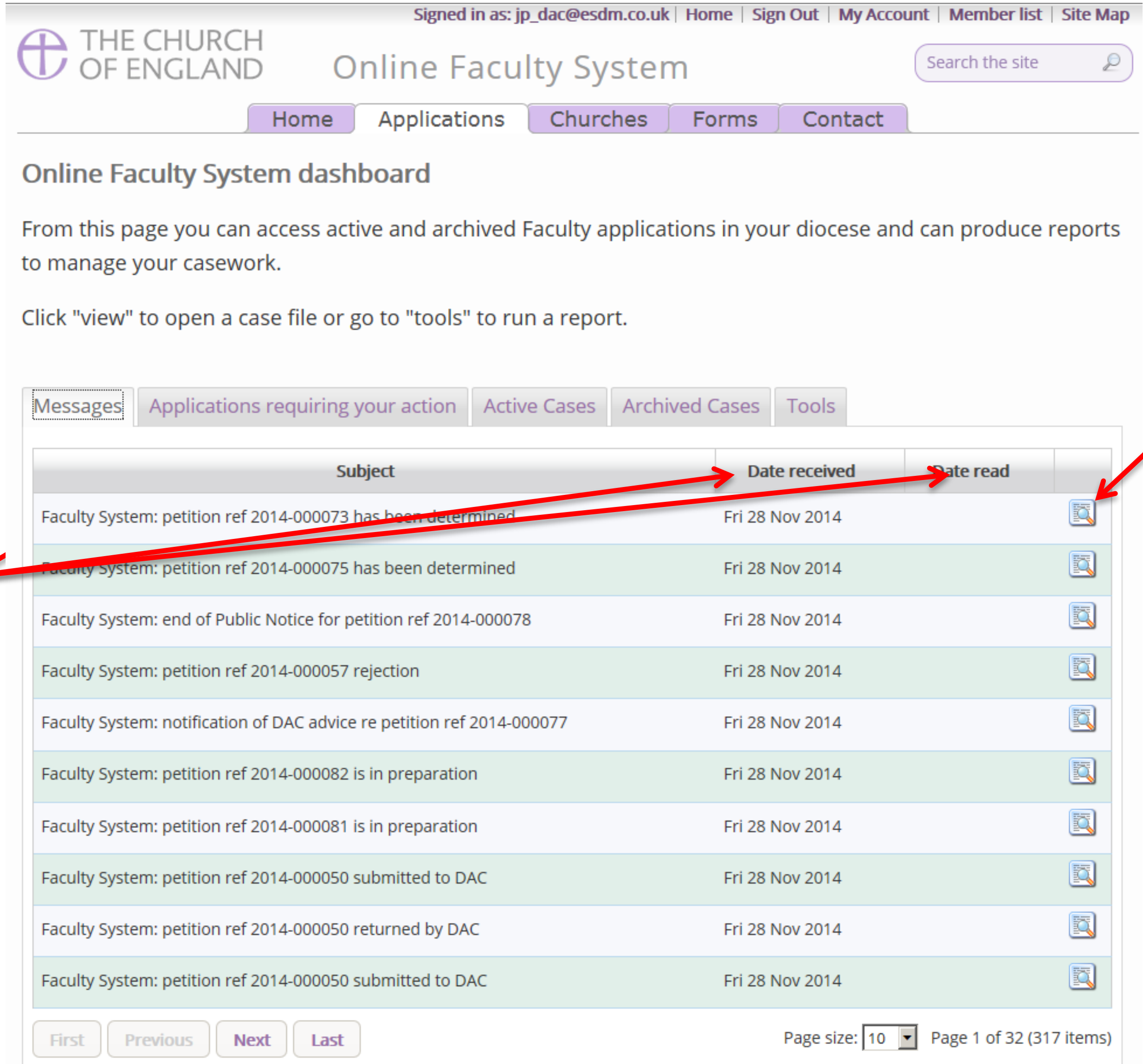
Your dashboard is where you will be able to access all the Faculty proposals and applications for church buildings in your Diocese. It is also where all the emails sent to you by the Online Faculty System will be stored (in addition to your own email account).

Remember to **sign in!**

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



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



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.

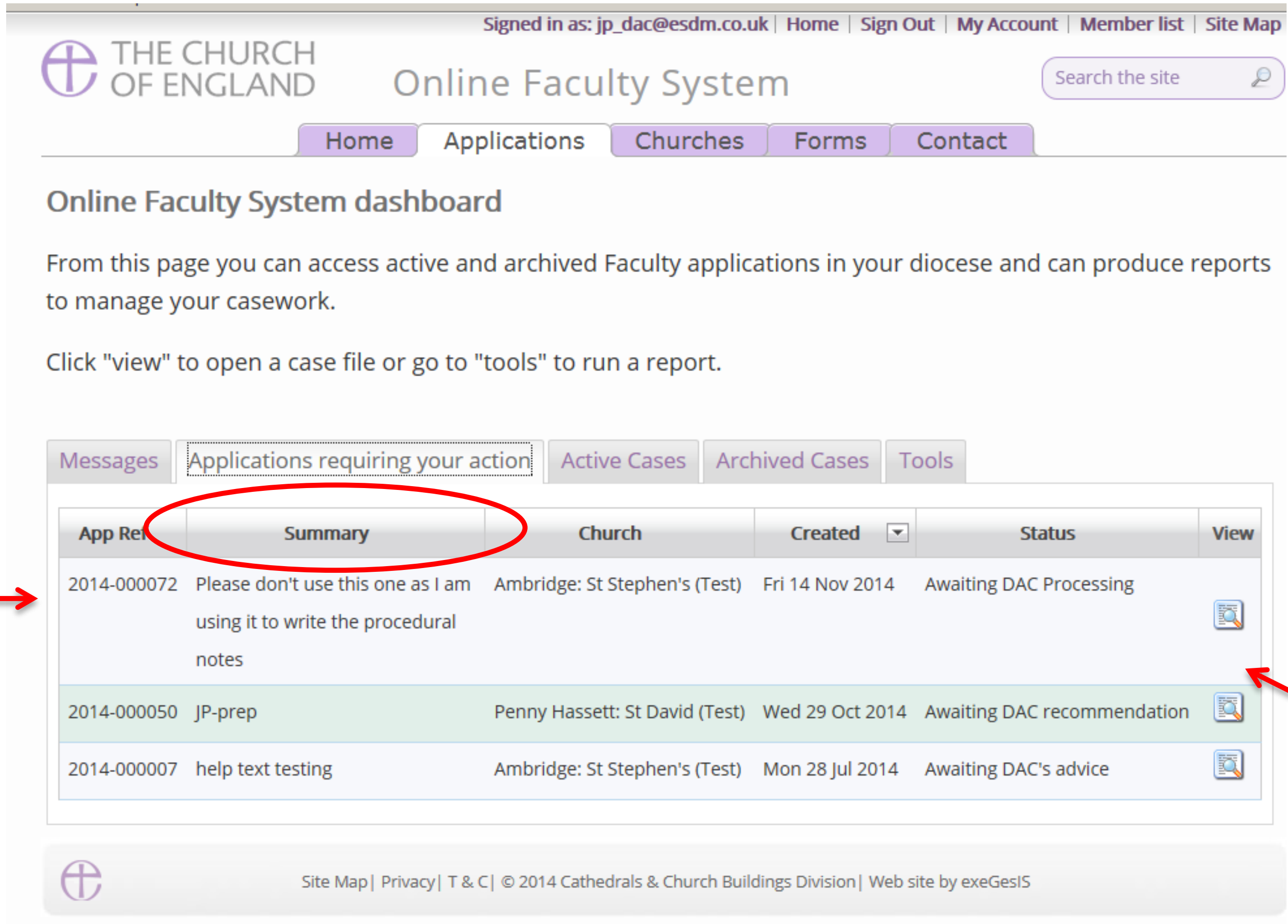
3. To access any Faculty application which requires your attention, go to **Applications requiring your action**.

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

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	

First | Previous | Next | Last

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Site Map| Privacy| T & C| © 2014 Cathedrals & Church Buildings Division| Web site by exeGesIS

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

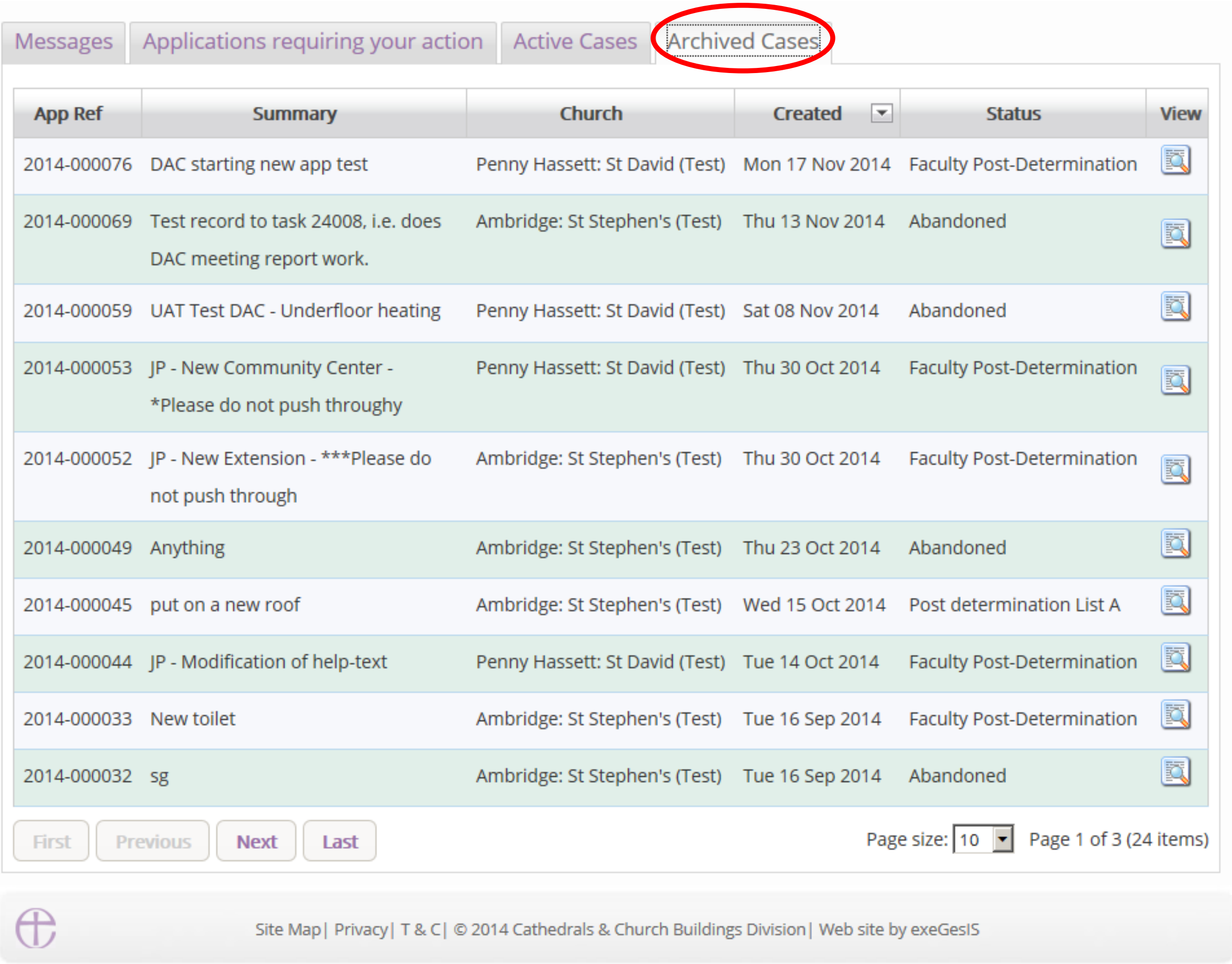
- 10
- 20
- 50

  or
- 100

Scroll through the pages to find a specific application

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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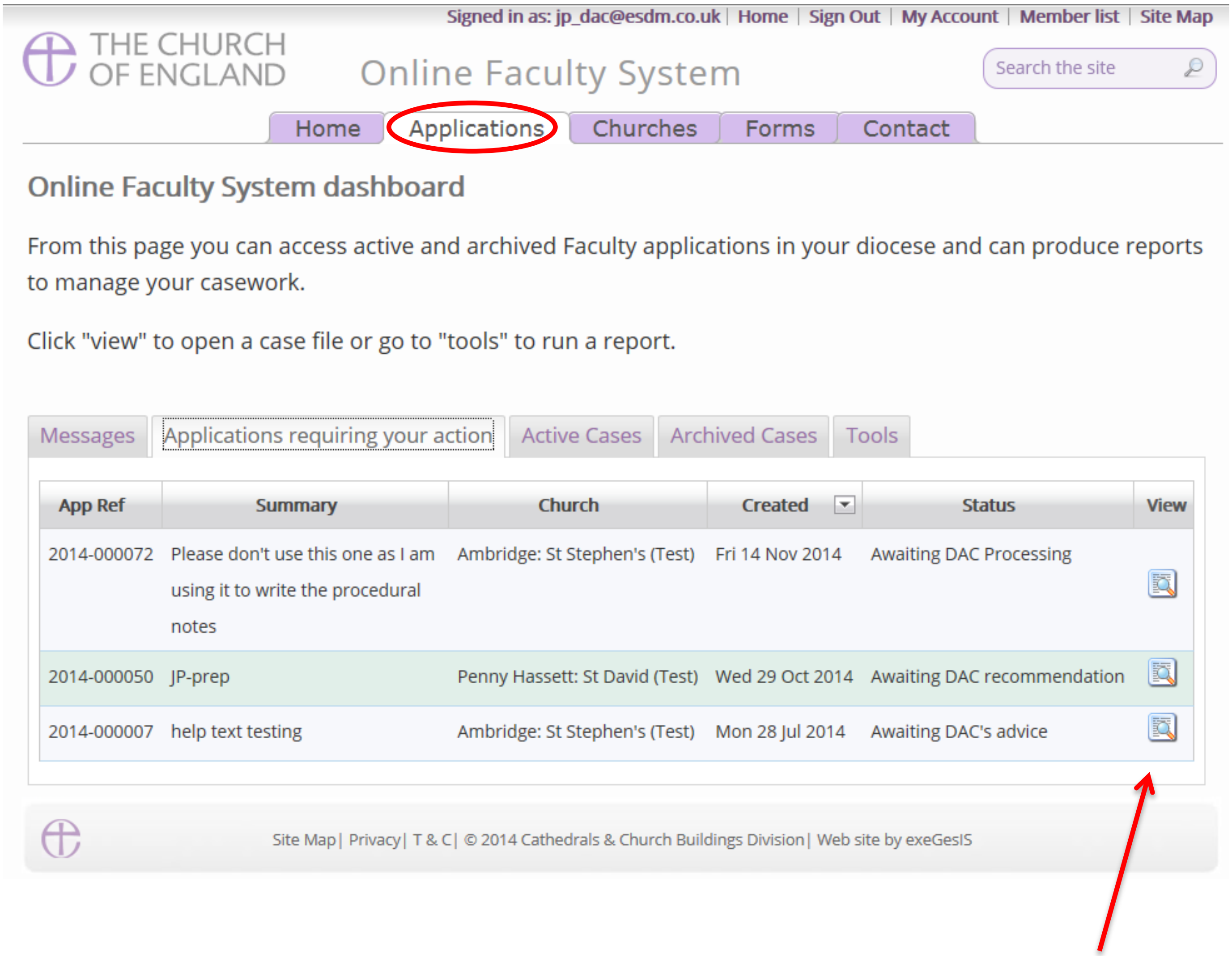
Site Map| Privacy| T & C| © 2014 Cathedrals & Church Buildings Division| Web site by exeGesIS

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.

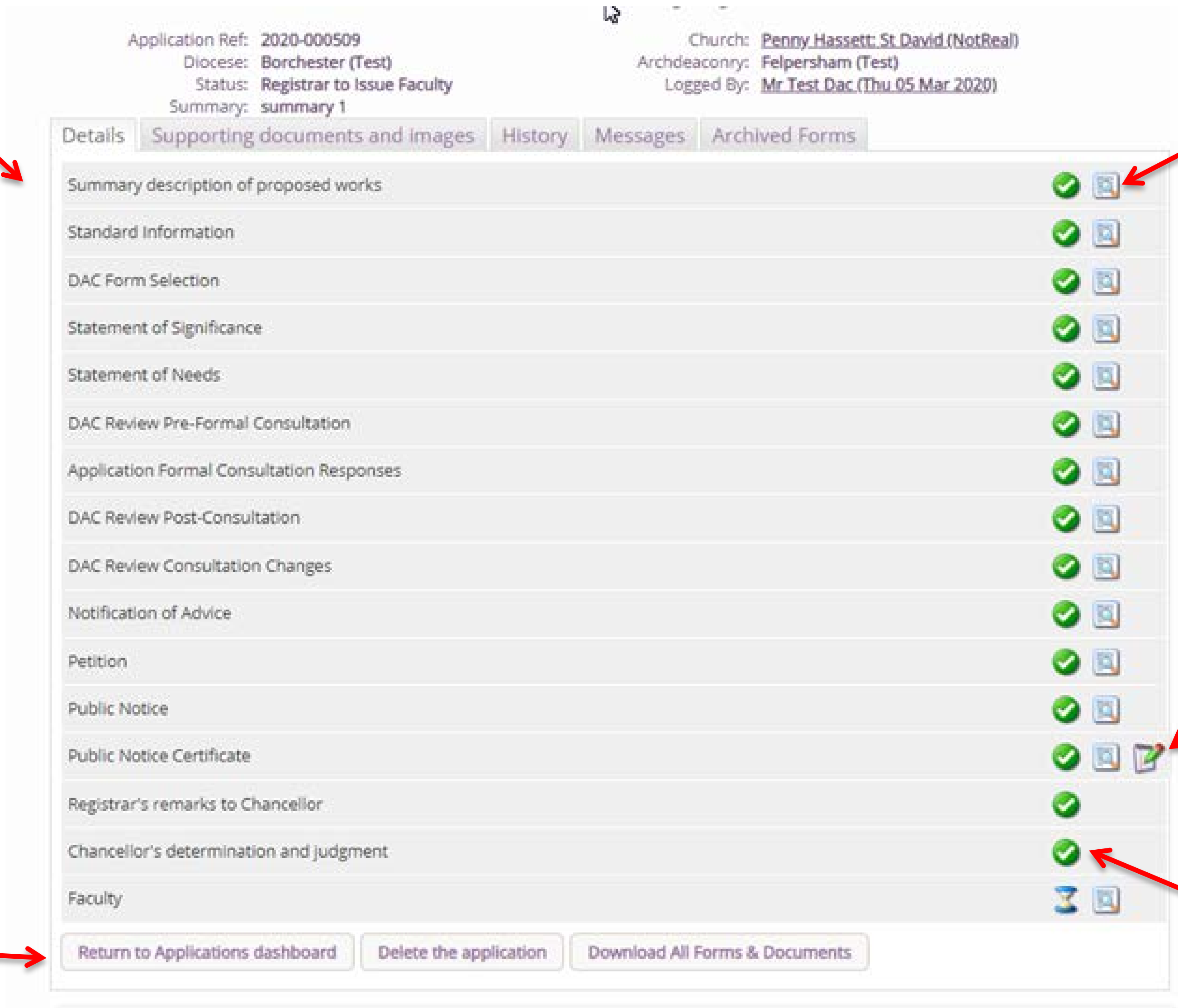
For help on where to find different types of case files, see *Navigating your Dashboard*.



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



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

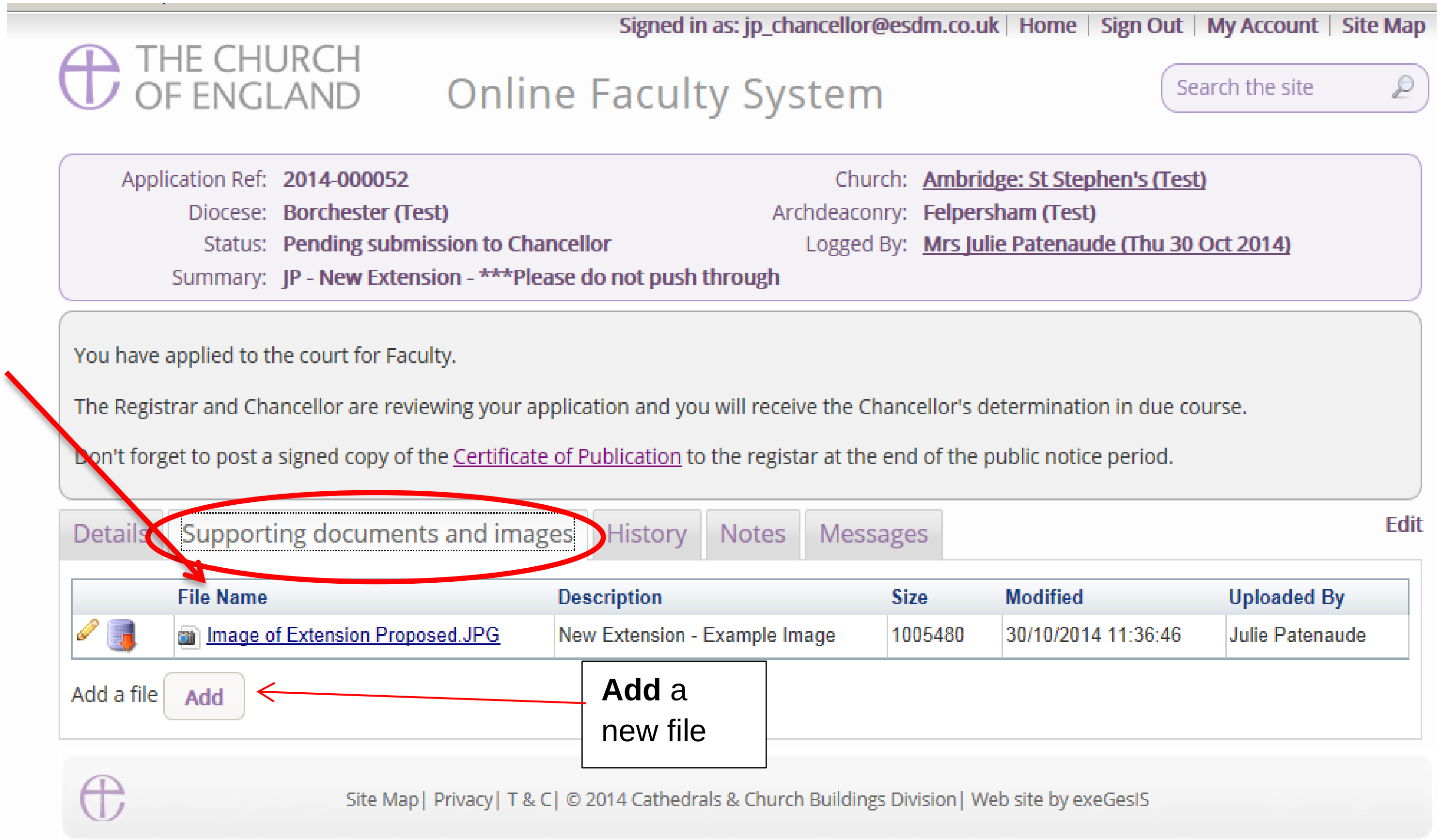
Click the **Edit** icon to make changes to a form.

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.

Click on a file to open it.

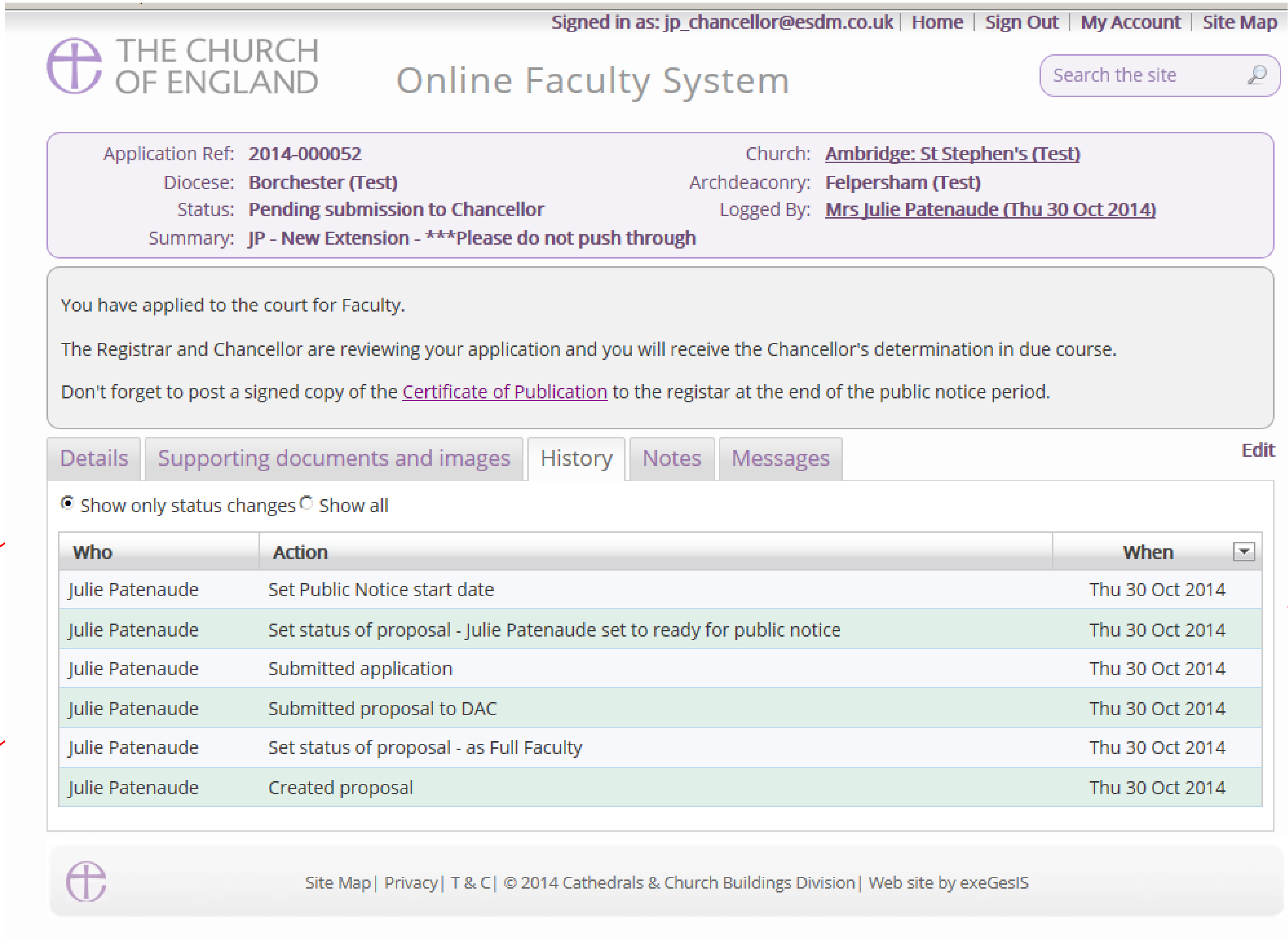


4. Under the **History** tab, you can see who has been working on an application and when they completed a specific task.

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

Or

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



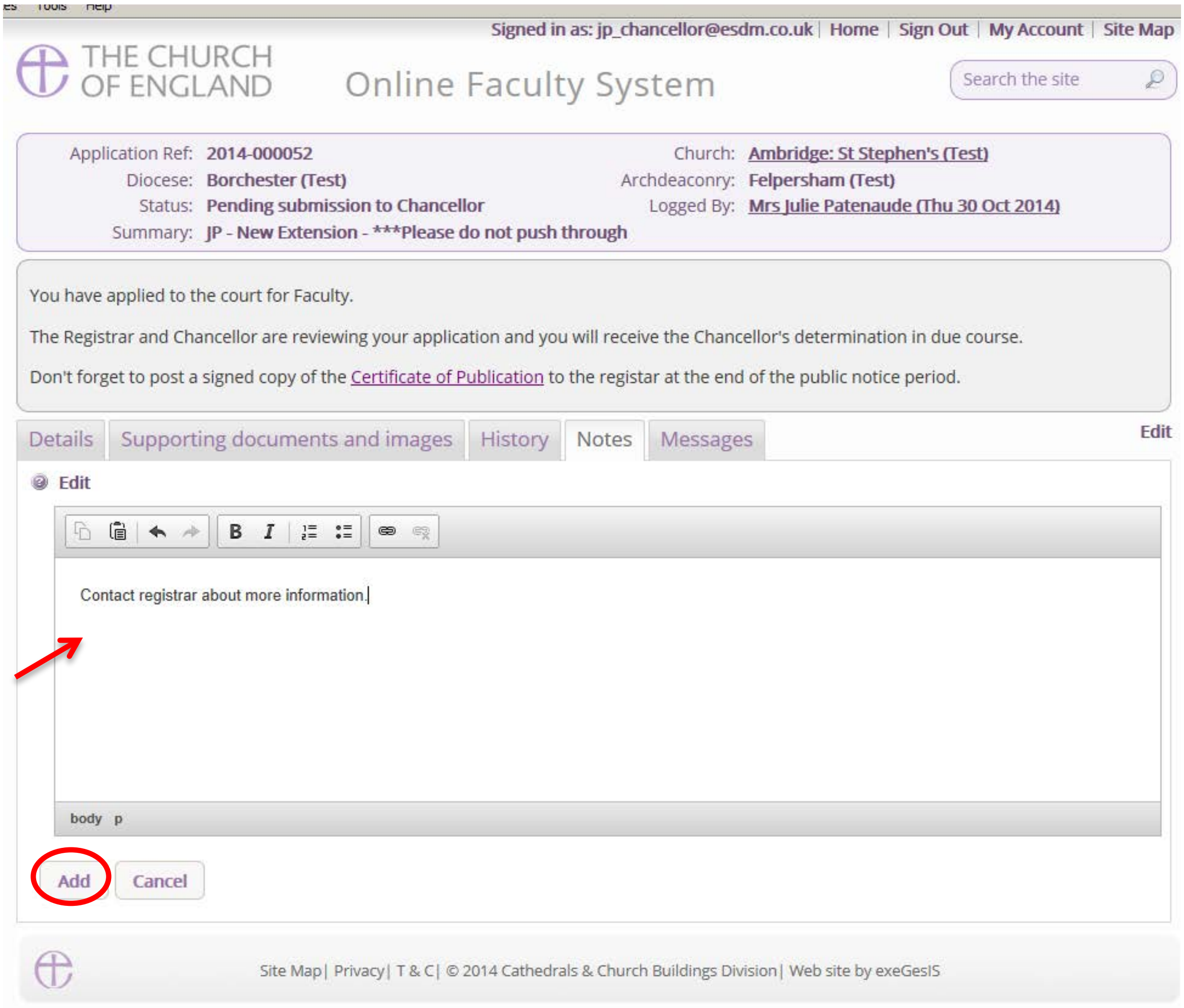
See who worked on this application.

What they did.

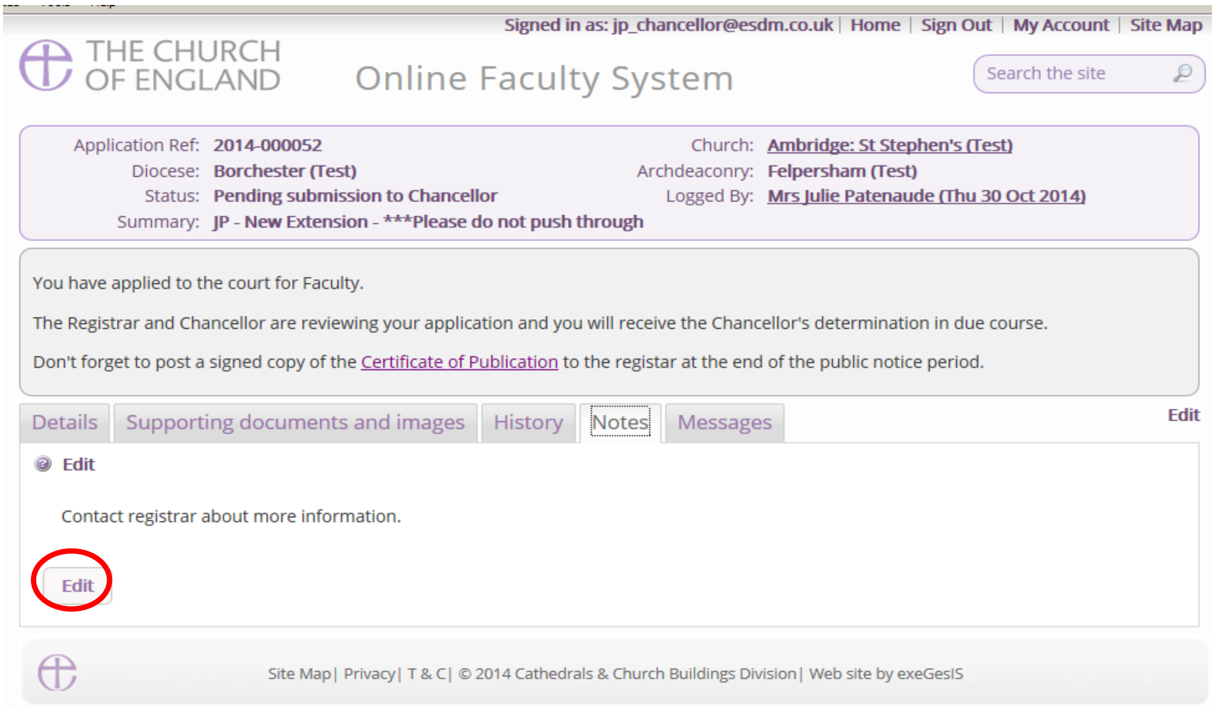
And when.

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.

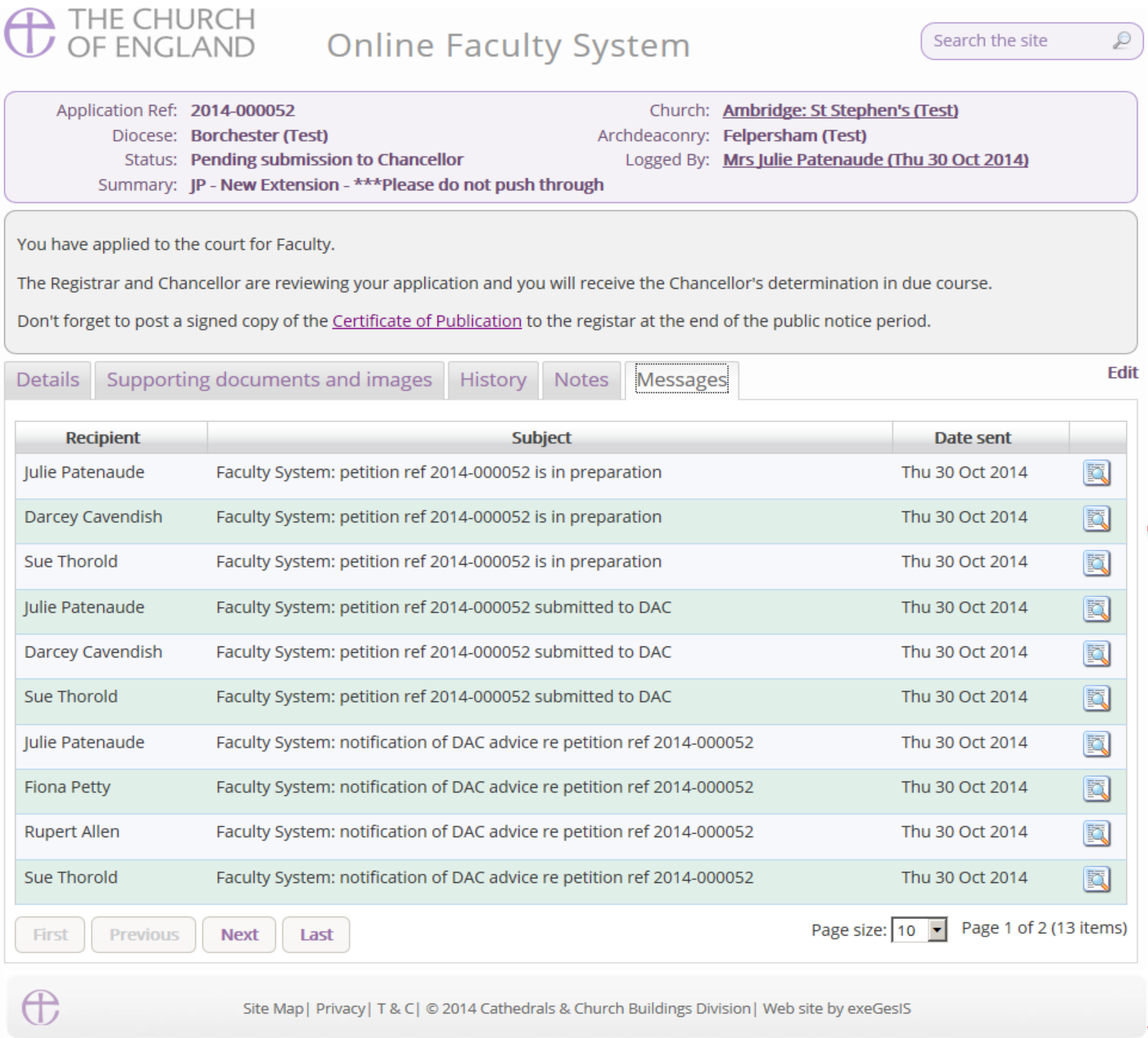
Type in the information and click **Add** to save your comments.



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



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

Search the site

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 registar 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	

First | Previous | Next | Last   Page size: 10   Page 1 of 2 (13 items)

Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

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.

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

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

Receiving Emails from the Online Faculty System

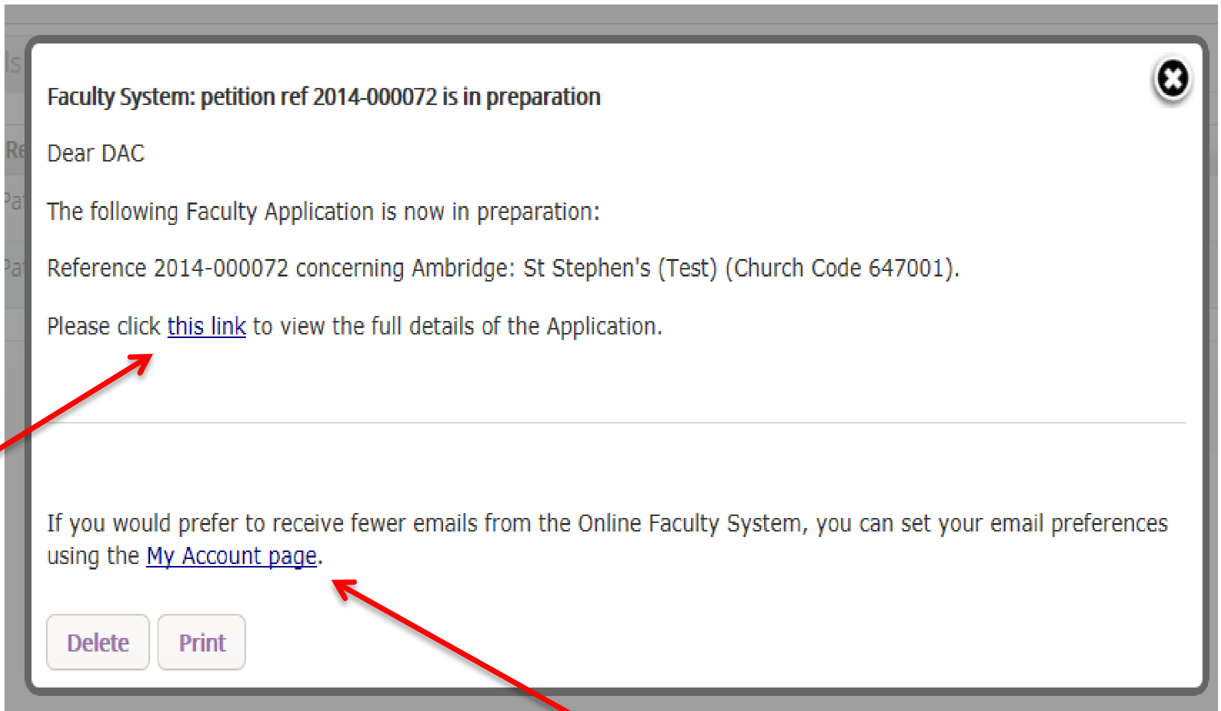
The Online Faculty System automatically sends out emails to the appropriate users at key moments in the faculty process.

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.

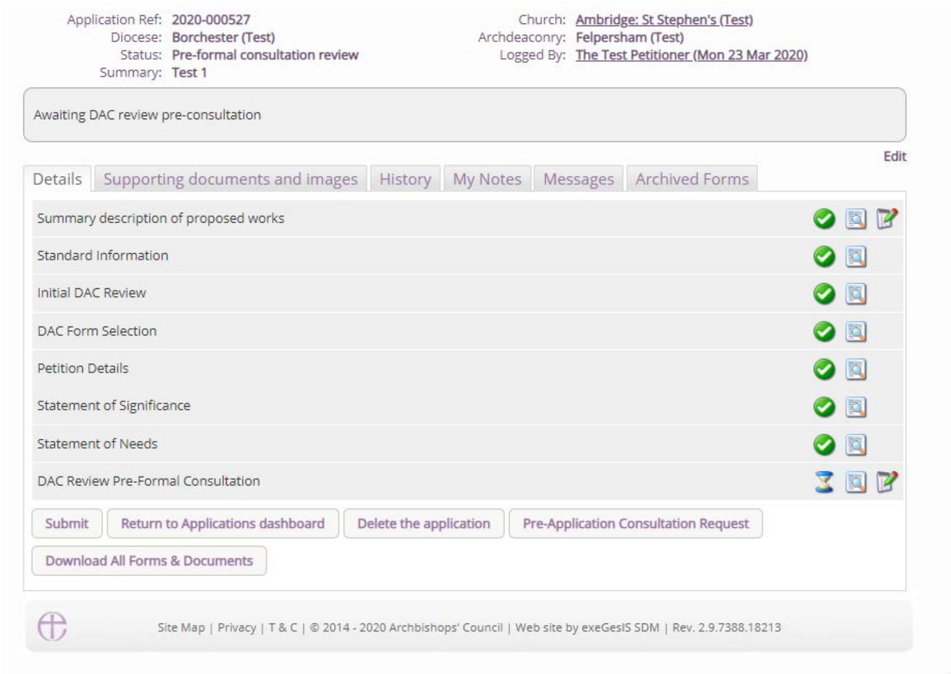
You will be asked to Sign In before you are given access to the documents.

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

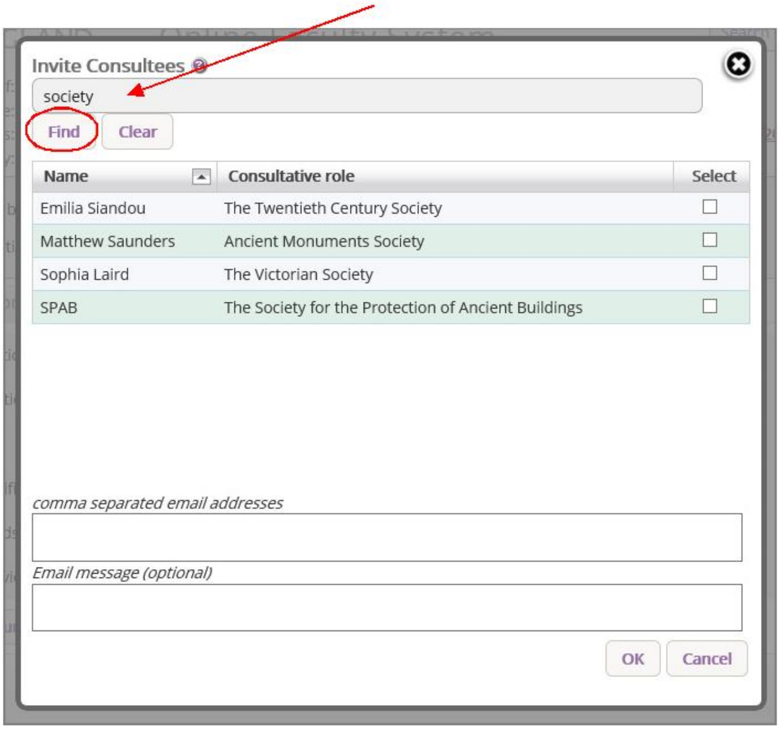
Inviting External Consultees to View an Application for pre-application advice

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

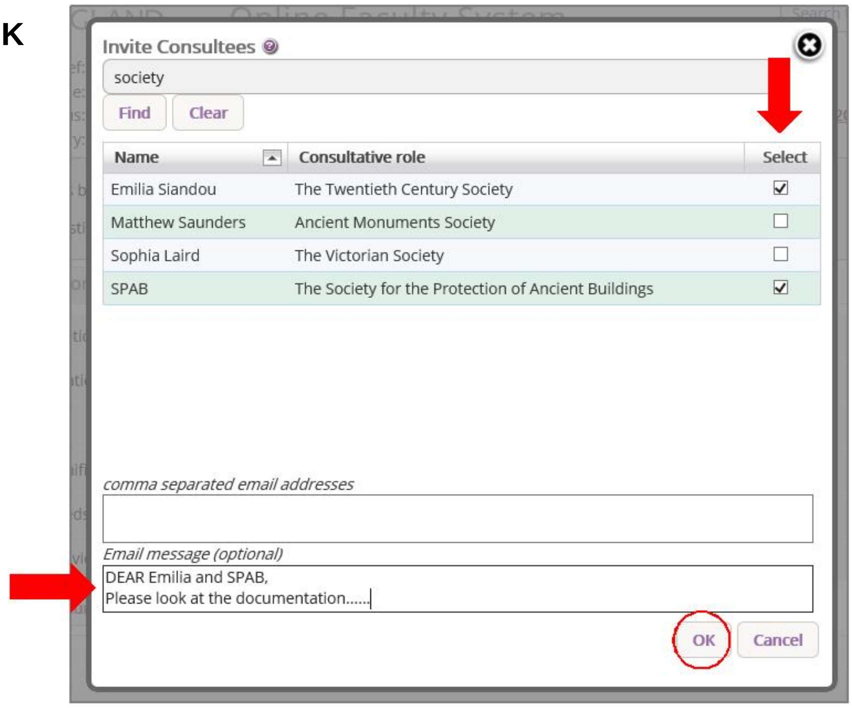
1. Go to an application's case file (see *Navigating a Case File*)
2. Click **Pre-Application Consultation Request**
3.



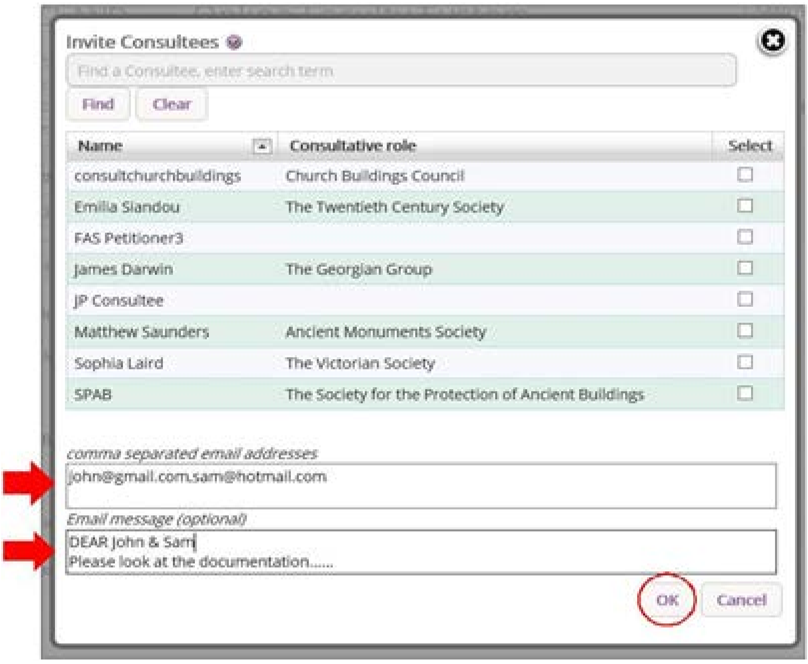
4. Search for the consultee by **typing in the name or role** into the text box & clicking **FIND**



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



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.



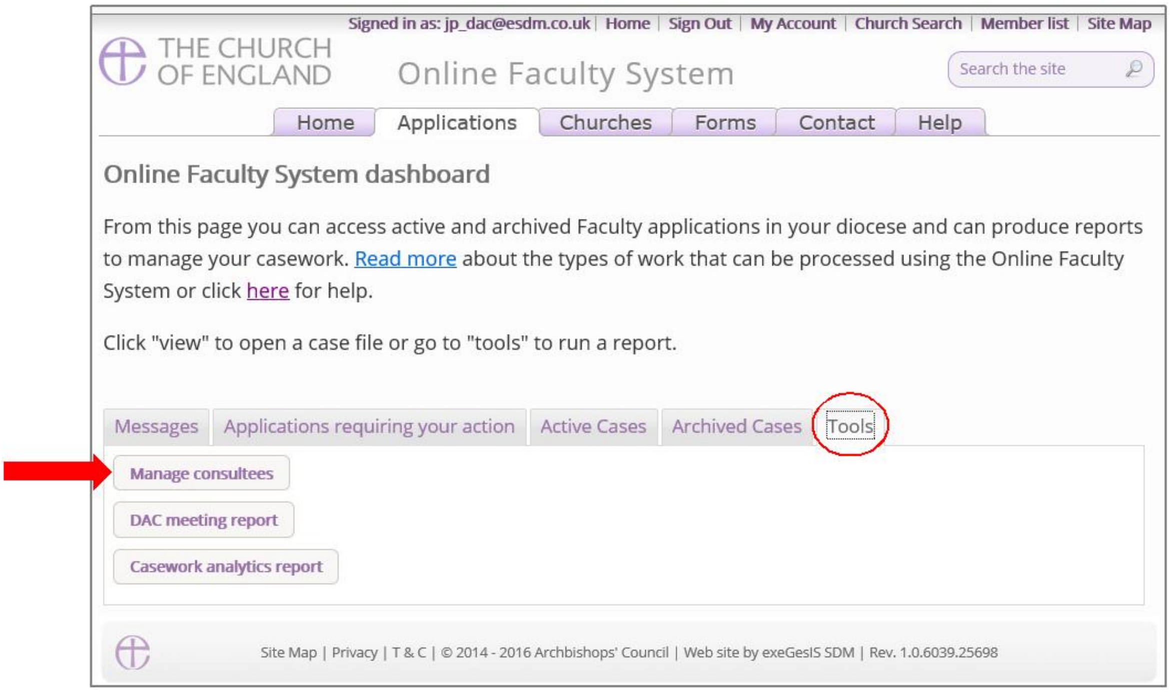
Managing your List of Consultees

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**

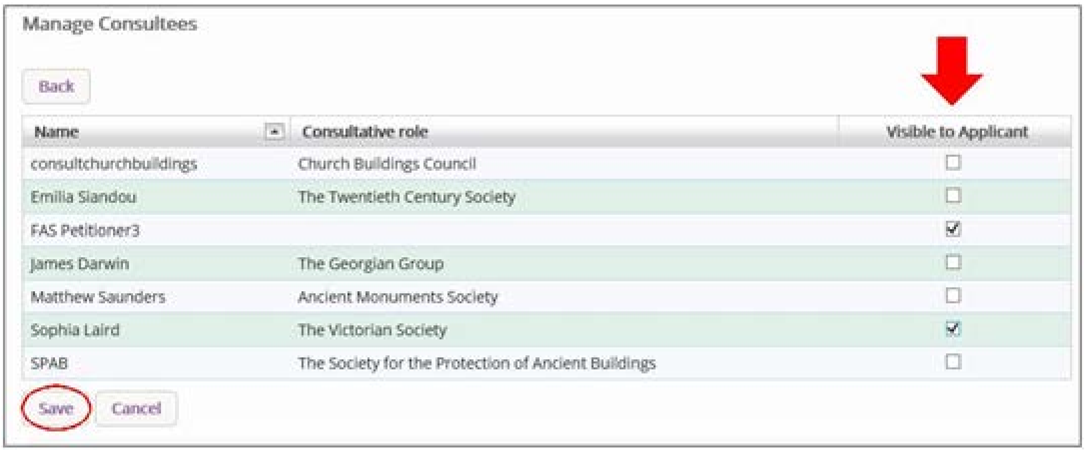
2. Find the **TOOLS** tab

3. **Click** Manage Consultees



4. **Select** which consultee should be visible to applicants

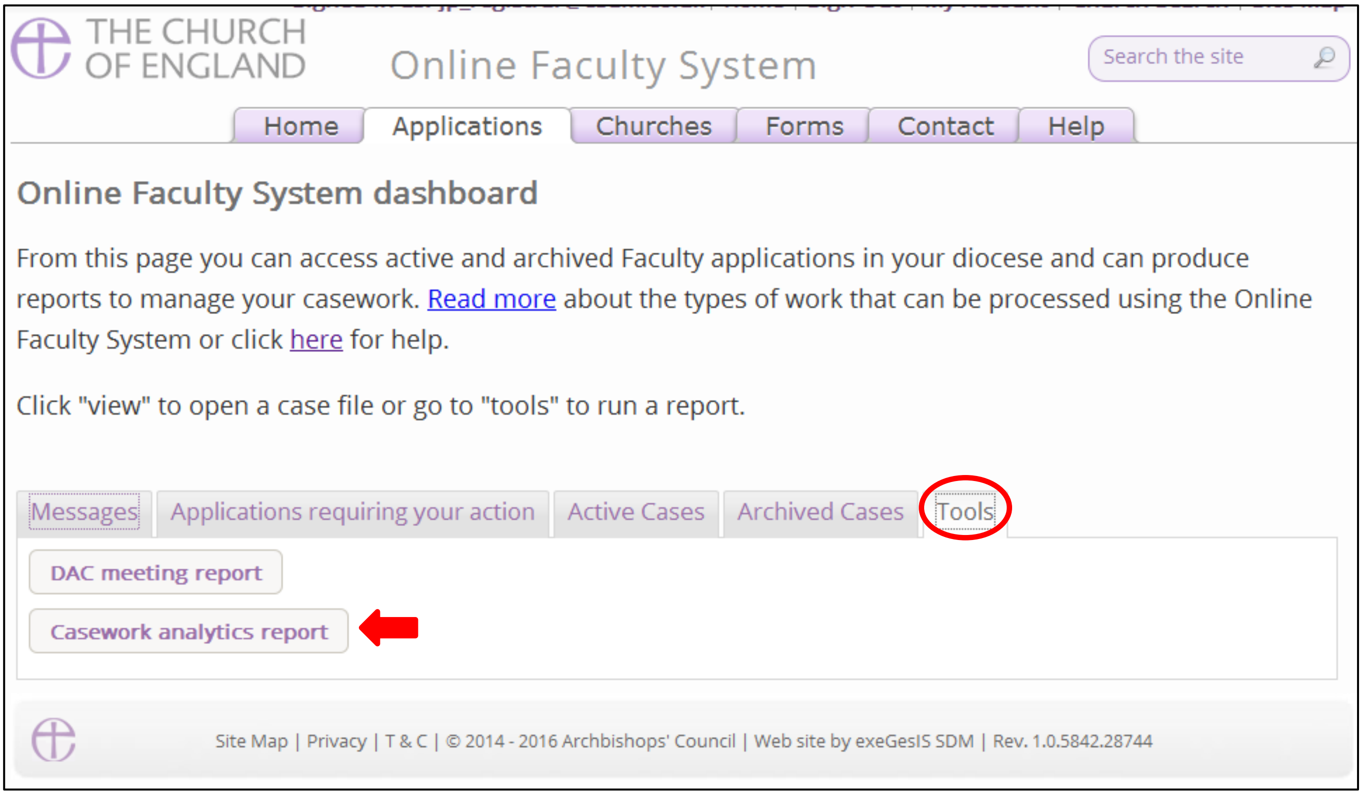
5. Click **Save**



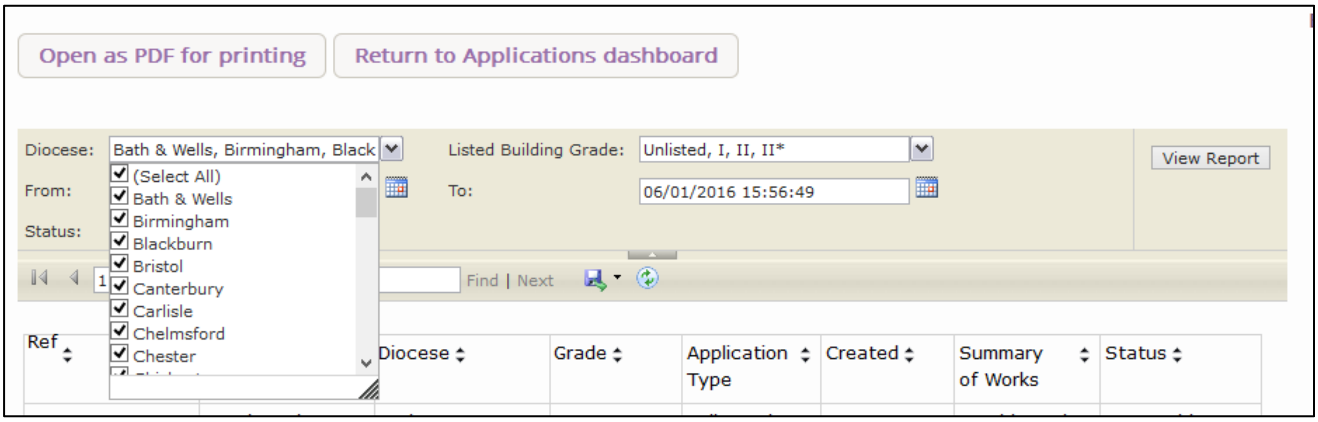
Casework Analytics Report

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

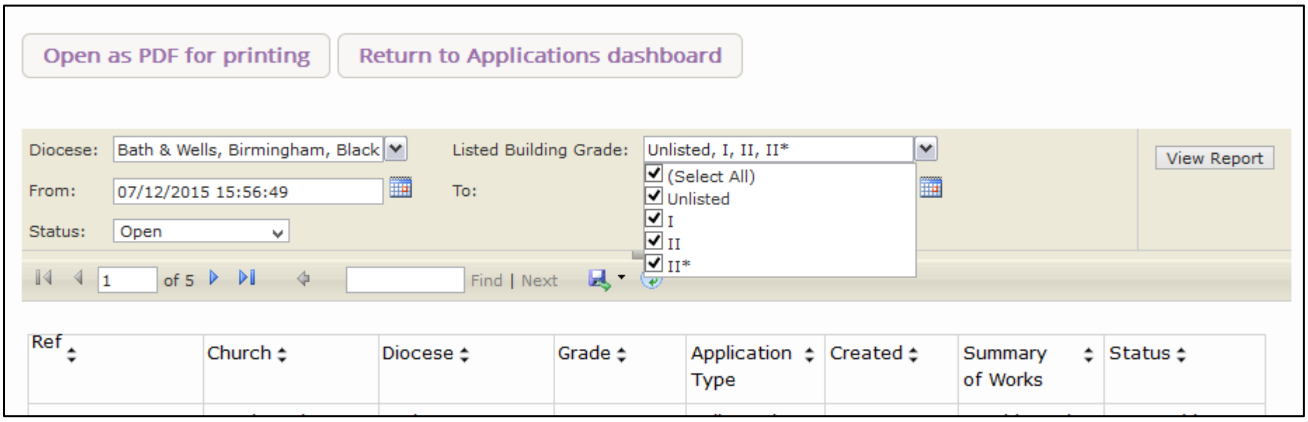
1. Go to the **Applications** tab
2. Go to the **Tools** tab on your Dashboard
3. Click **Casework Analytics Report**



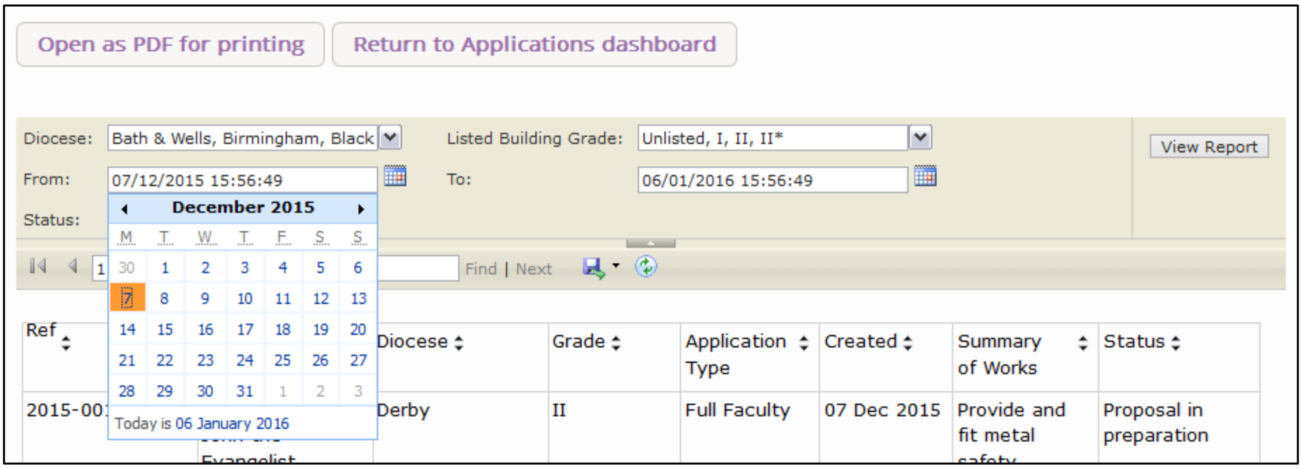
4. Select your **Diocese** from the Drop-down menu



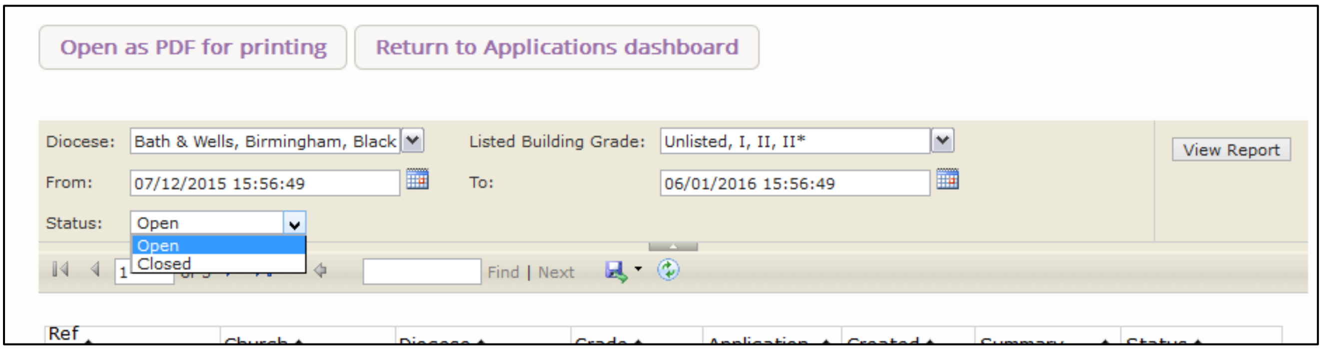
5. Filter by listed building grade (if required)



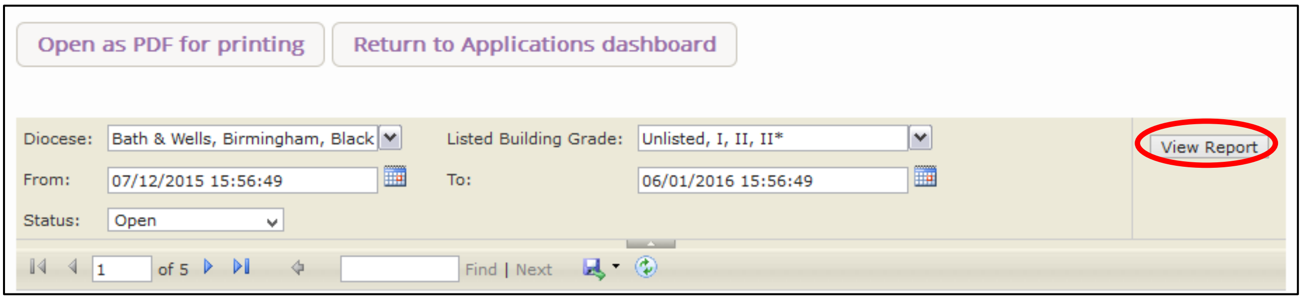
6. Select a **start and end date** for your search using both calendars. These look at the creation date only, so if you wish to find all open or closed applications since your Diocese joined the system, enter a date from 2014.



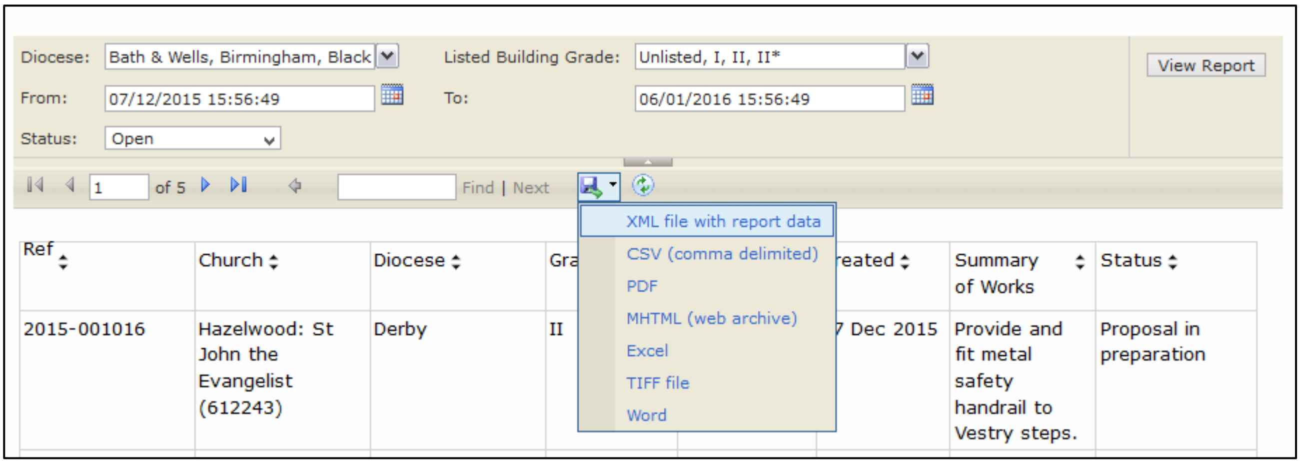
7. Filter by **Open** (active) cases or **Closed** (archived) cases.



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



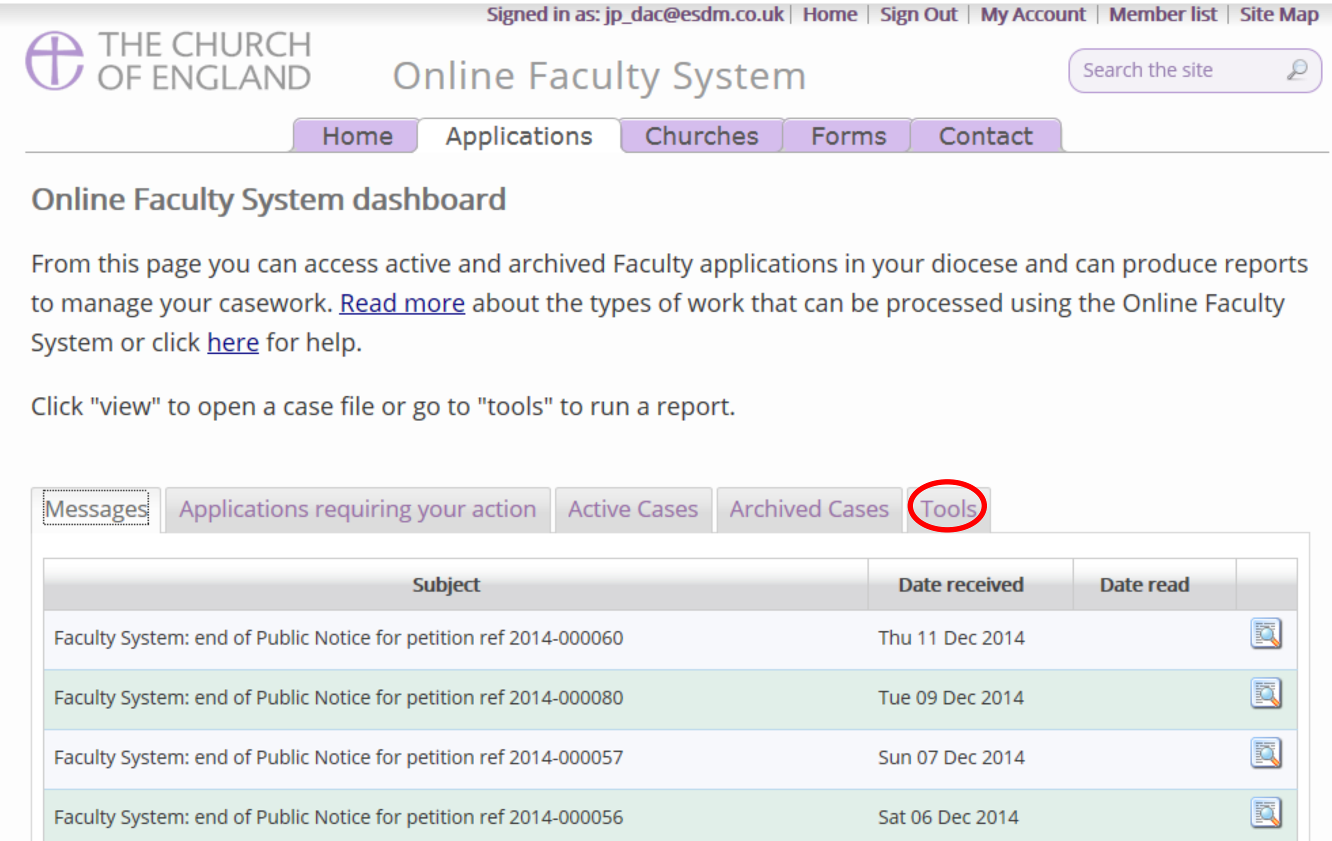
9. Use the floppy disk icon to **export your results** into different file format types.



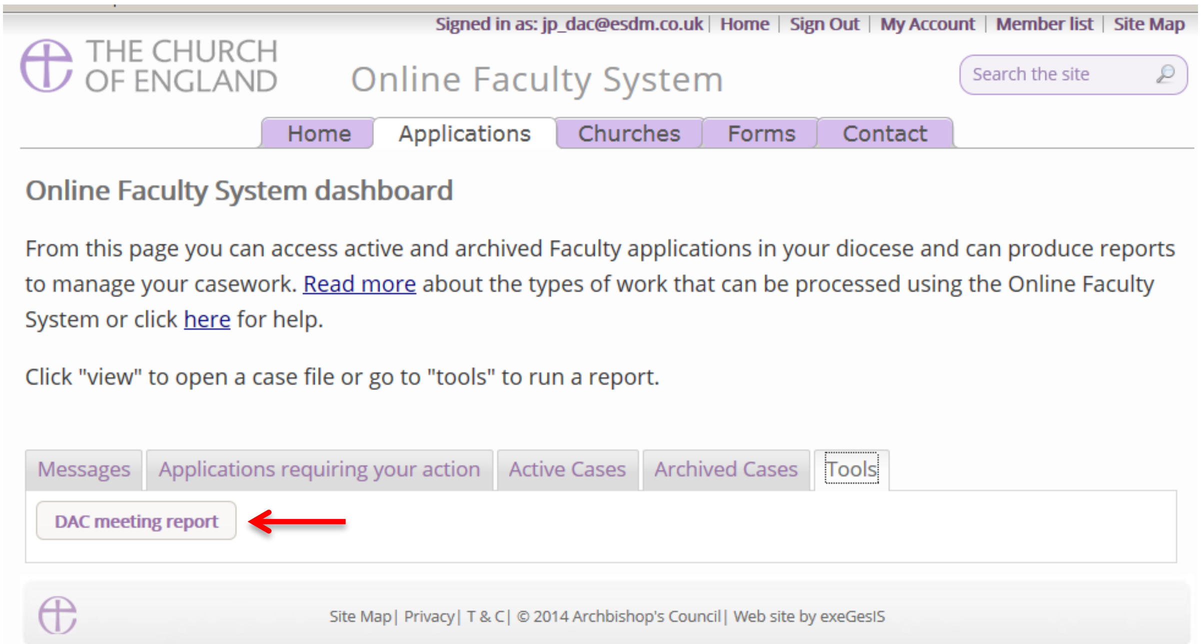
Generating an Agenda for the DAC Committee Meeting

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.

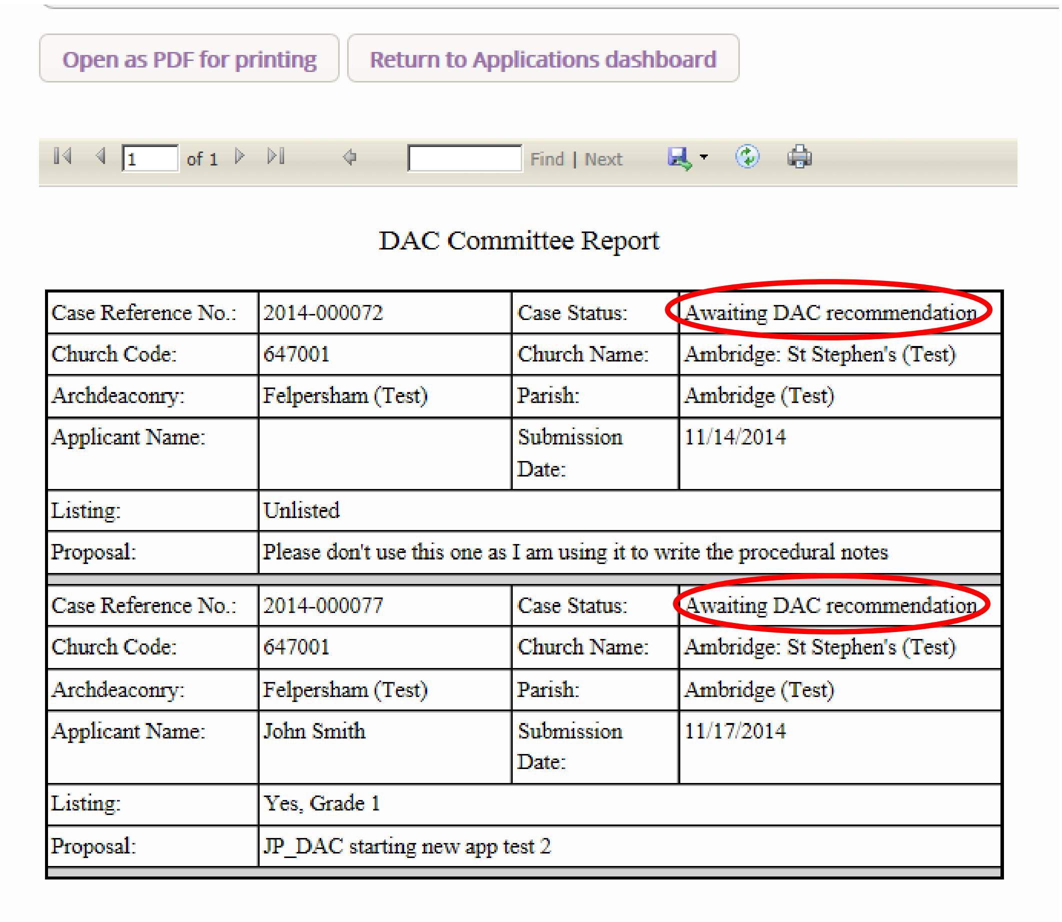
1. From your dashboard, go to the **Tools** tab (see *Navigating your Dashboard* on page 22)



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



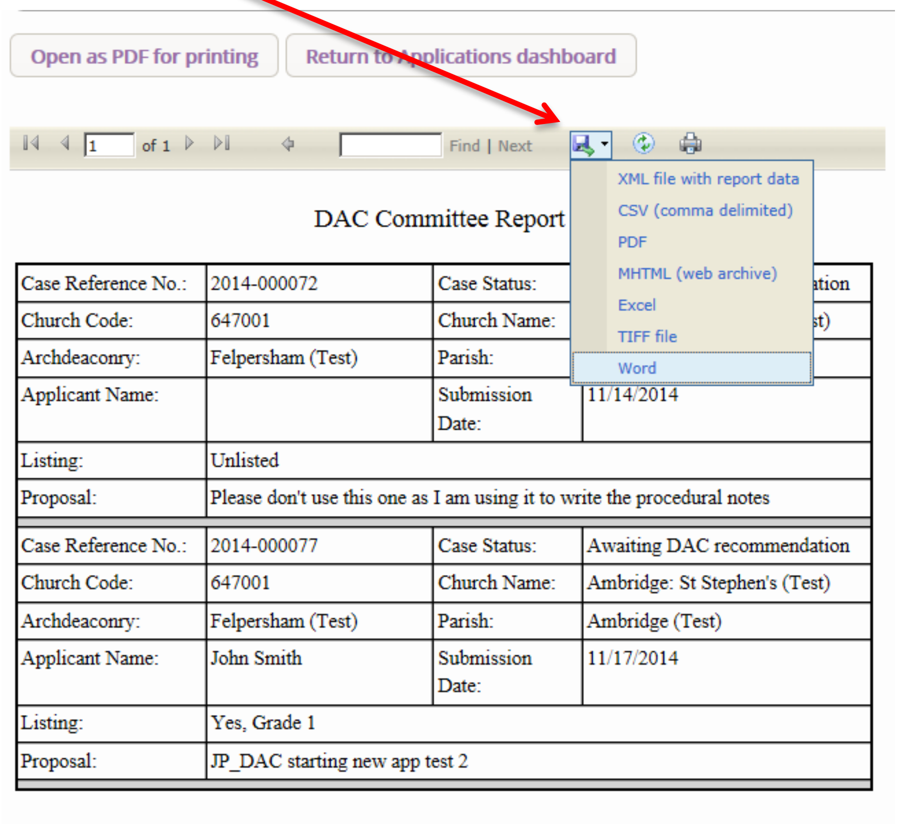
3. All the cases with the status **Awaiting DAC Recommendation** in your Diocese will appear in a table complete with basic information about the proposal.



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.



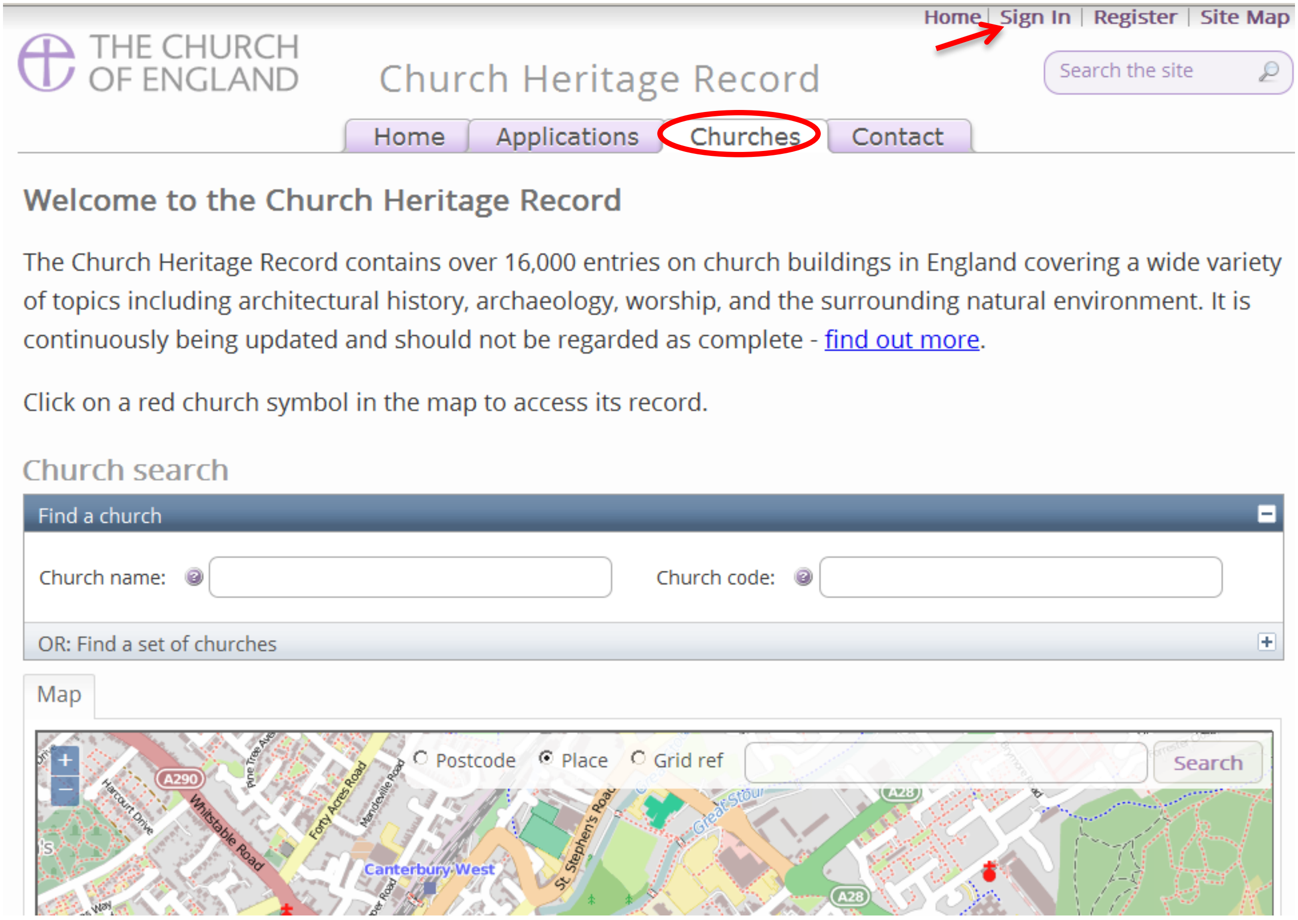
DAC Committee Report

Case Reference No.:	2014-000072	Case Status:	ation
Church Code:	647001	Church Name:	st)
Archdeaconry:	Felpersham (Test)	Parish:	
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		

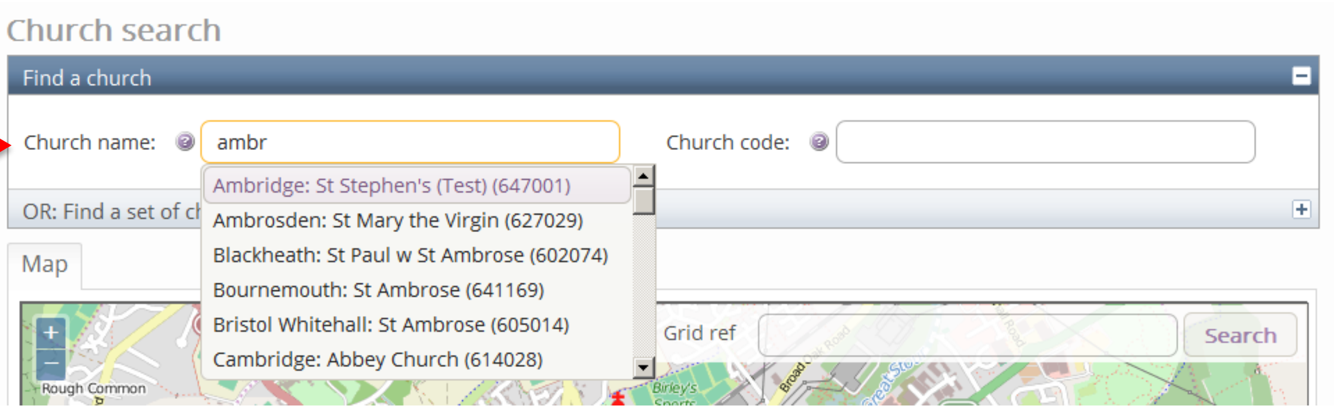
Starting Applications on behalf of Parishes

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

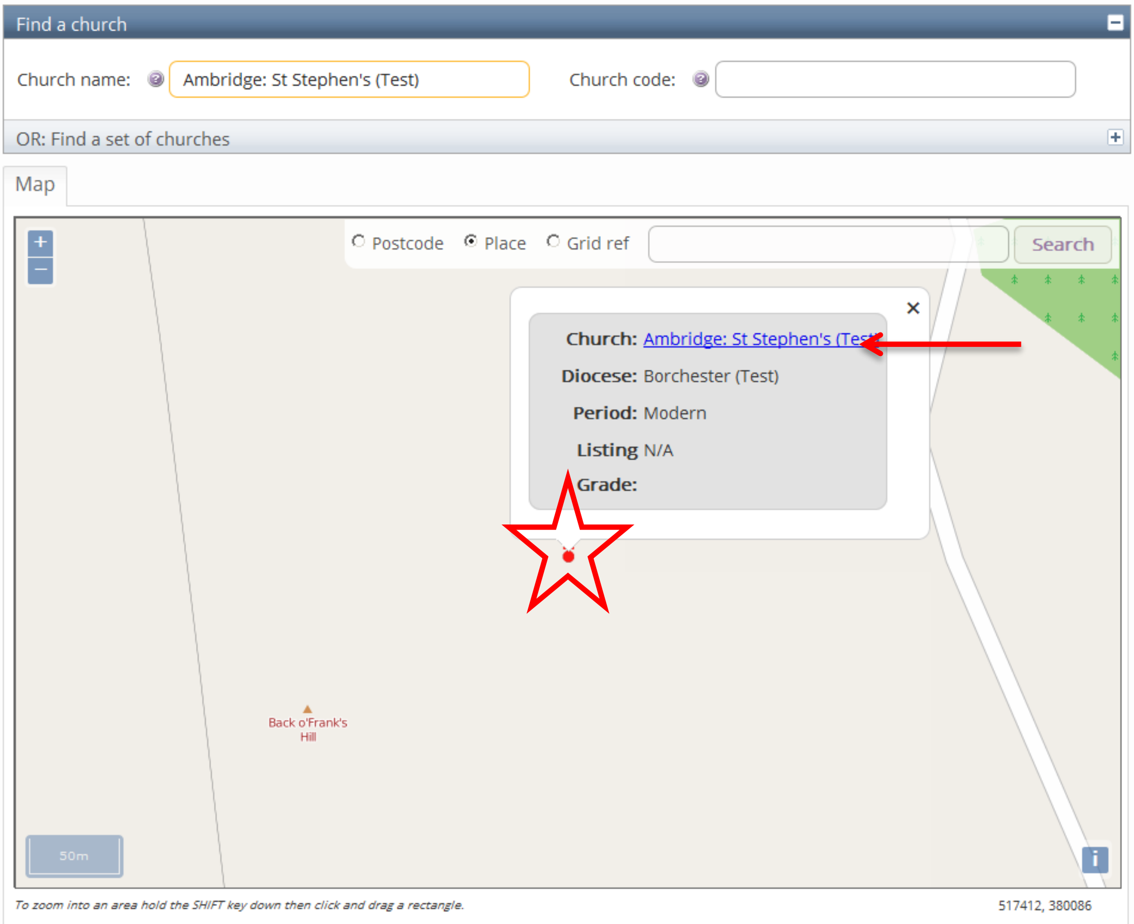
1. Go to the **Church Heritage Record** https://facultyonline.churchofengland.org/churches
2. **Sign In**



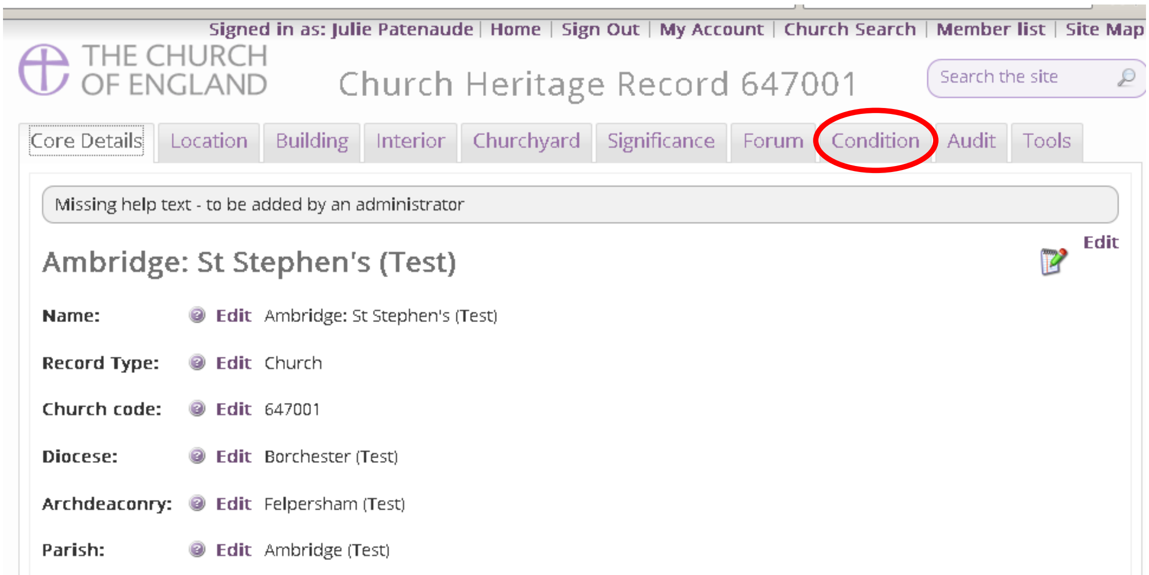
3. Use the Church Search function to locate the specific church building
   a. Select **Find a church**
   b. Enter the church's **name** OR
   c. Enter the church's **code**



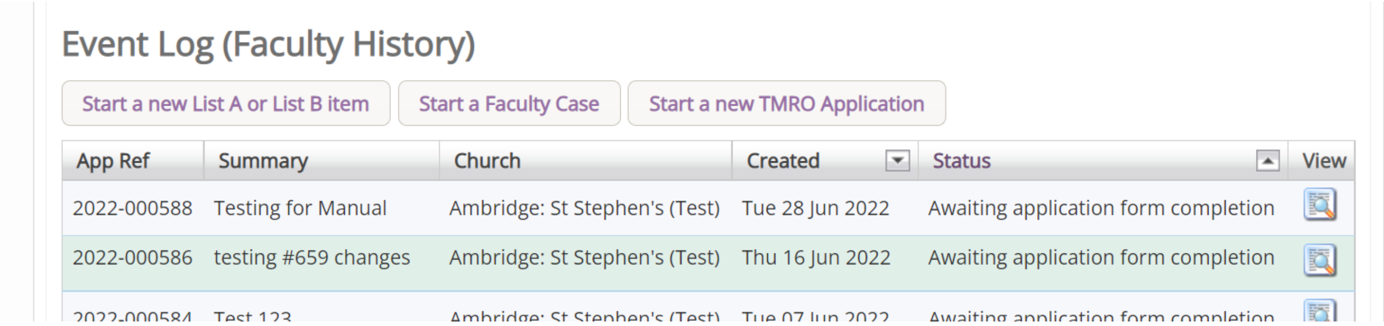
4. Click on the **red dot** symbolising the church building. This will open a summary information box. Click on the **church's name** to open the record.



5. 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.

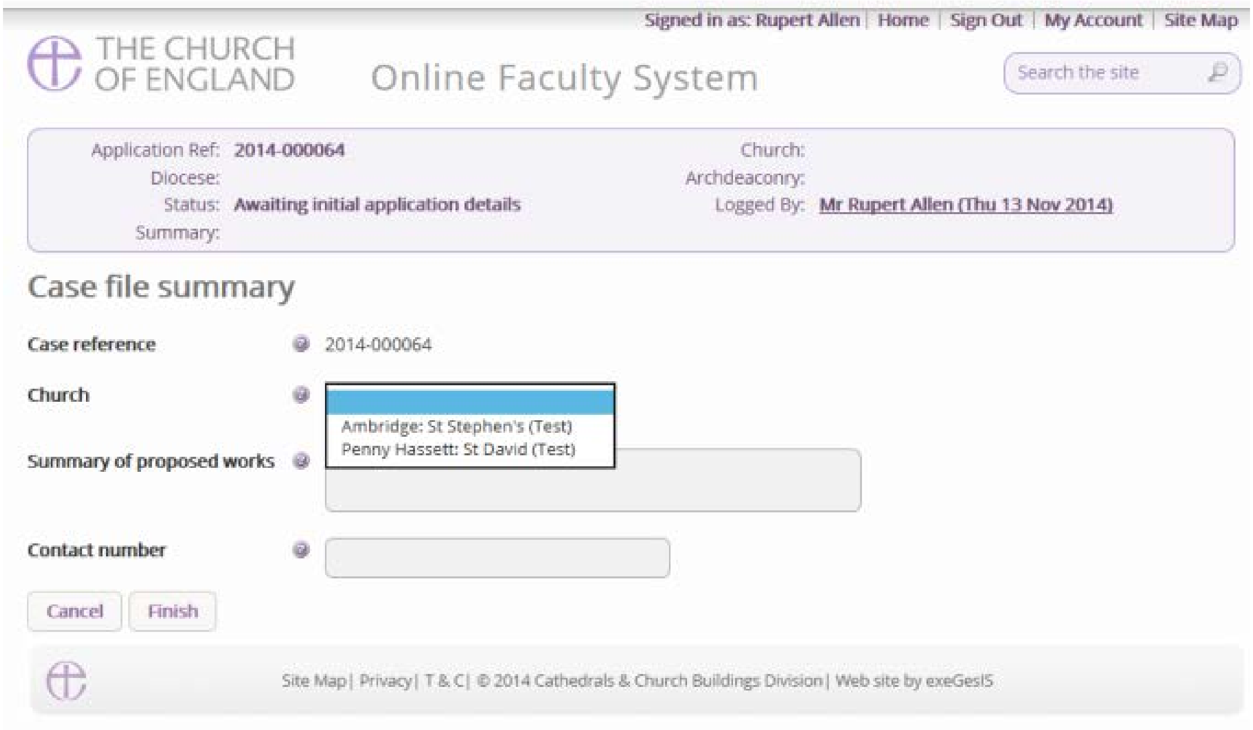


6. Scroll down the page to Event Log (Faculty History)
7. Click **Start a new List A or List B item; Start a Faculty Case; Start a new TMRO application** for the necessary application type to start.

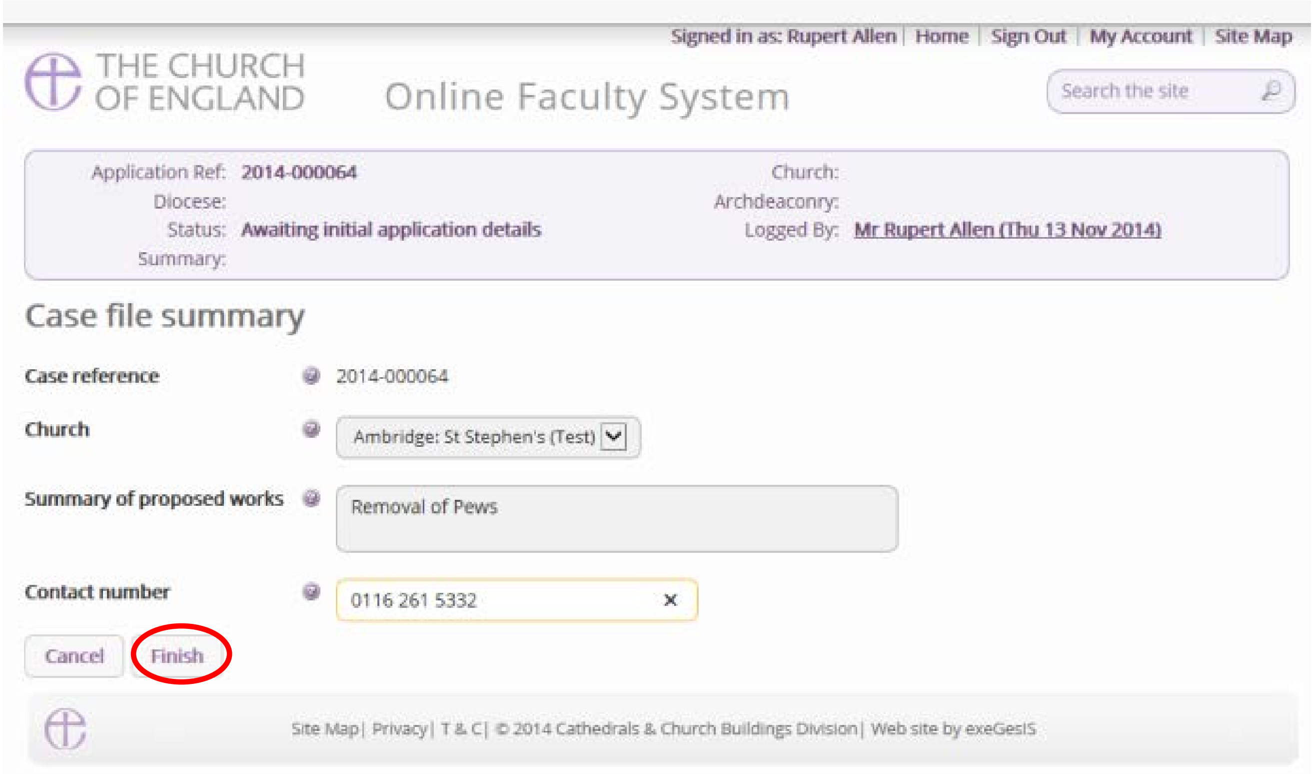


Case File Summary

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



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**


Signed in as: Rupert Allen | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
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
2014-000064
Church
Ambridge: St Stephen's (Test)
Summary of proposed works
Removal of Pews
Contact number
0116 261 5332
Cancel
Finish
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

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:

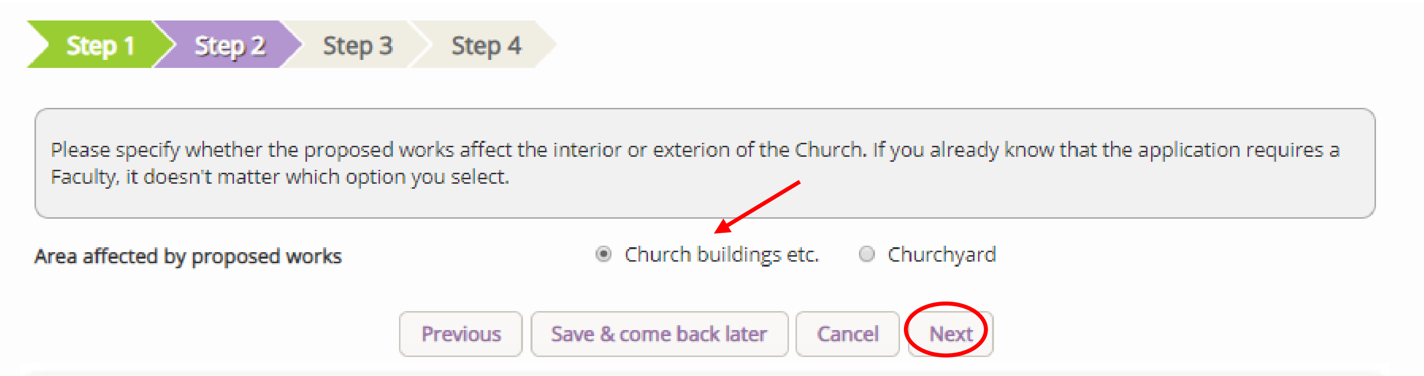
Church buildings etc. include:

- A1 – Church buildings etc.
- A2 – Musical instruments
- A3 – Bells etc.
- A4 – Clocks
- A5 – Church content
- A6 – Church halls and similar buildings

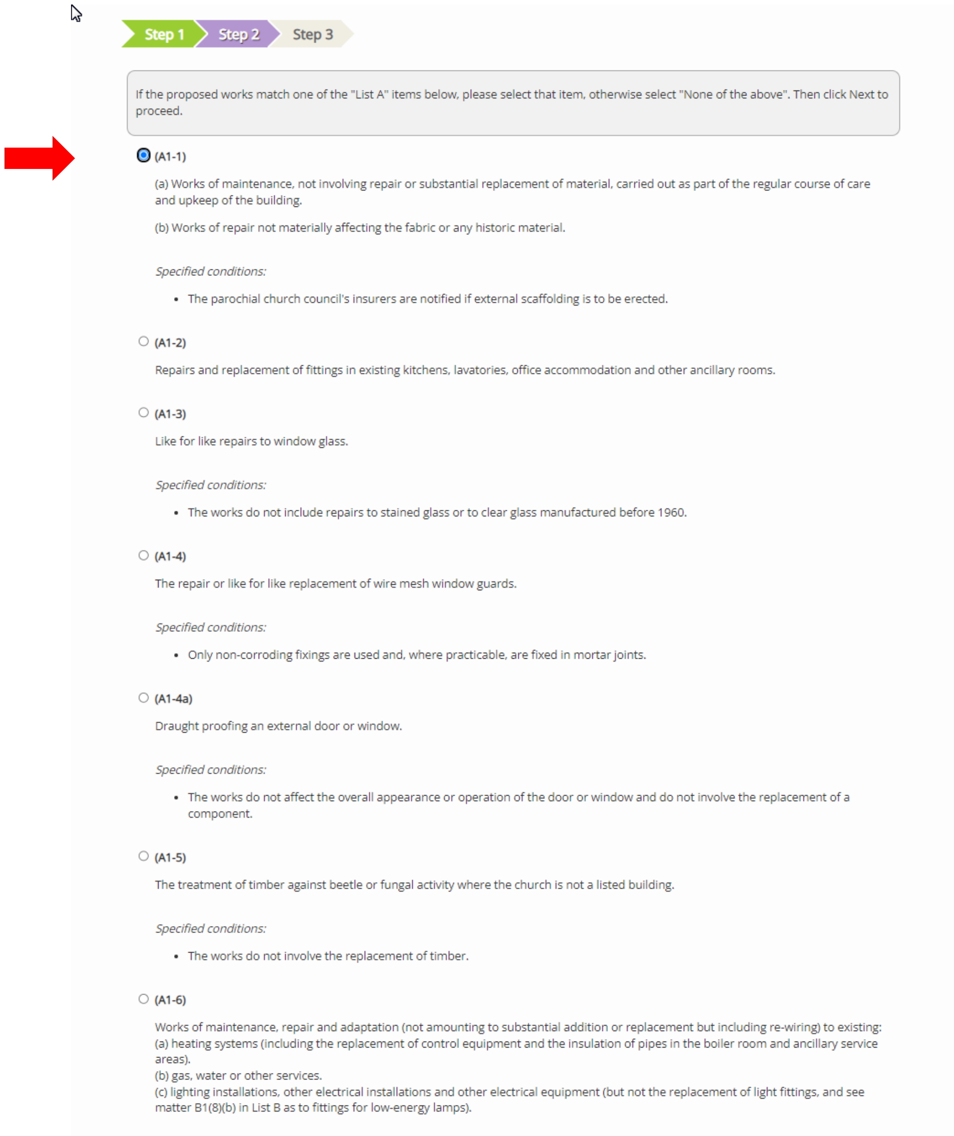
Churchyard includes:

- A7 – Churchyard
- A8 – Trees

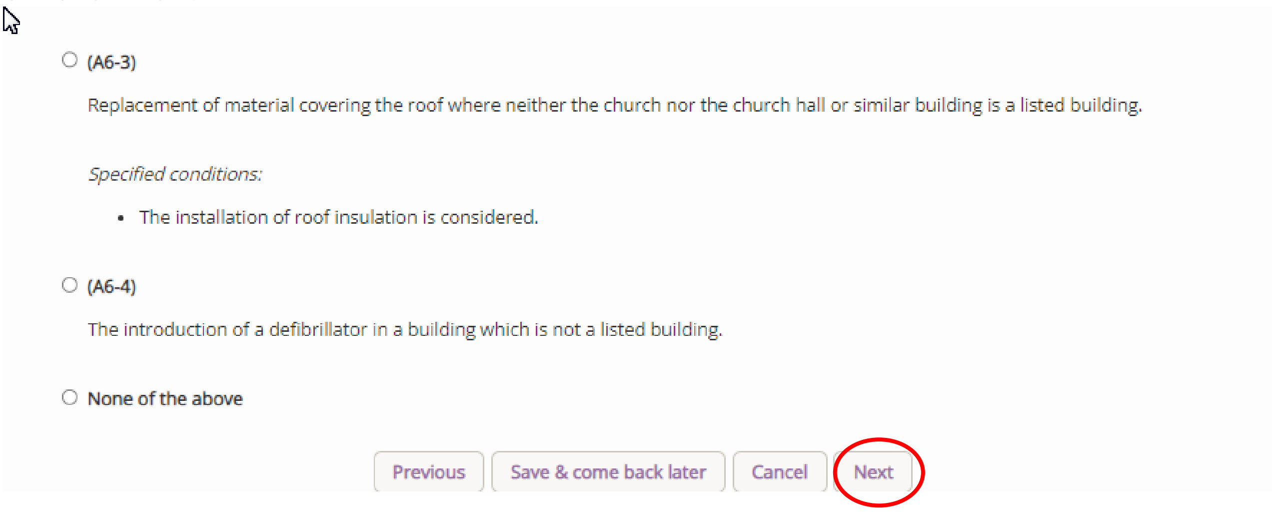
1. Select the appropriate option
2. Click **Next**



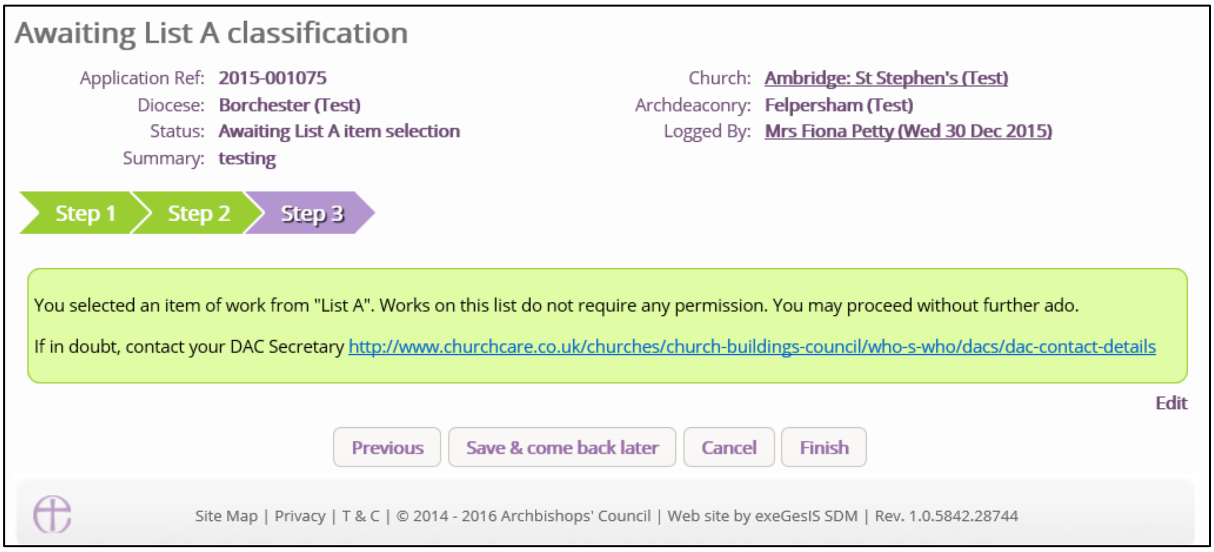
3. Select the appropriate List A matter which you want to record. Don't forget to read the conditions



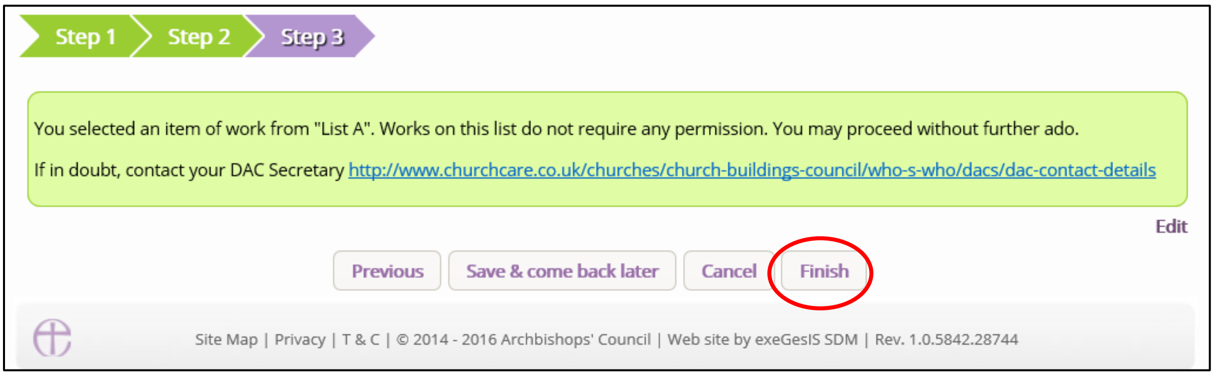
4. Scroll to the bottom of the page
5. Click **Next**



6. A message confirms that you have selected a List A matter



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



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:

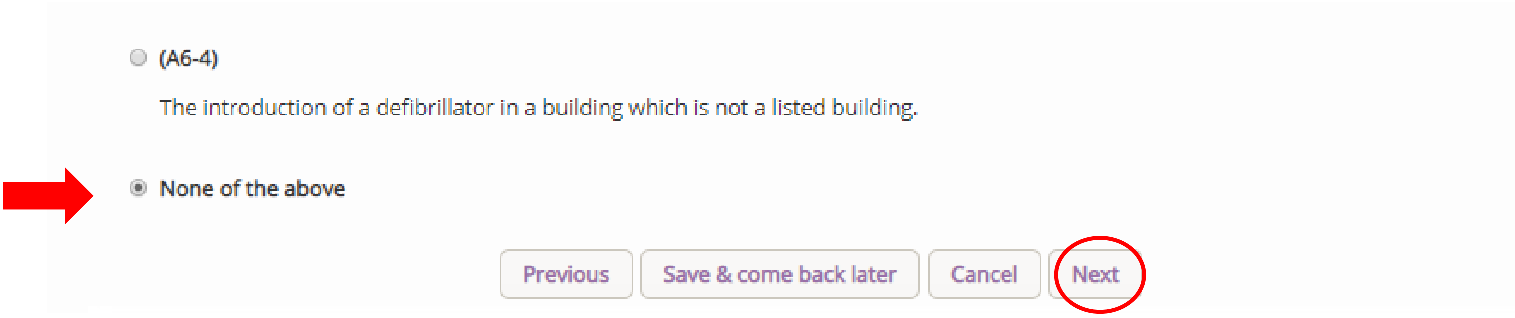
Church buildings etc. include:

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

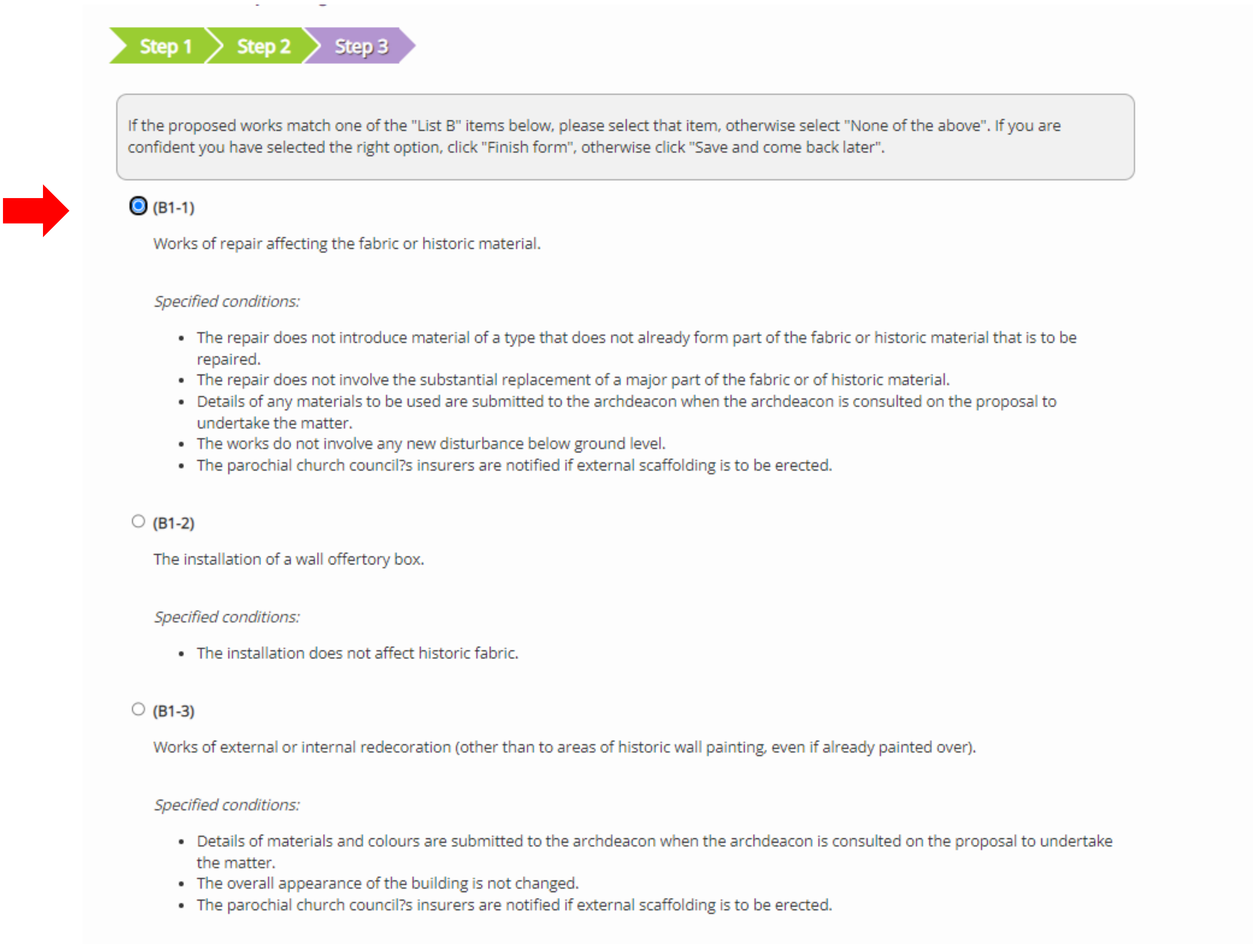
Churchyard includes:

- B6 – Churchyard
- B7 – Trees

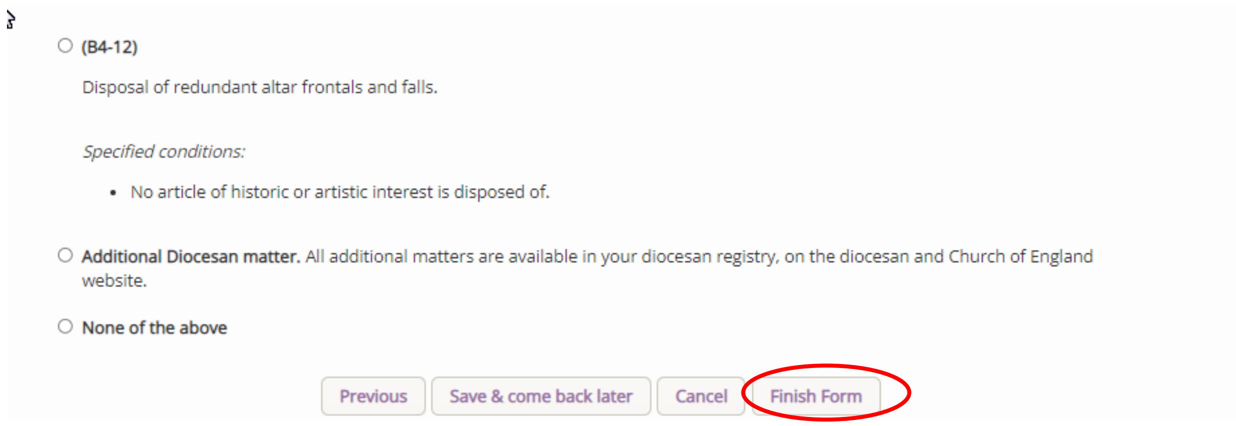
1. Repeat steps included under *Case File Summary*
2. When you arrive at List A, scroll to the bottom of the page
3. Click **None of the Above**
4. Click **Next**



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



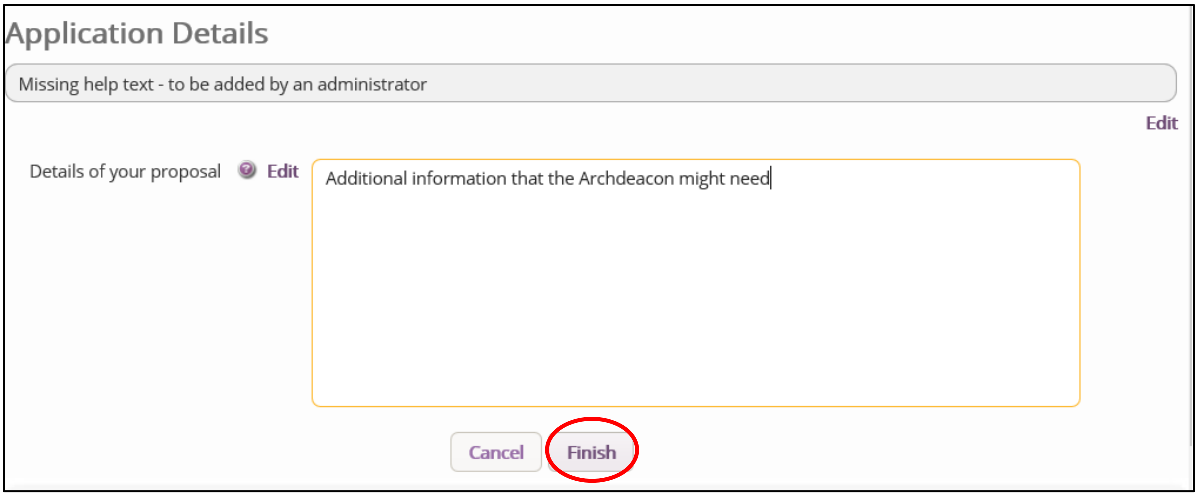
7. Scroll to the bottom of the page
8. Click **Finish**



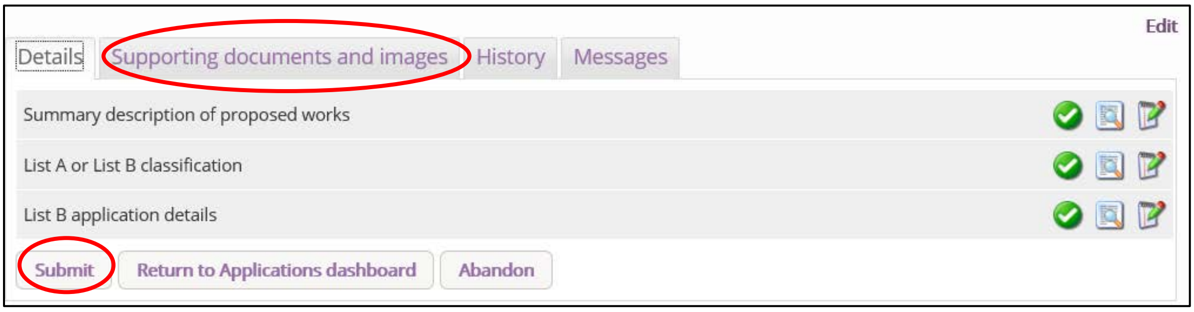
You have successfully begun a new List B application and created a case file.

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



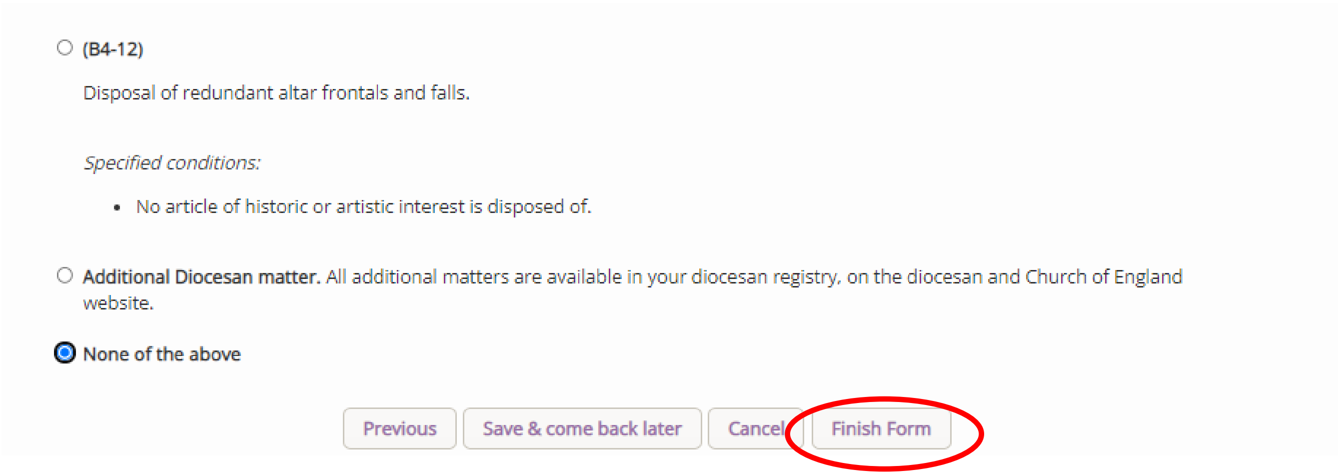
Applying for Full Faculty

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**

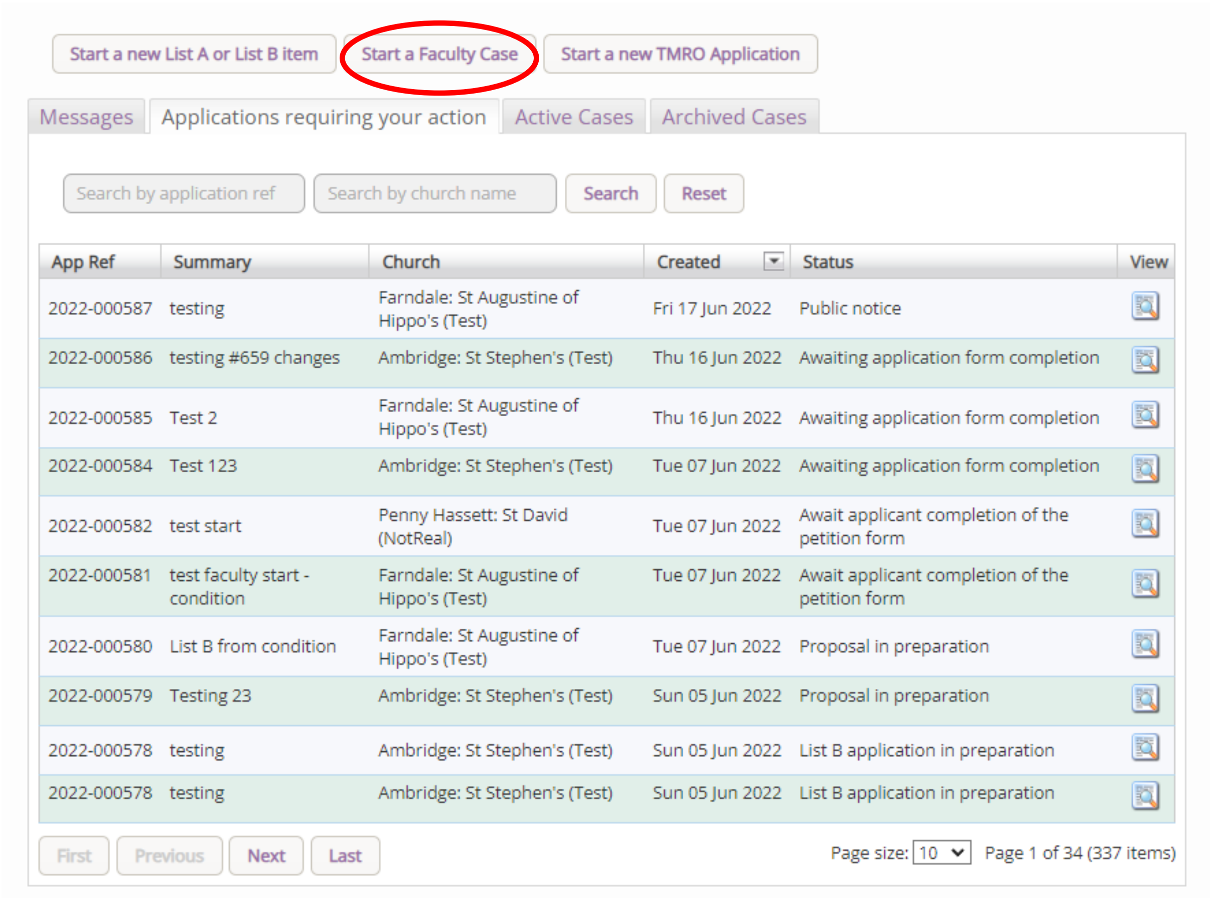
6. Arrive at **List B**
7. Scroll to the bottom of the page
8. Click **None of the Above**
9. Click **Finish**



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

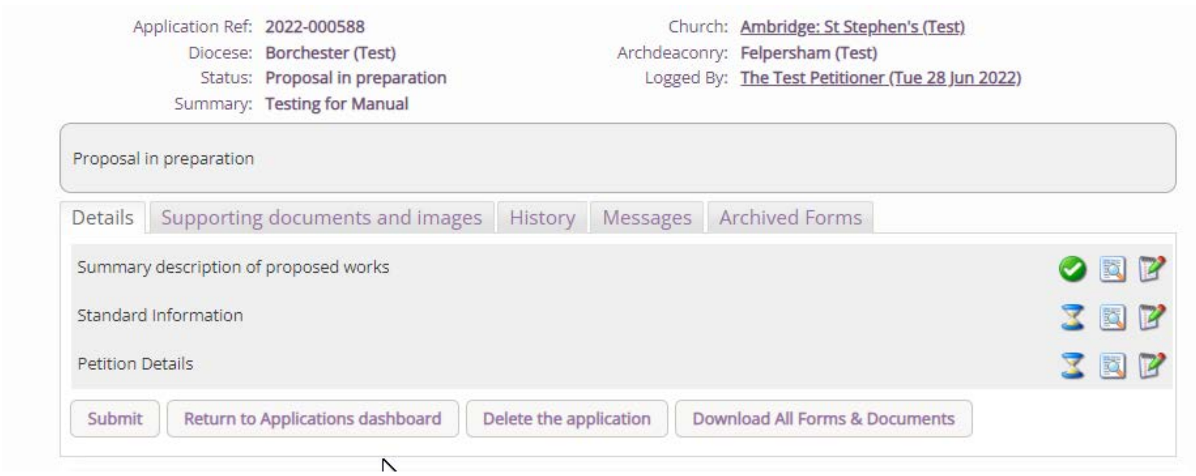
The second method is through the central applications page and selecting the Start a Faculty Case button.

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.



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	

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.

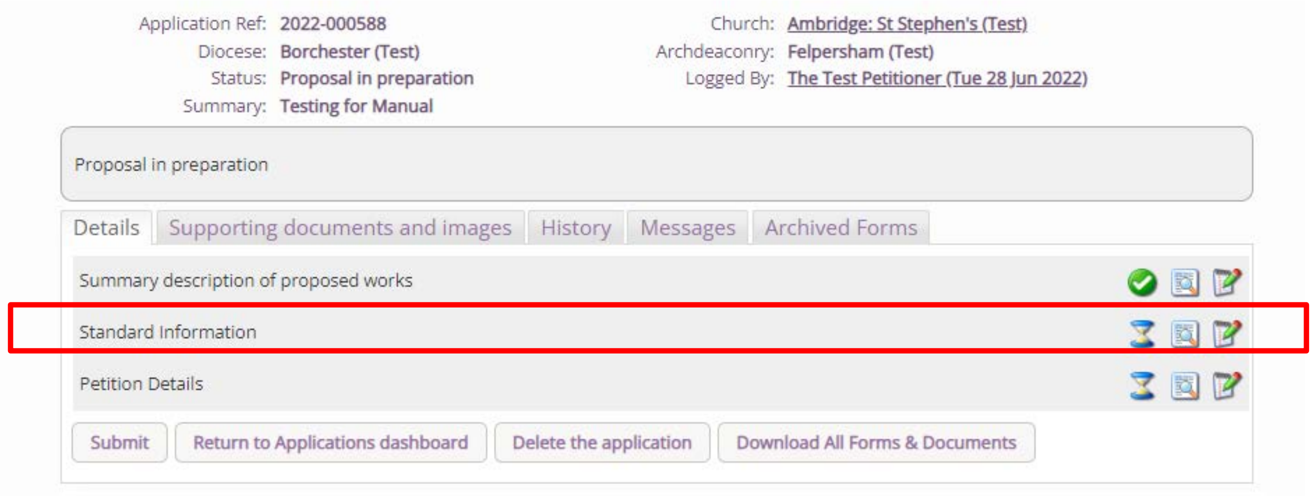


Under the 2022 version, three forms will be required by the Petitioner, who will then submit this to the DAC secretary for review and the selection of the relevant forms.

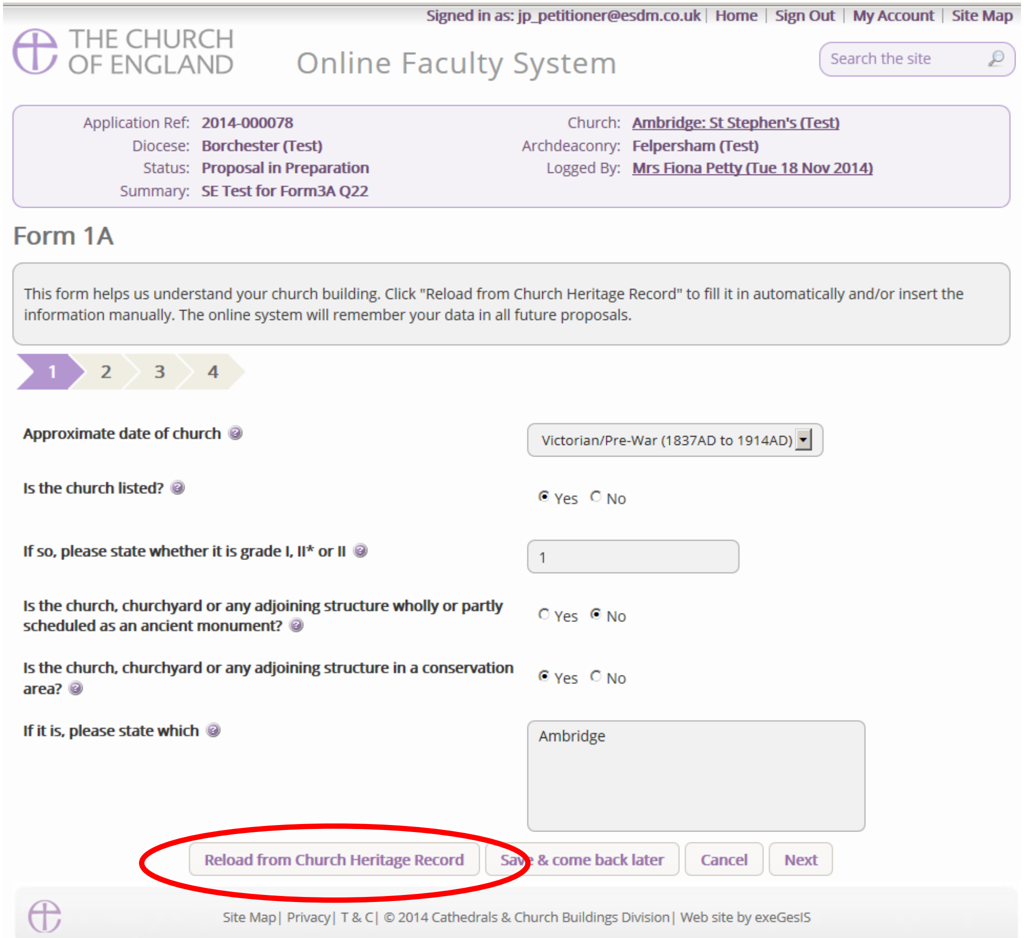
For reference, all cases submitted through the online system from the 1st April 2020 onwards will be made public during the public notice period and the Chancellor issuing their determination. All legal documents, including the Petition form and necessary supporting documentation, will be made available 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

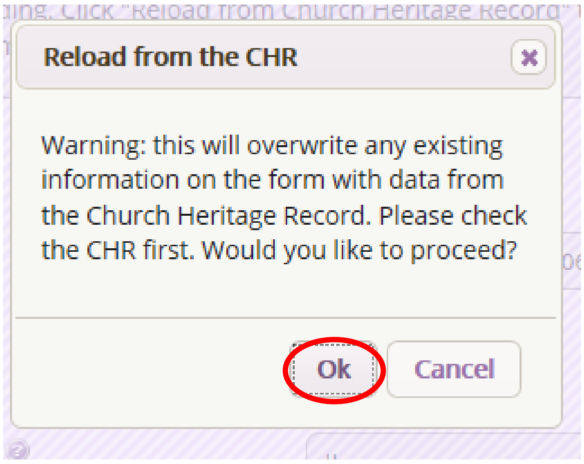
1. Complete the Standard Information Form. Click the **Edit** icon.



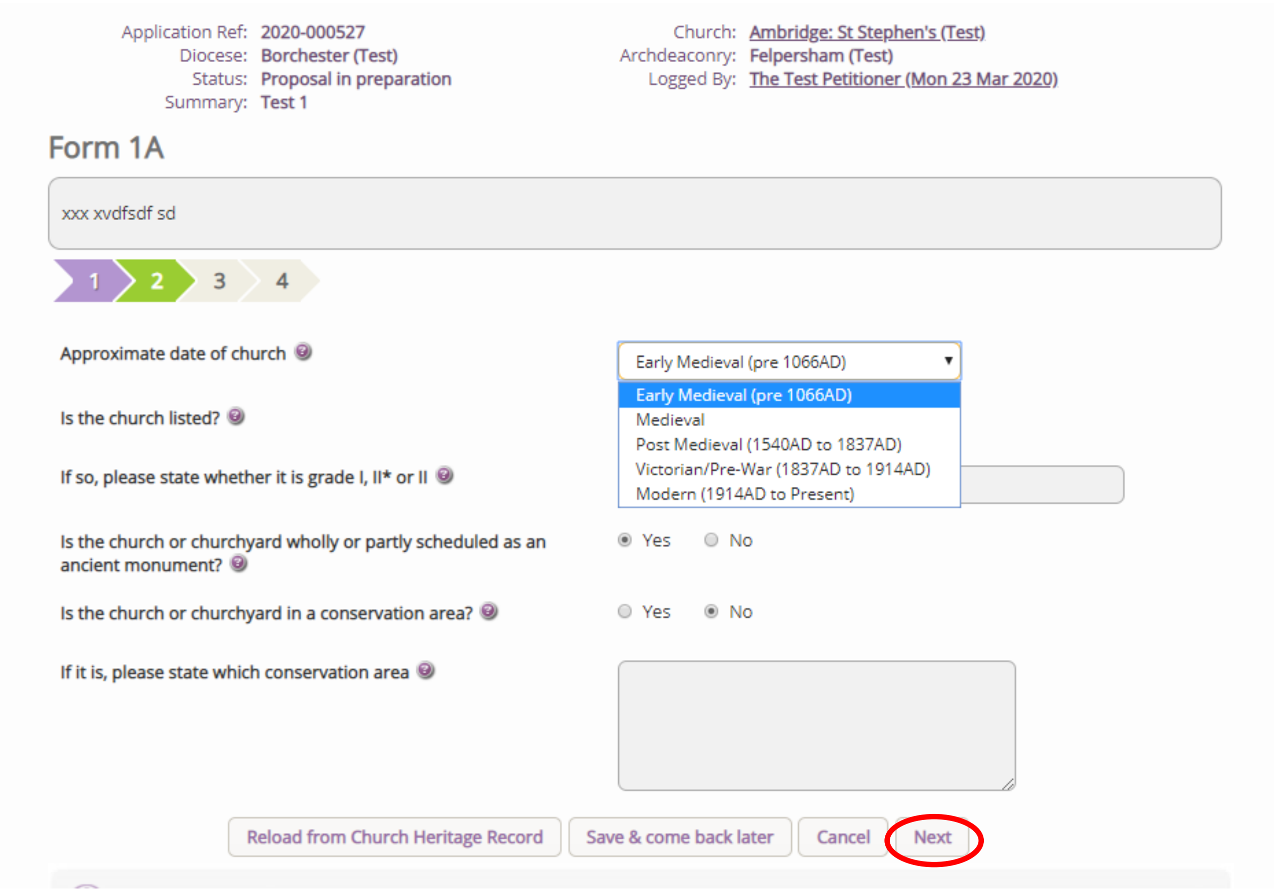
2. **First**, click **Reload from Church Heritage Record**. If your church building's record has already been completed by the DAC or the CCB, this information will automatically fill in the Standard Information Form for you.



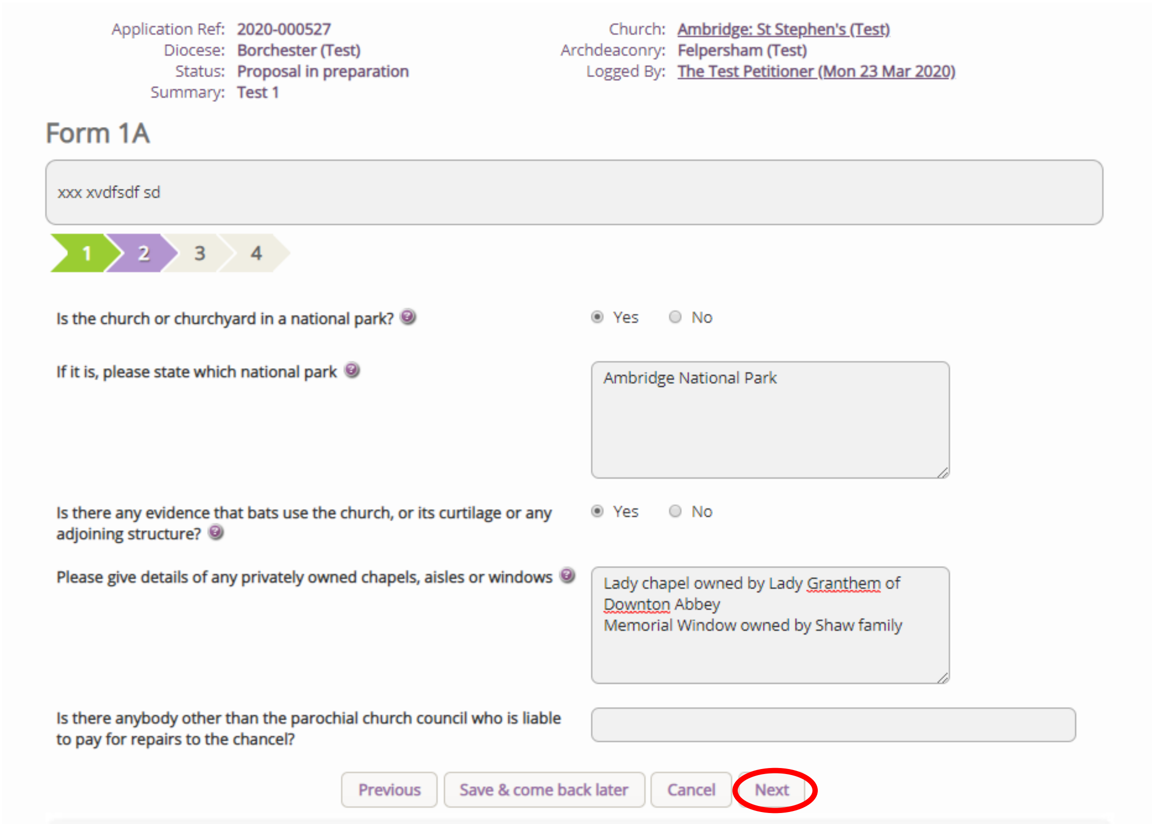
3. You will get this prompt. Any information you have already entered yourself will be overwritten. **Click Ok** to proceed or press cancel to complete the form manually.



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**



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

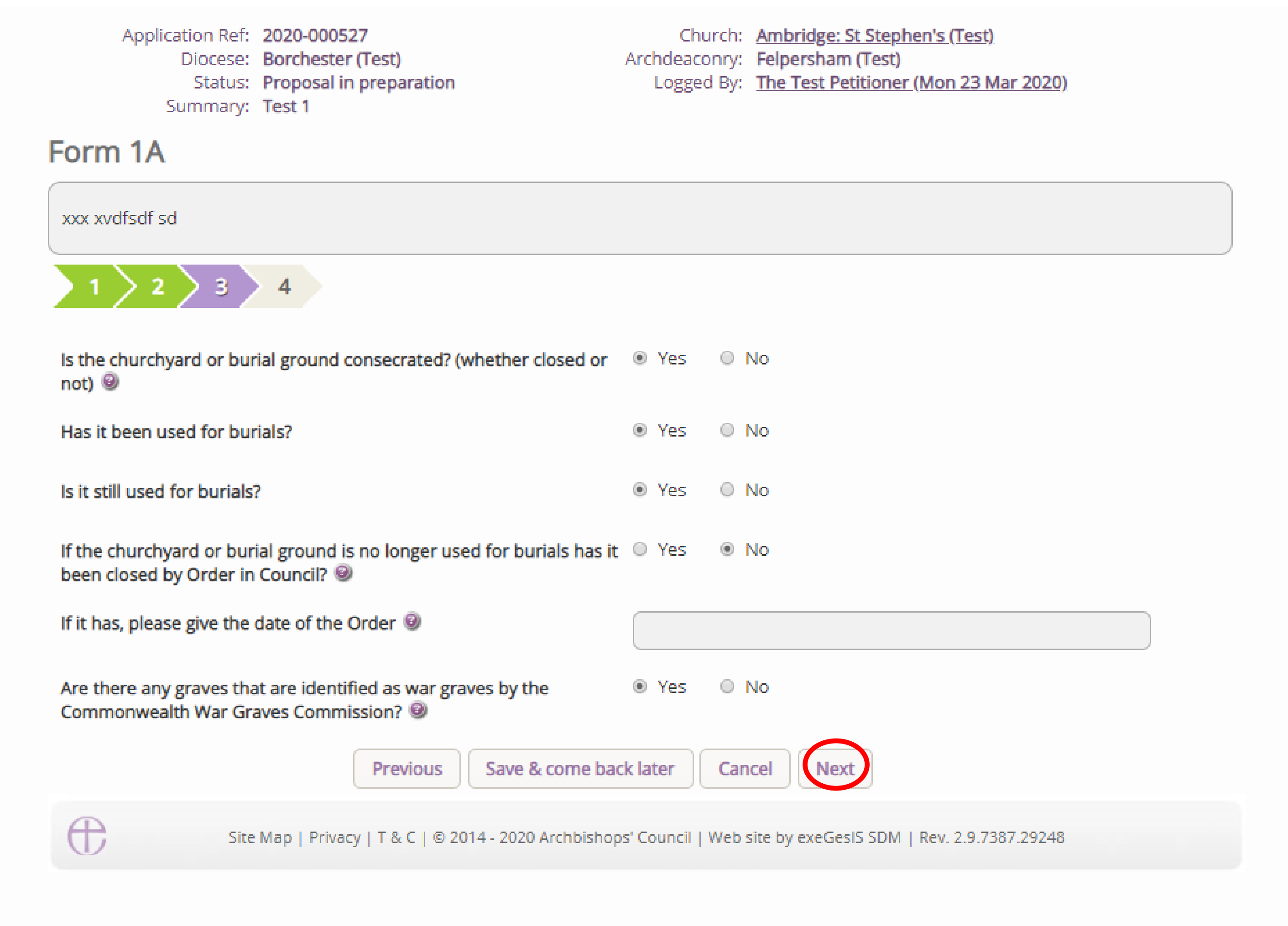
xxx xvdfsdf sd

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 Granthem 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

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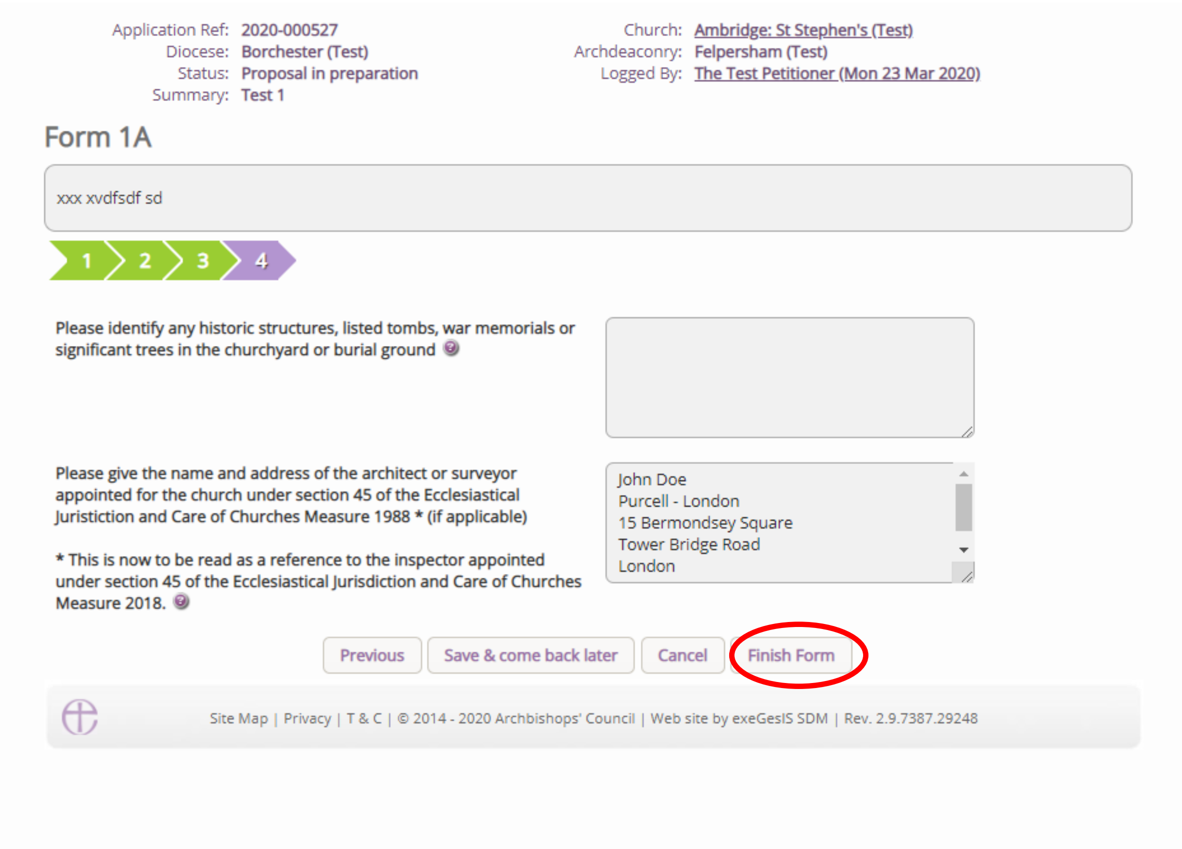
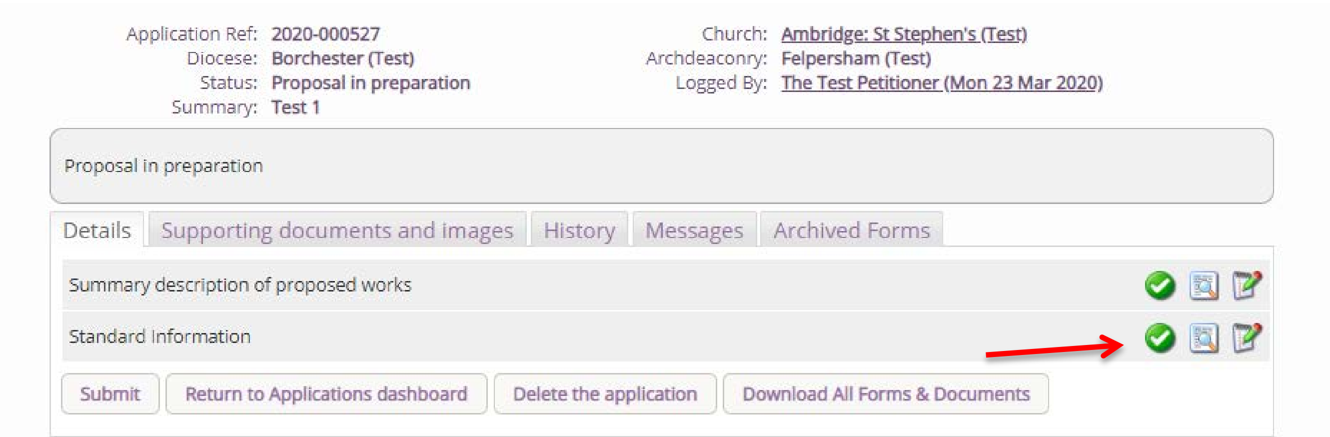
7. Complete the last page and click **Finish**



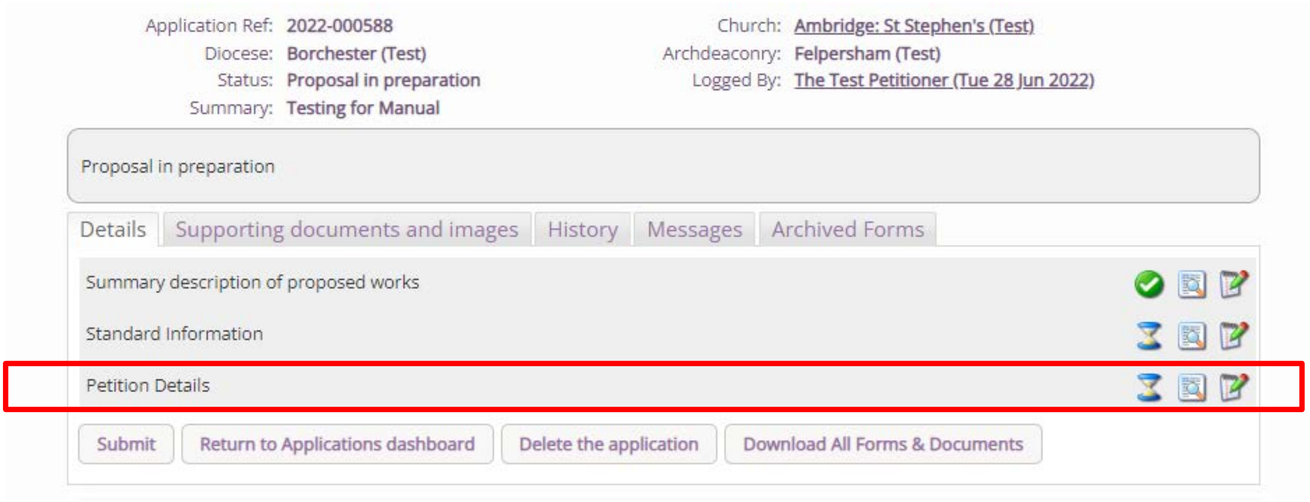
8. The form is now complete



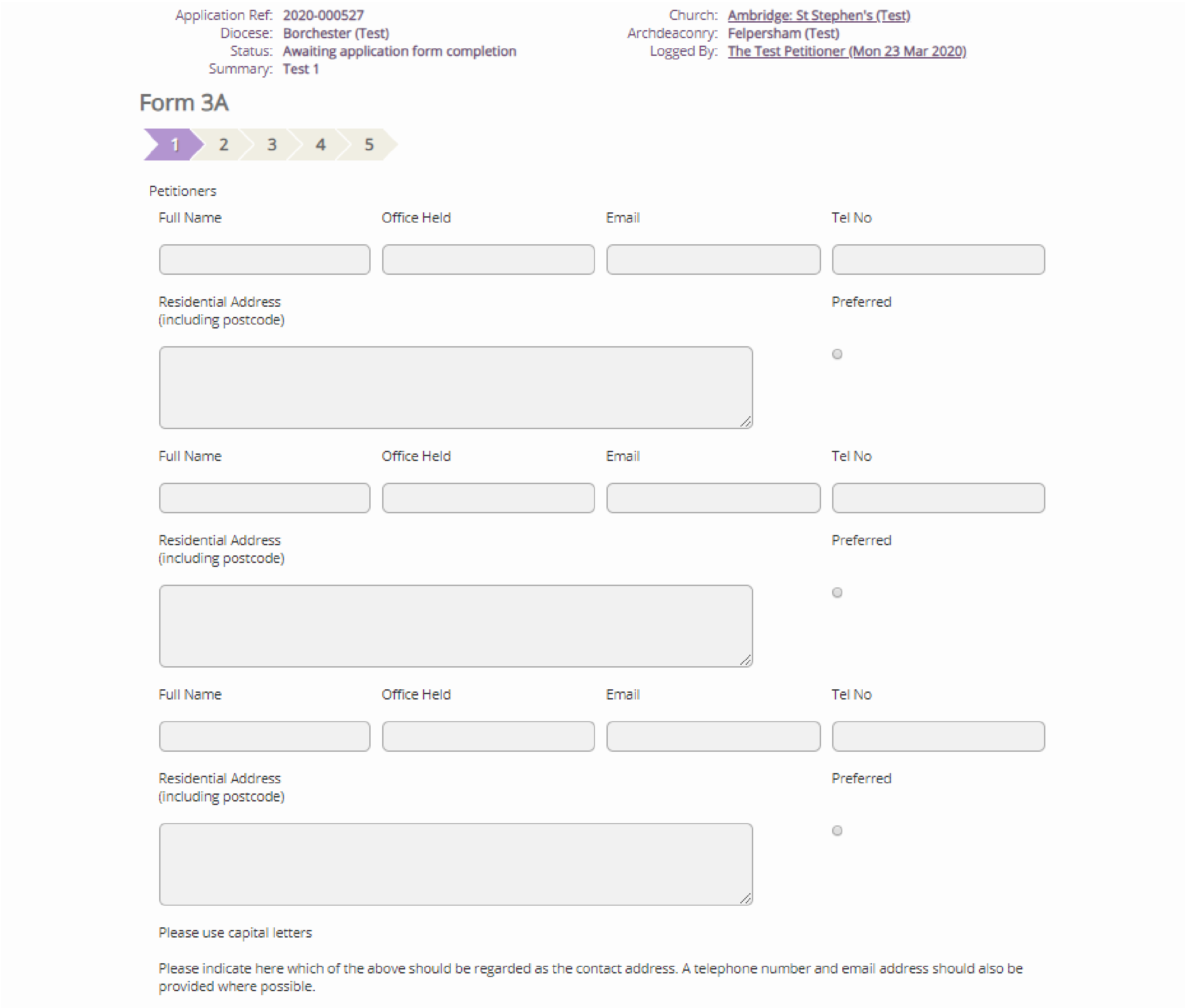
Petition details

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.

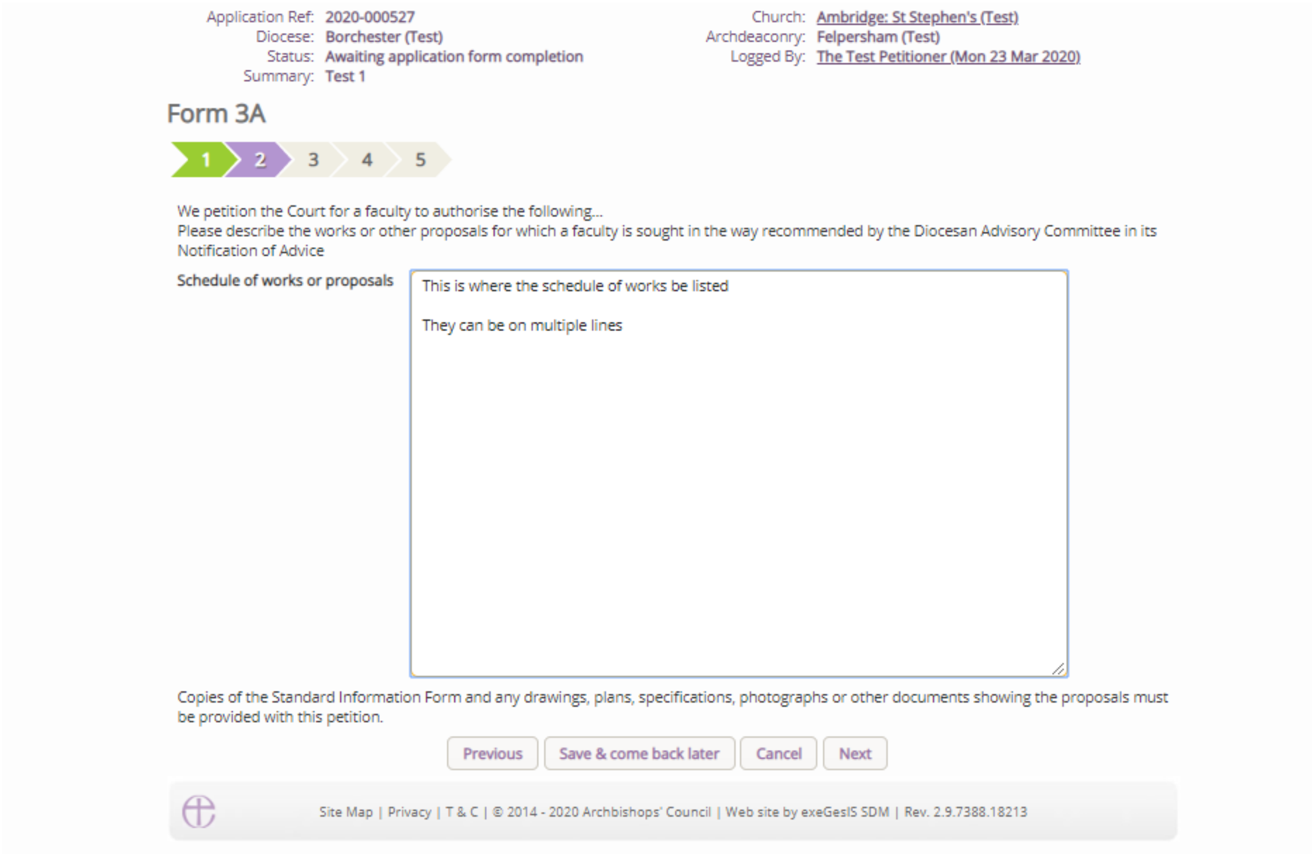
Press the edit button to access the Petition details form



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.



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

1 2 3 4 5

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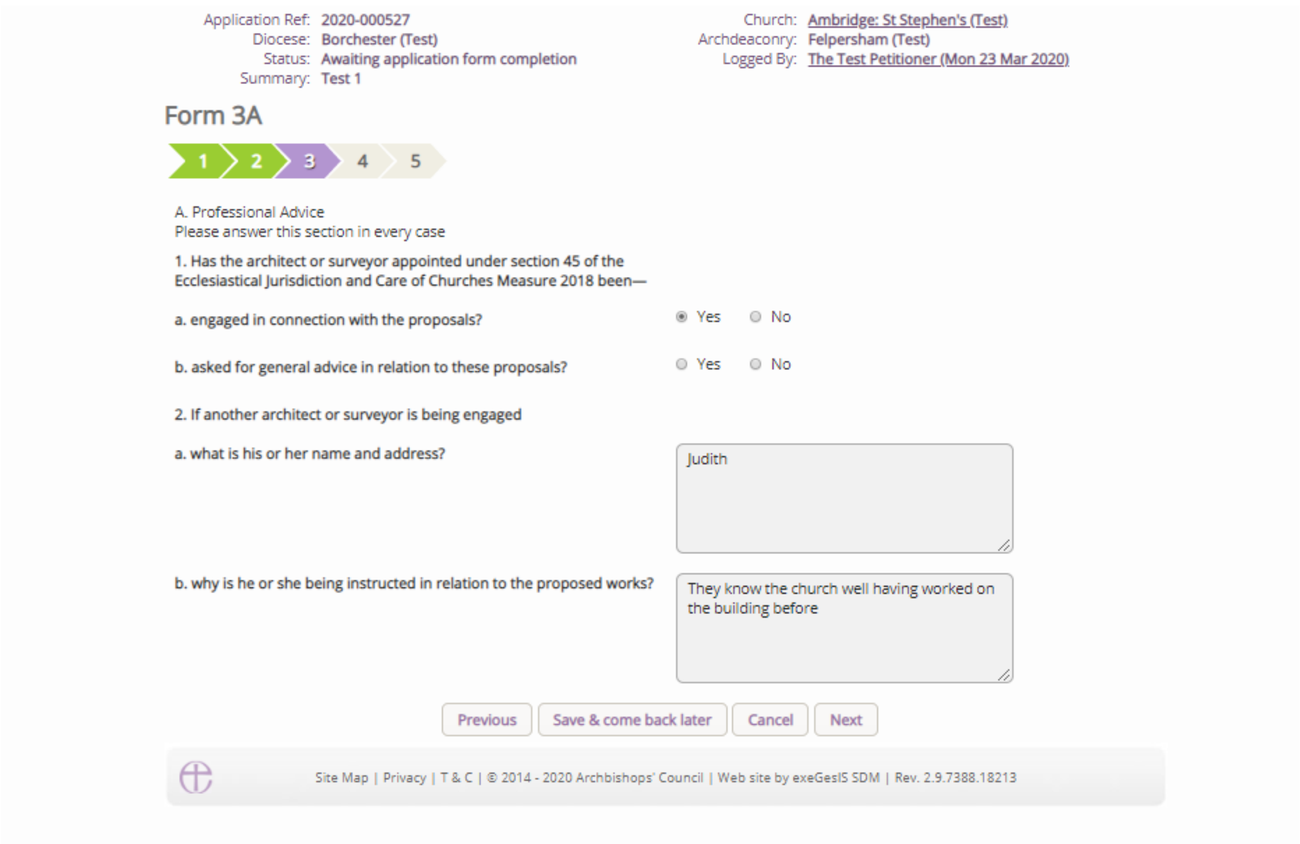
Page 3 asks for the details of any professional advice that has been sought as part of the intended works. Fill this section in if necessary and navigate to the bottom of the page and press **next** to move on to the next page.


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

1 2 3 4 5

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

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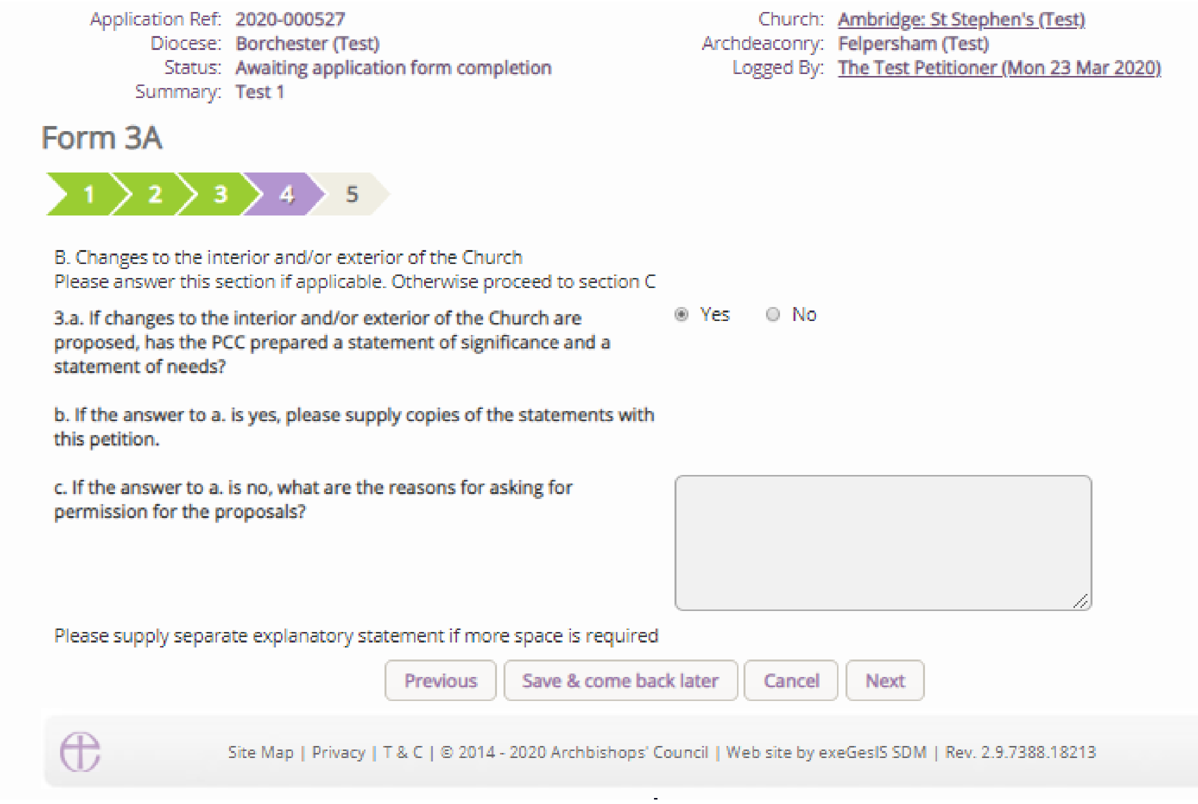
Page 4 asks questions about whether the intended works are to the interior and/or exterior of the church and whether a statement of significance and Statement of needs have been prepared. If the DAC secretary has not directed that these be filled in, there is no requirement to select "**Yes**, but the 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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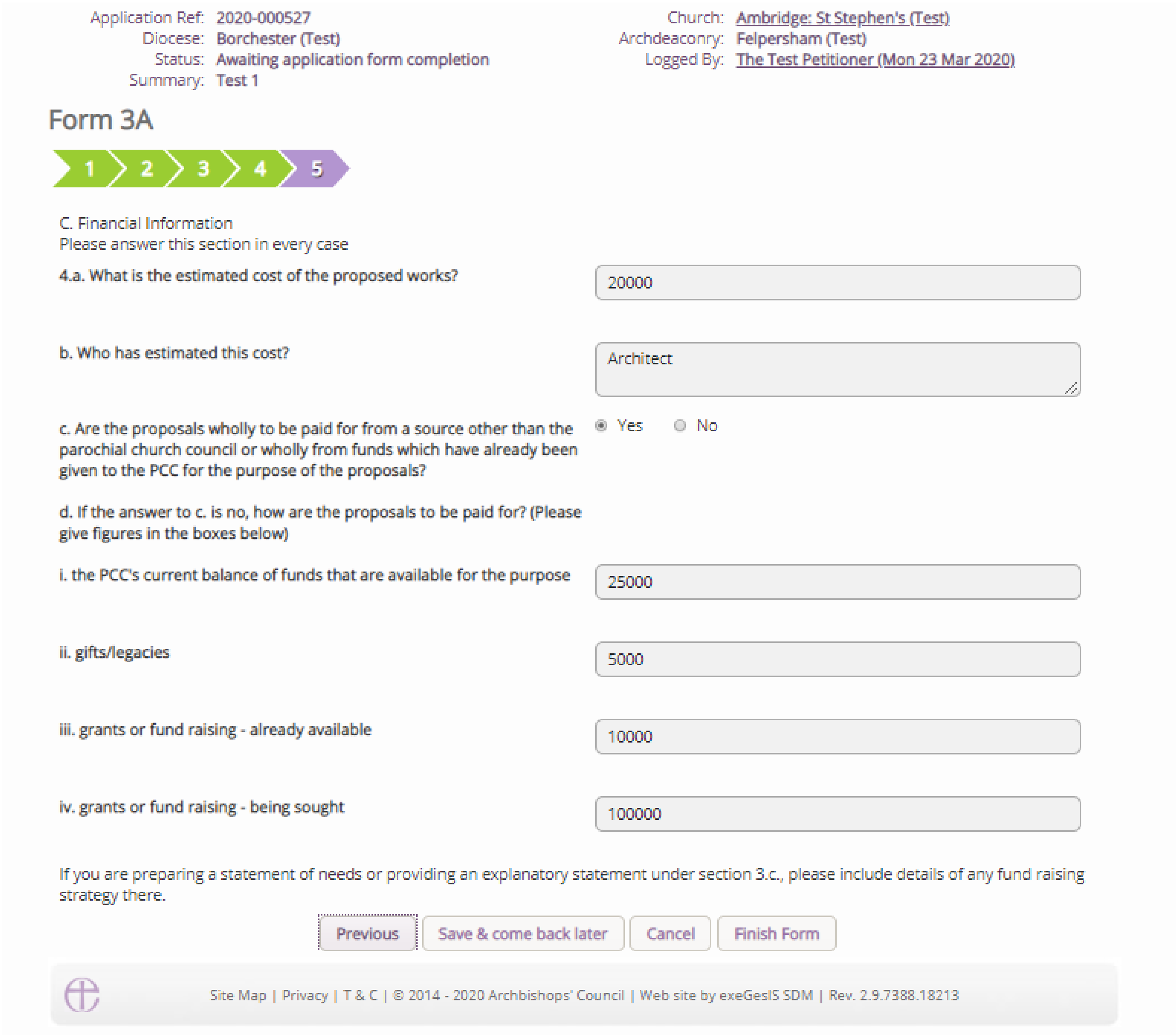
Page 5 asks for the financial costs of the intended works. Please fill this part of the form in as honestly as possible, as it helps both the DAC within their notification but also external bodies in their formal consultative roles. Once completed, navigate to the bottom of the page and press **Finish Form** to complete the form.



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

C. Financial Information
Please answer this section in every case

4.a. What is the estimated cost of the proposed works? 20000

b. Who has estimated this cost? Architect

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 25000

ii. gifts/legacies 5000

iii. grants or fund raising - already available 10000

iv. grants or fund raising - being sought 100000

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

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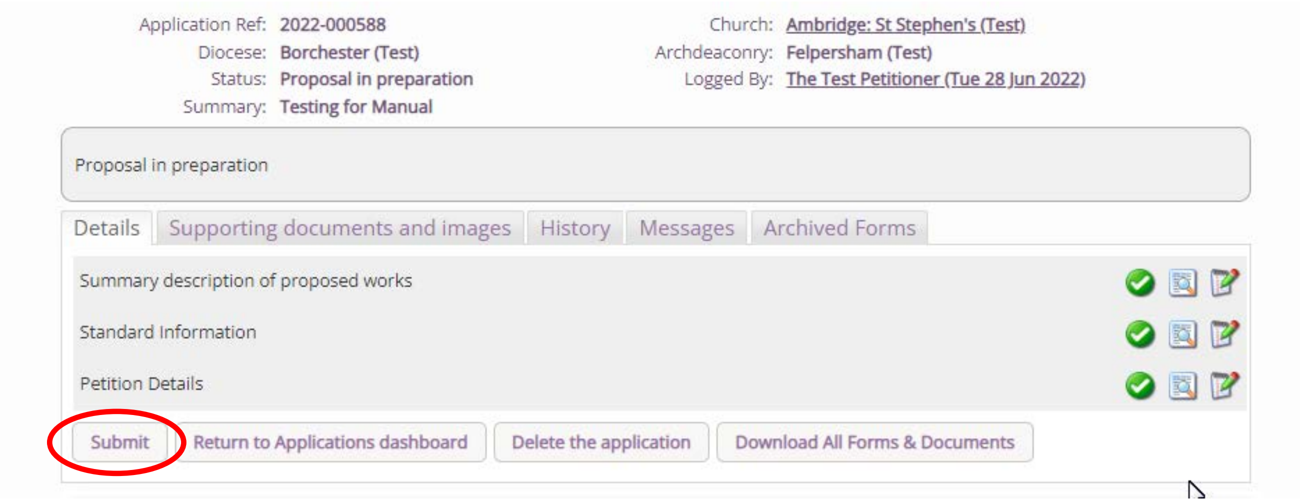
Submitting your proposal

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**



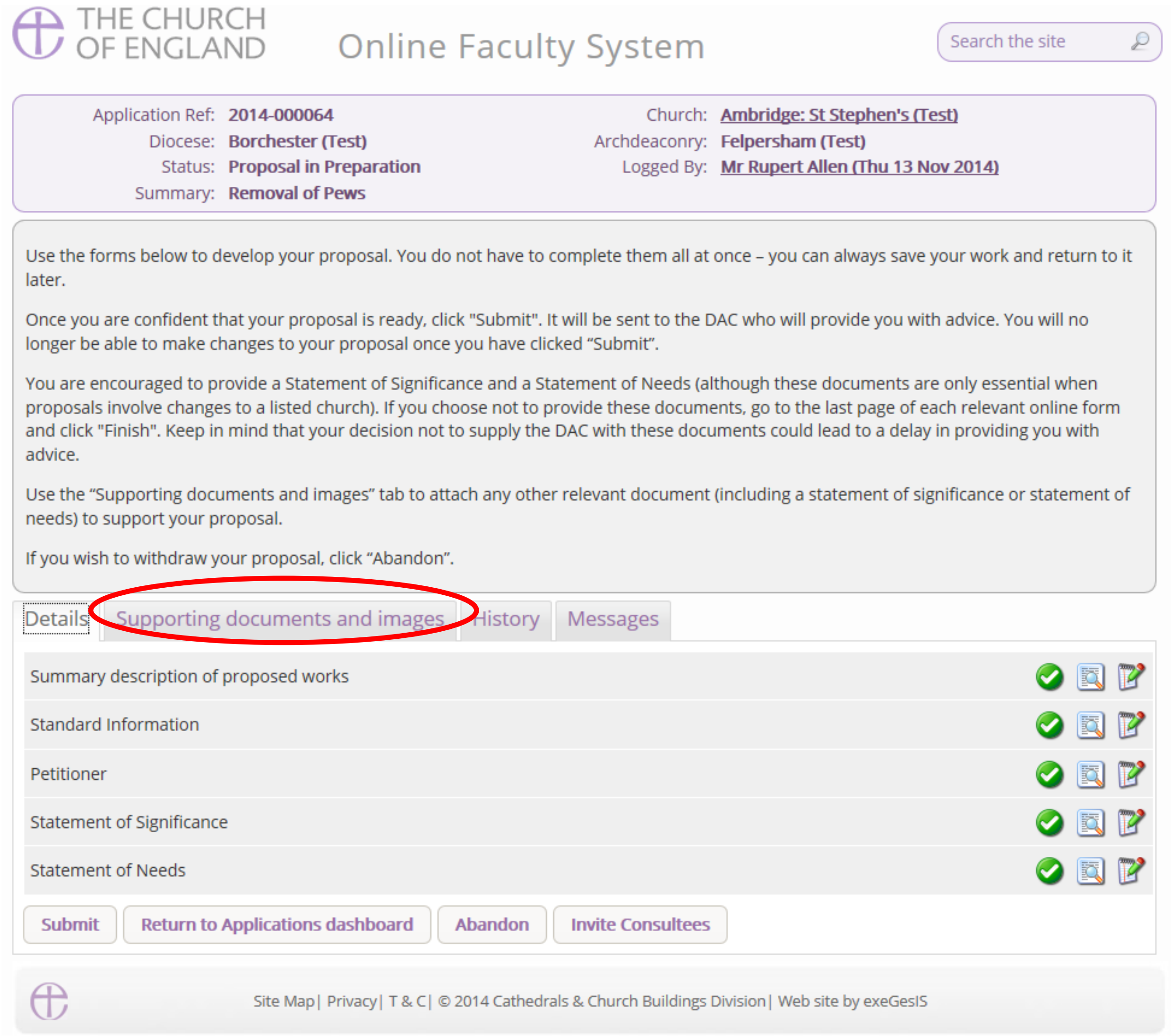
N.B. Once you have clicked submit, the applicant will no longer be able to amend the forms until you return the proposal with informal comments or ask them to fill in further forms.

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*)

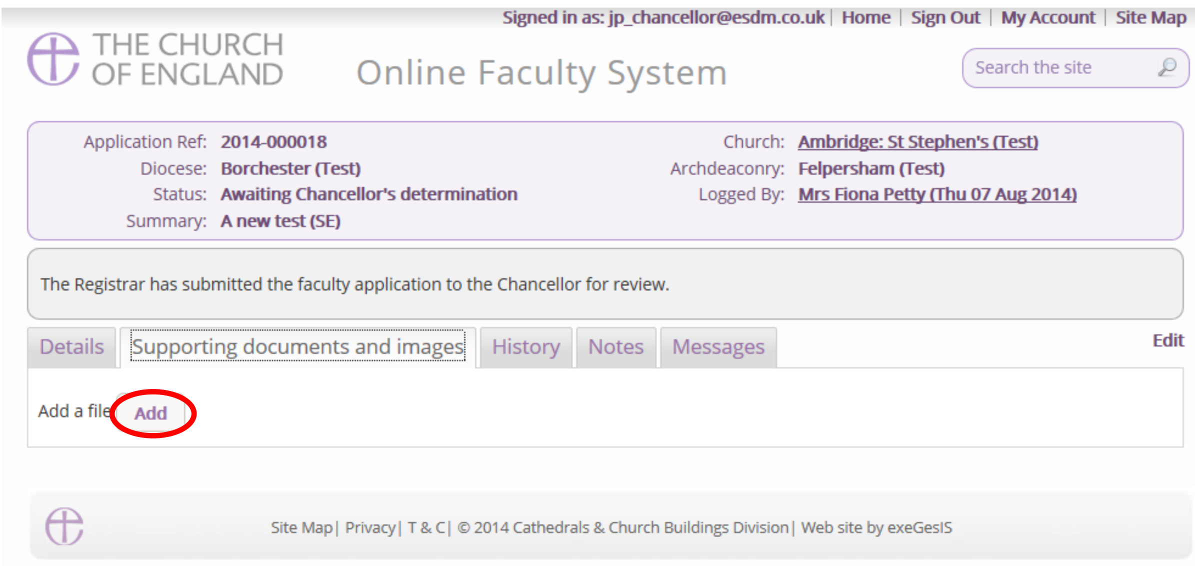
Attaching Documents

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**

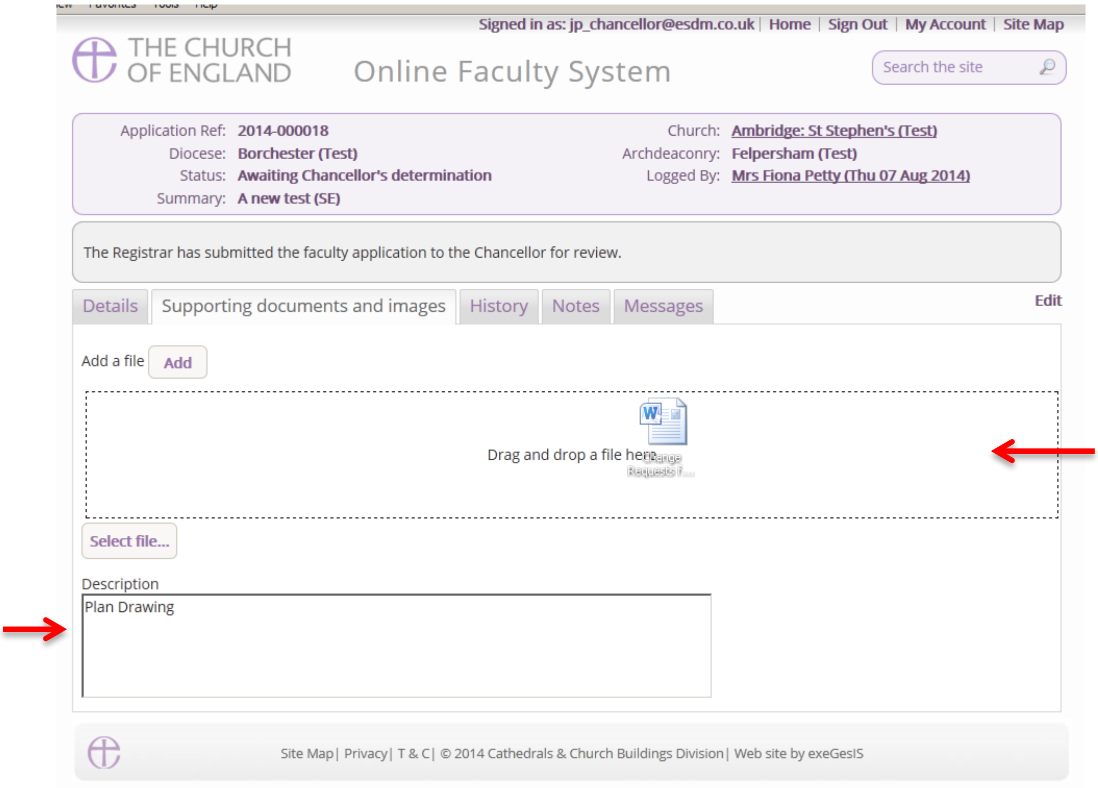


3. Click **Add**

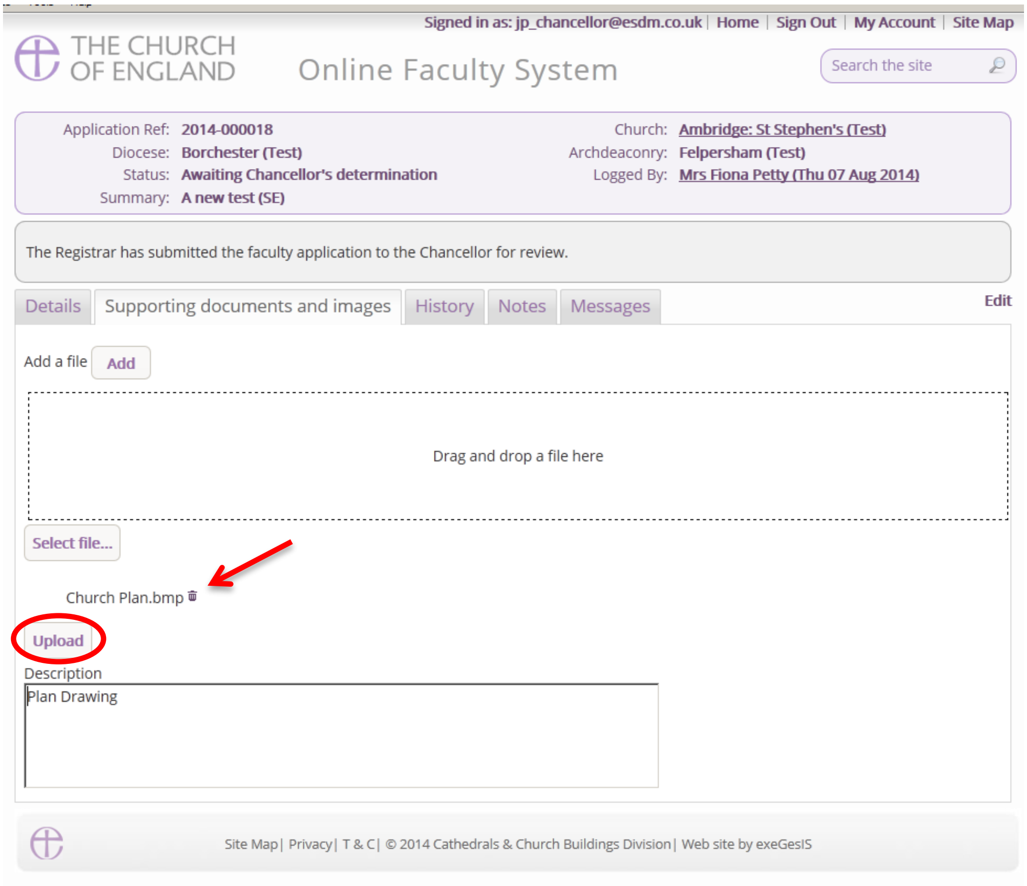


Option 1

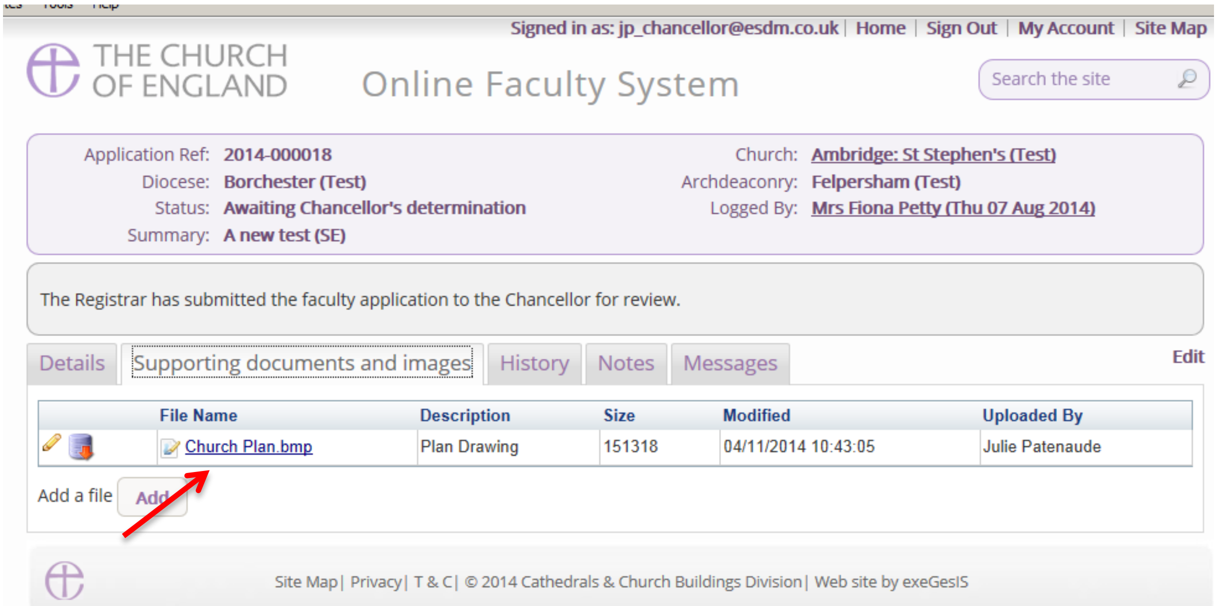
4. You can **Drag & Drop** a file into the middle of the box using your computer's mouse
5. Insert a summary **description** of the file you have attached (e.g. Plan Drawing)



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**

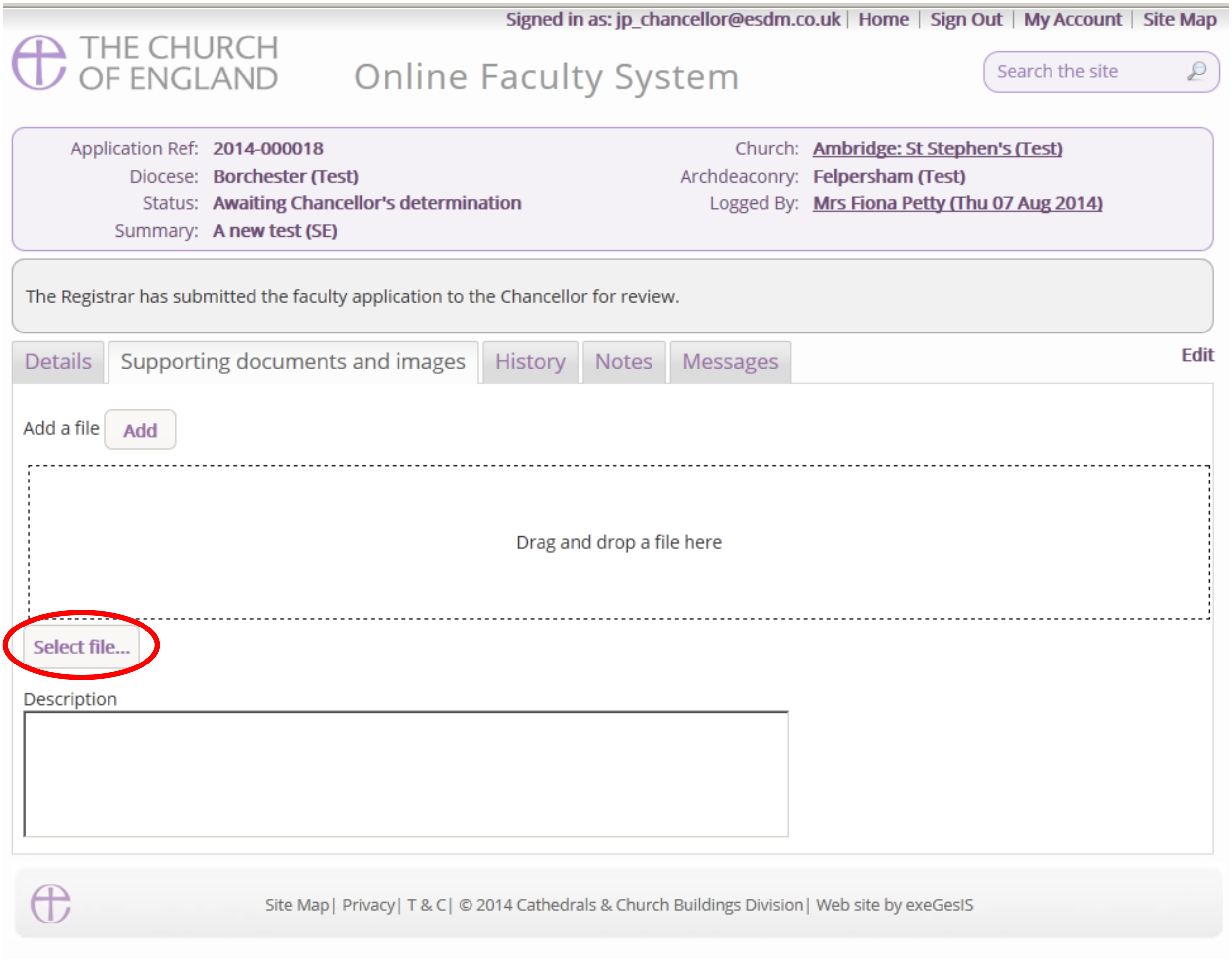


8. The file has been successfully attached.

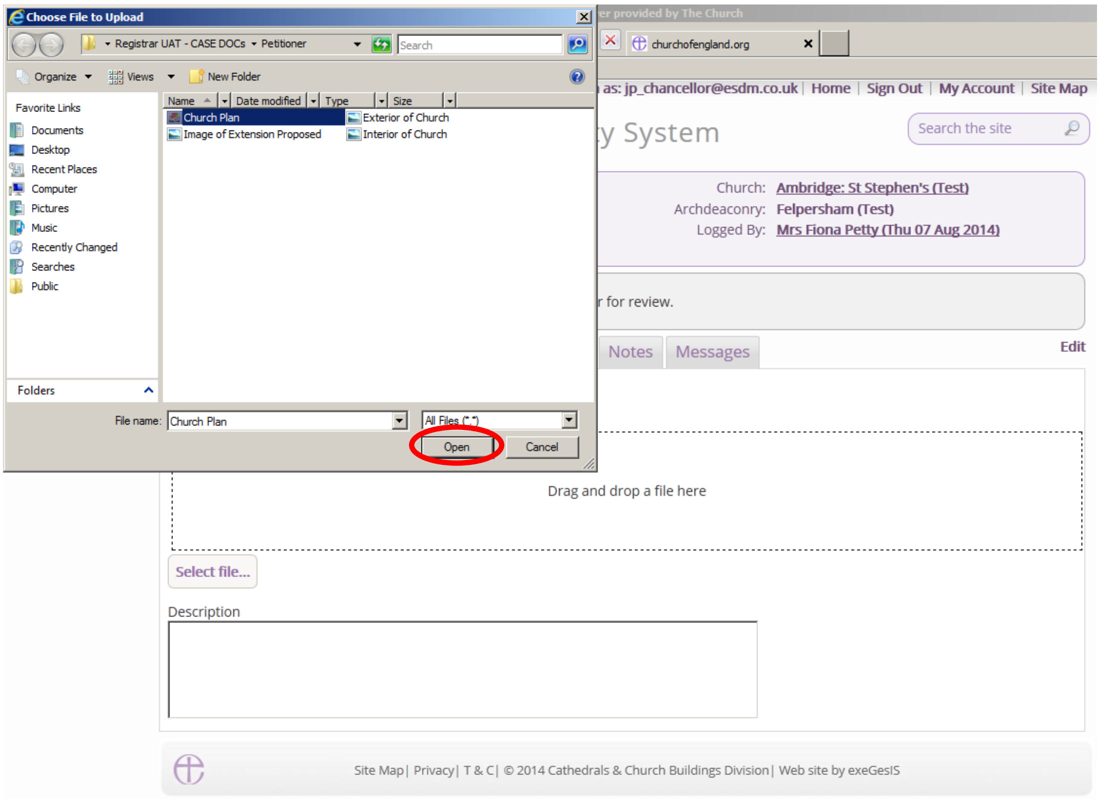


Option 2

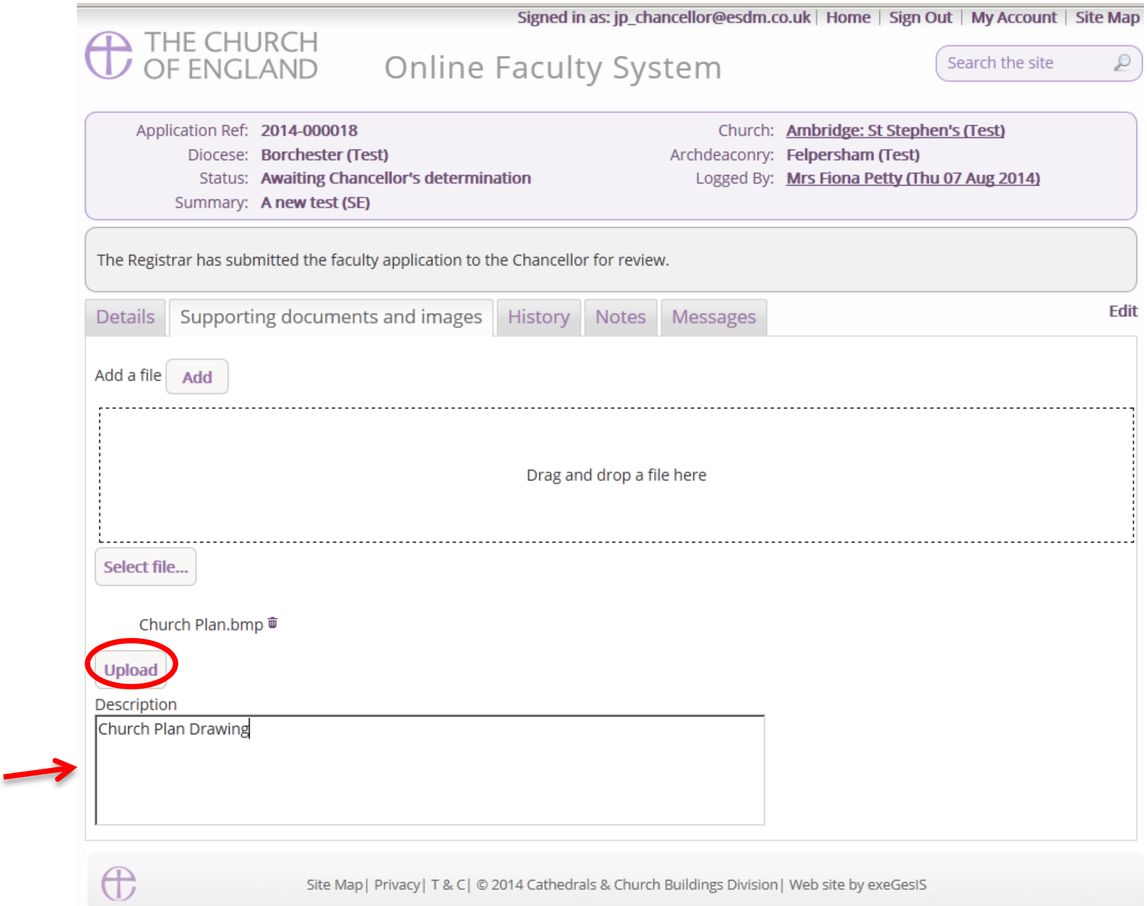
9. You can also choose to upload a file by **locating** it on your computer. Click **Select file**.



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

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

THE CHURCH OF ENGLAND

Online Faculty System

Search the site

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
	Church Plan.bmp	Plan Drawing	151318	04/11/2014 10:43:05	Julie Patenaude

Add a file Add

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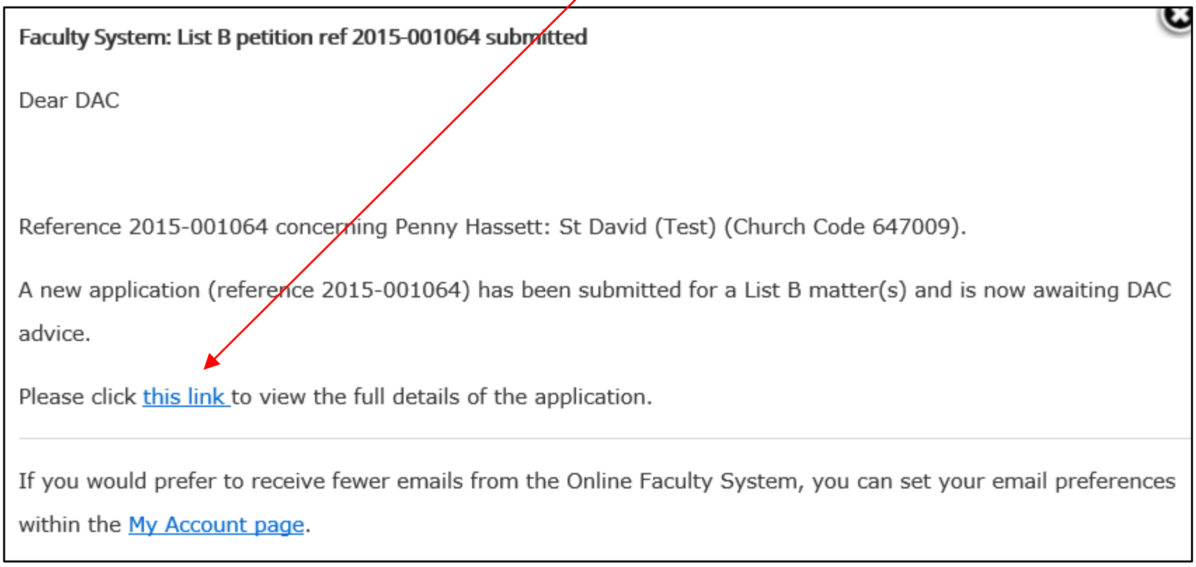
Providing Advice to a List B Application

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


Faculty System: List B petition ref 2015-001064 submitted

Dear DAC

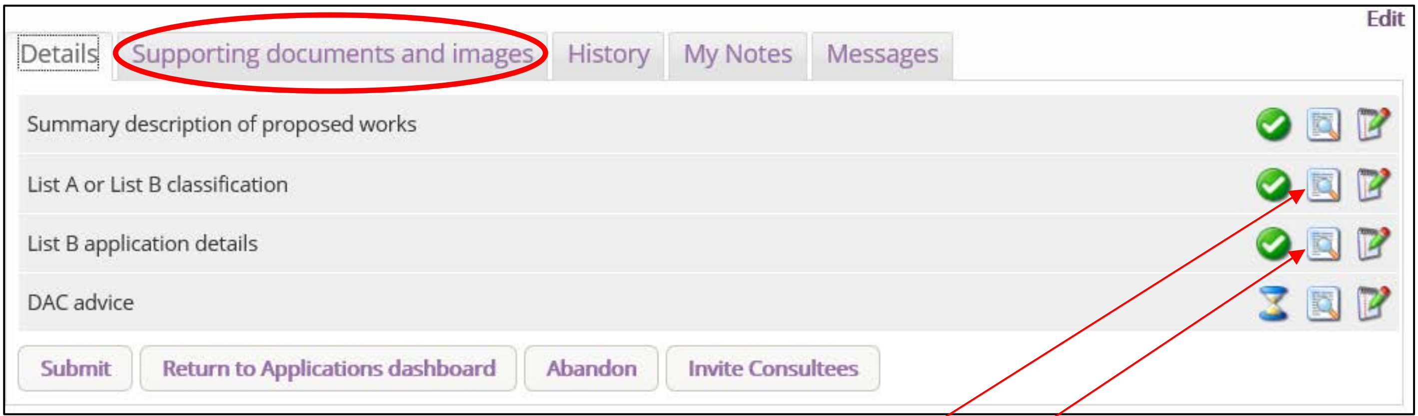
Reference 2015-001064 concerning Penny Hassett: St David (Test) (Church Code 647009).

A new application (reference 2015-001064) has been submitted for a List B matter(s) and is now awaiting DAC advice.

Please click this link to view the full details of the application.

If you would prefer to receive fewer emails from the Online Faculty System, you can set your email preferences within the My Account page.

You will arrive at the List B case file

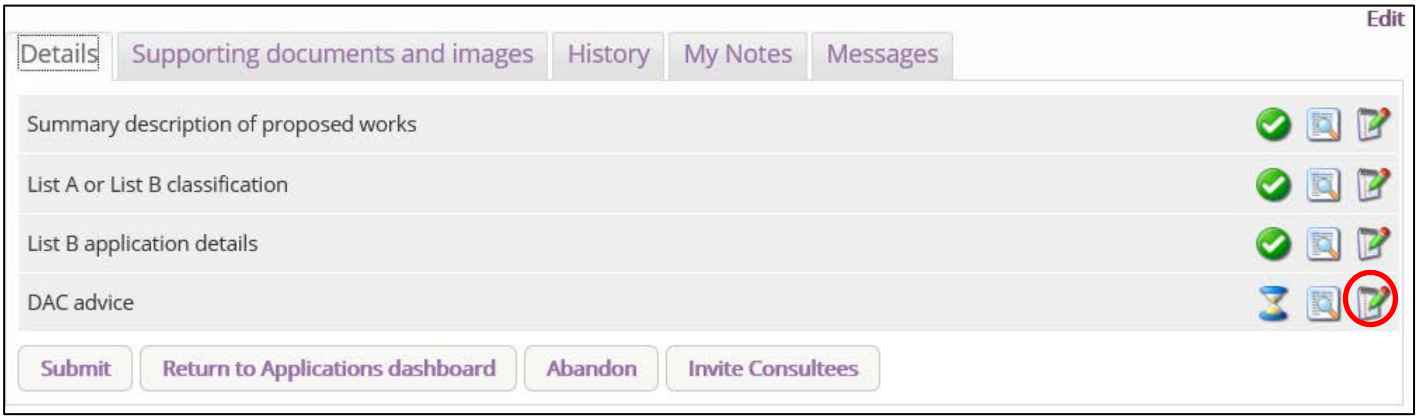


2. Click here to find out which **List B matter** was selected

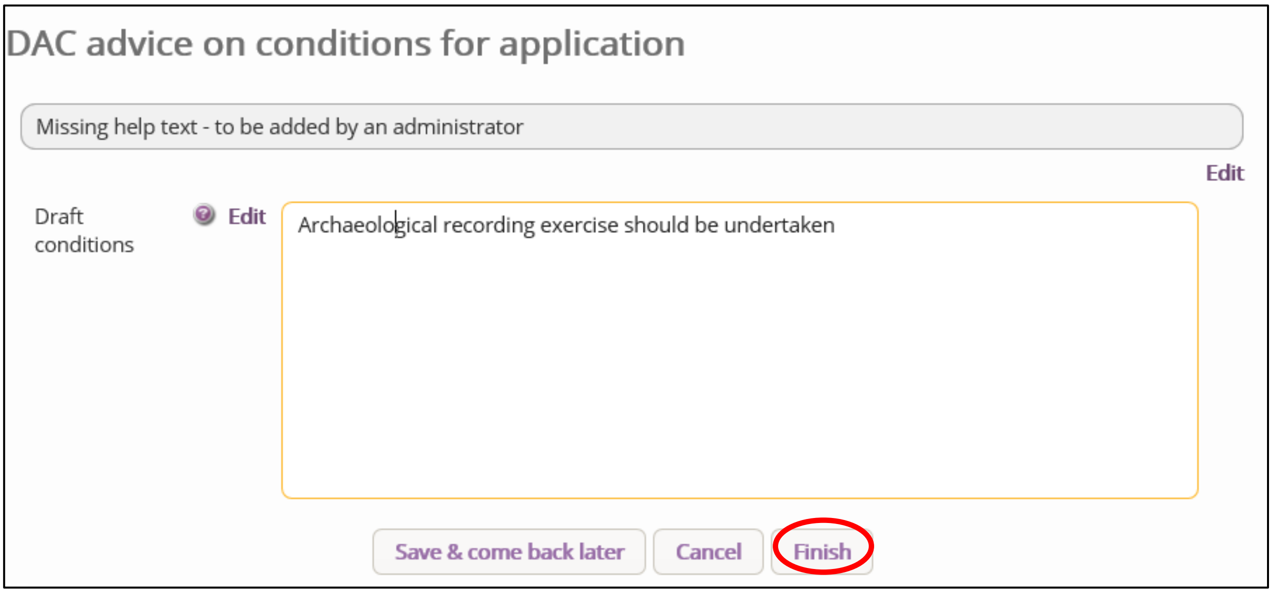
3. Click here to read more **details** about the application

4. Go to the **Supporting Documents and Images** tab for additional information

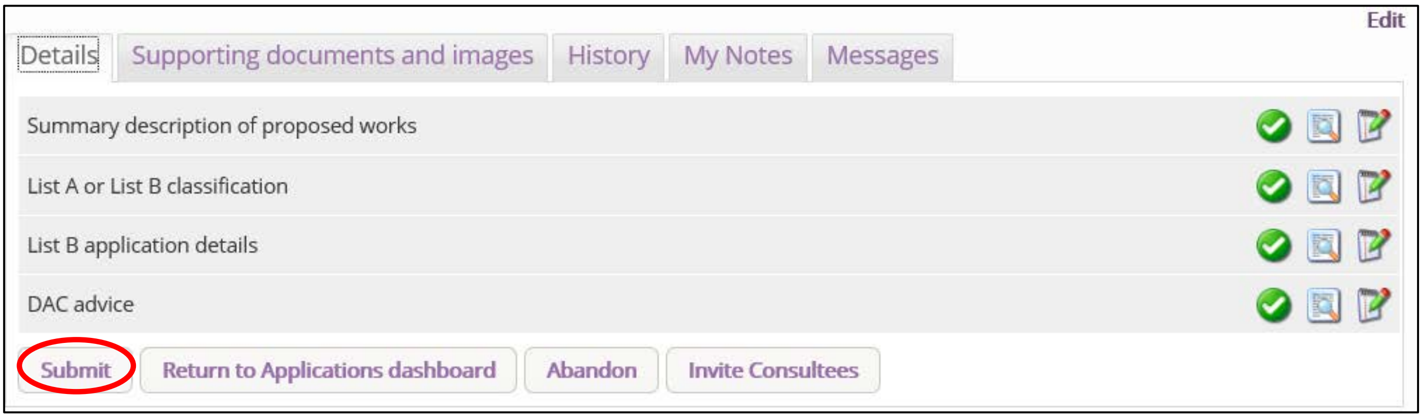
5. Click the **Edit** icon to provide advice to the Archdeacon



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**



8. Click Submit to send your comments to the Archdeacon

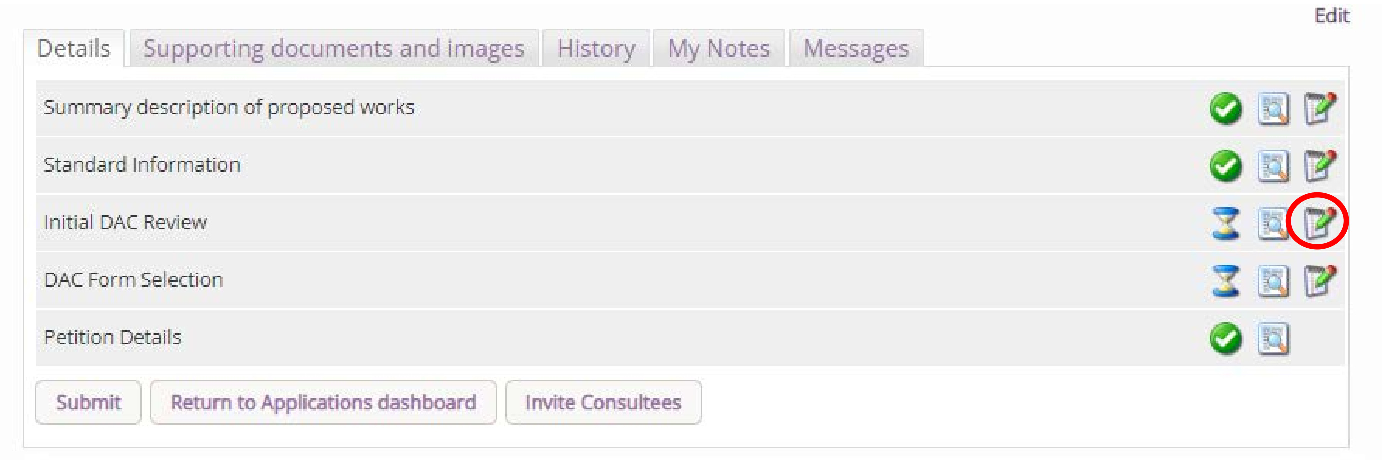


Awaiting initial DAC review and form selection

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.

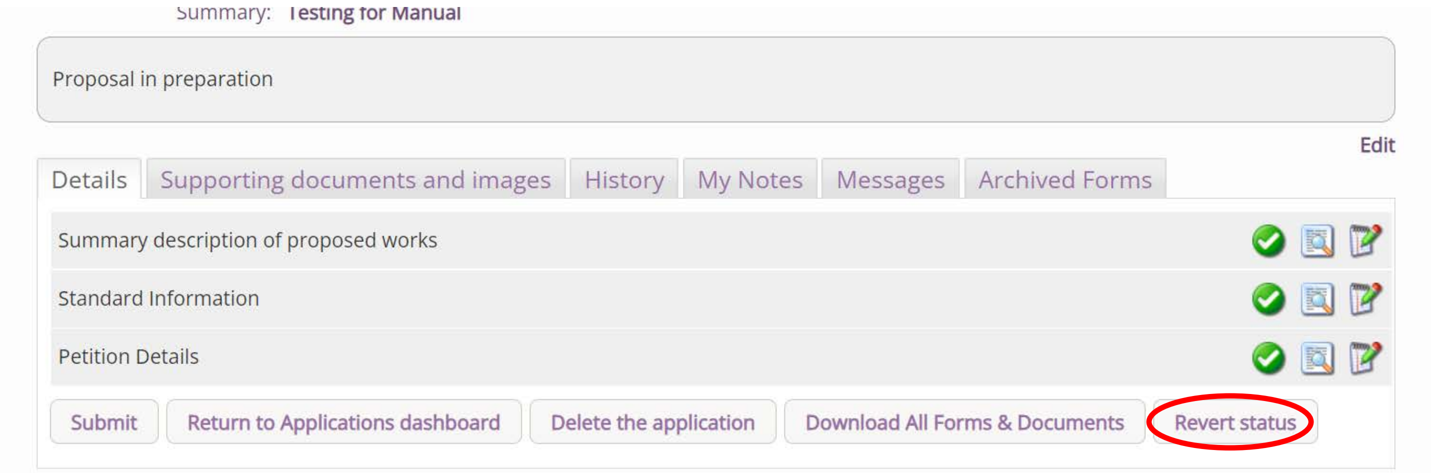
The first part of the application that a petitioner will be able to complete is the summary description, standard information (Form 1) and the Petition details (Form 3), which is the first three pages of the petition document. Once an application has been submitted to the DAC secretary, you will be able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



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.

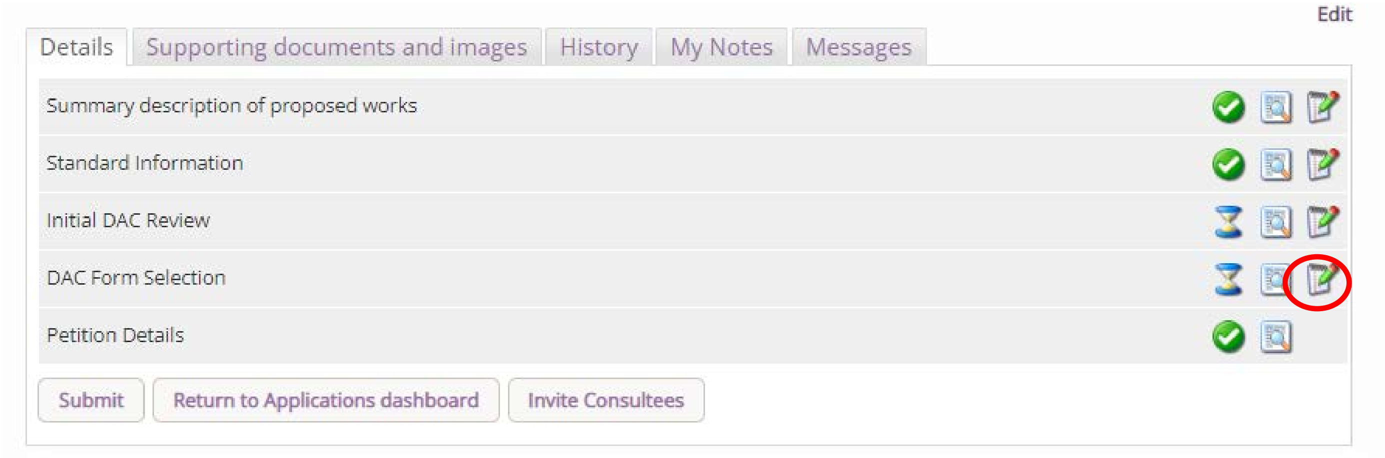
If this No selection is made, the petitioners will receive an email notifying them that the application has been sent back to them, and any comments added in the feedback will be sent to them. It is in this status that the DAC Secretary role can also edit the Standard Information. Importantly, if the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



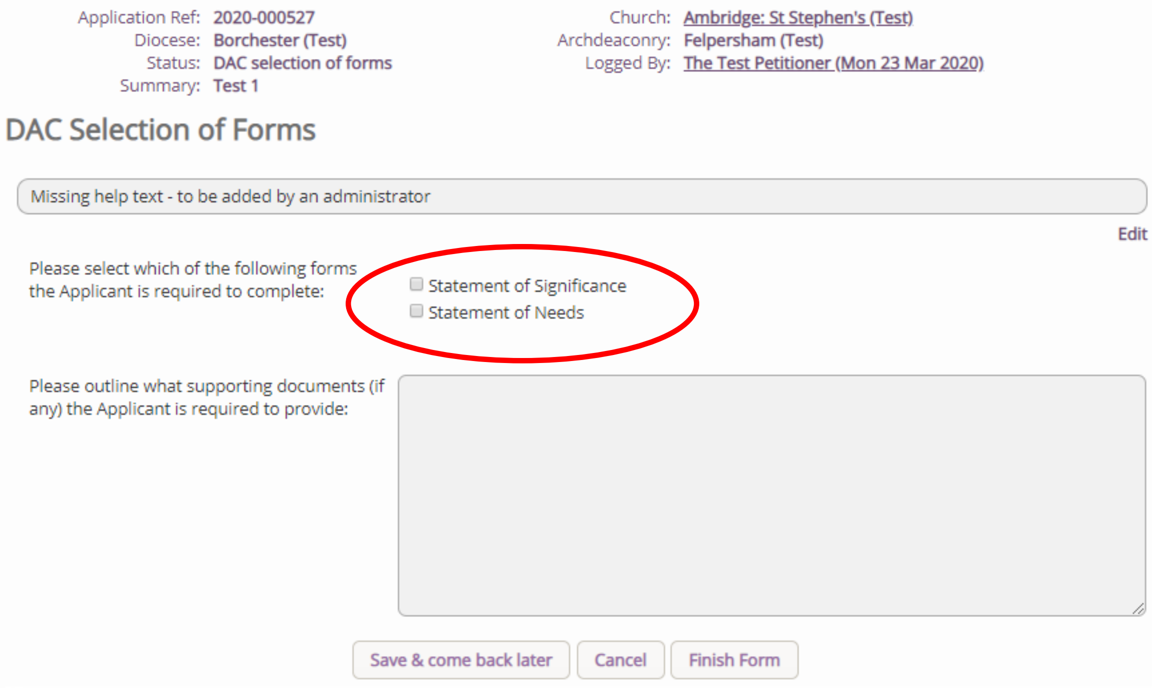
If the application does not require this reversion, the petitioners can make the necessary edits required and resubmit this back to you for this initial review process to take place again. Should further work be required, this can again be sent back to them, as explained above. If the application is 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.

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.



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.



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	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:

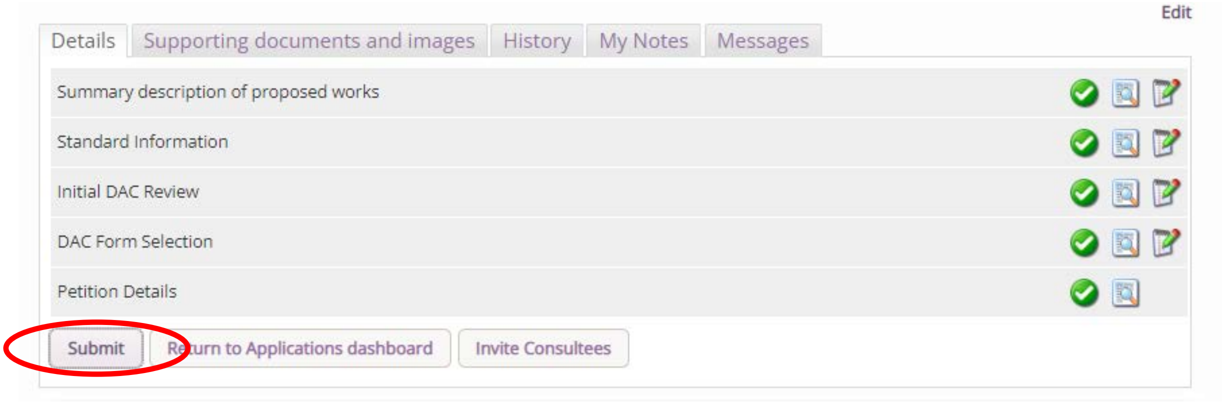
- [x] Statement of Significance
- [x] Statement of Needs

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

This is the text that populates the email

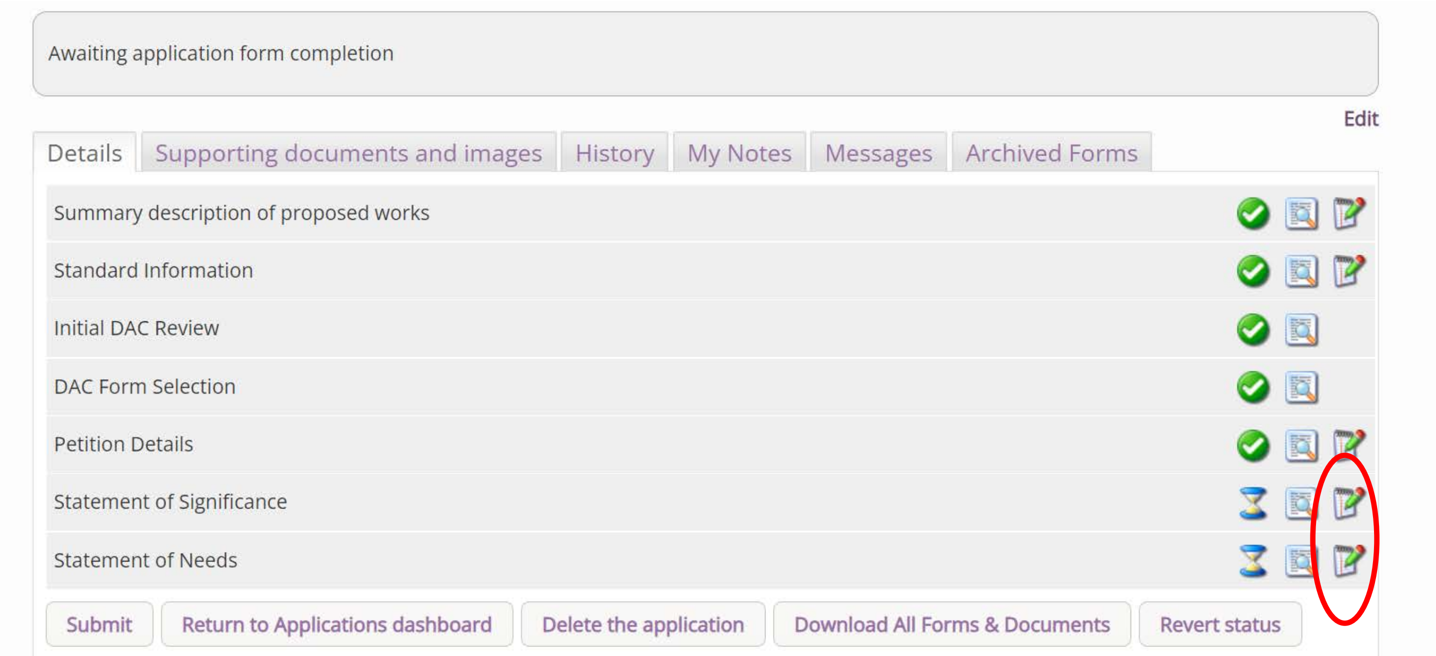
Save & come back later | Cancel | Finish Form

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.



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.



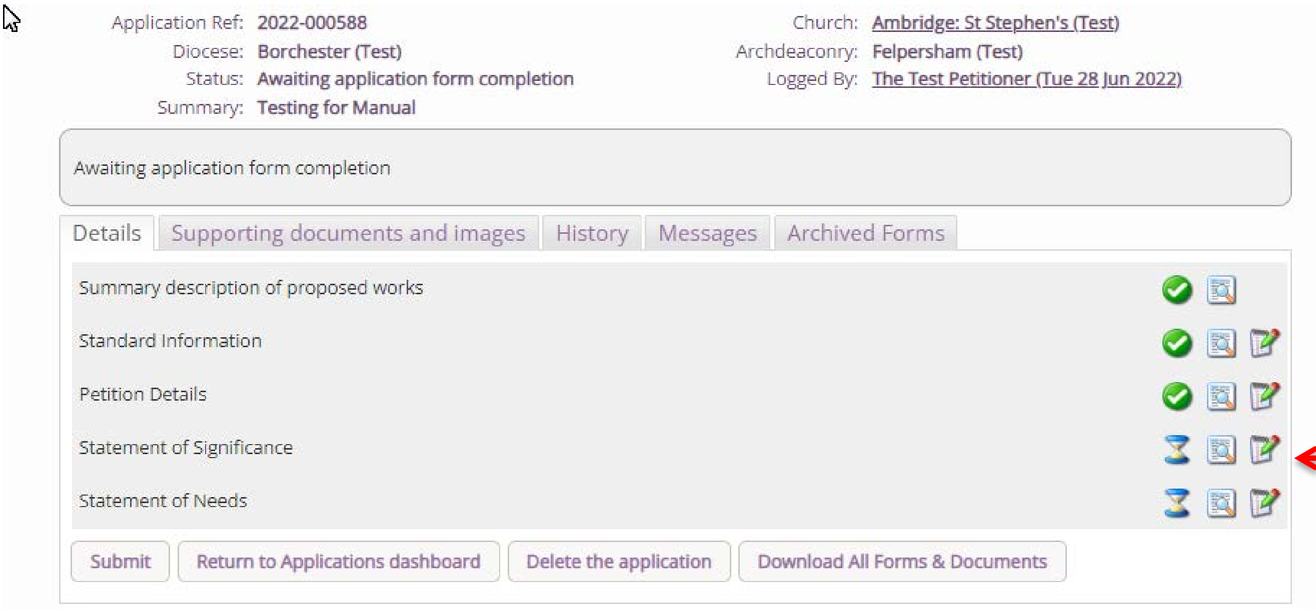
Whilst the application sits within this stage, the petitioners will be able to edit the forms that you selected.

Statement of Significance

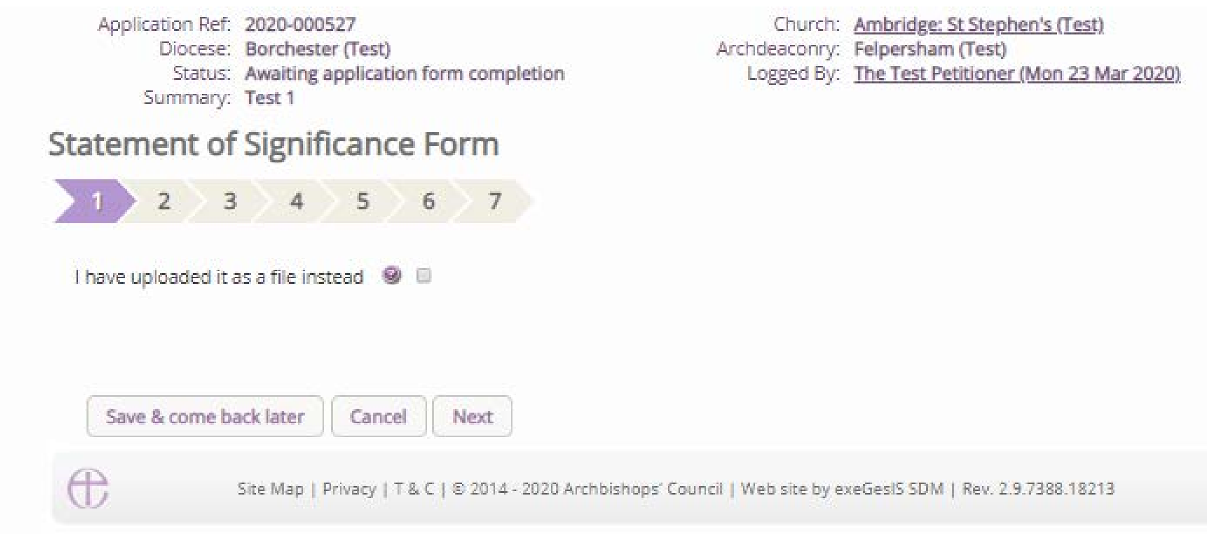
The Statement of significance is a required document for proposals that involve making changes to a listed church or other listed building. It is an important tool to help everyone understand the significance of the church building, but it is not required in every case. Where the DAC secretary requests 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

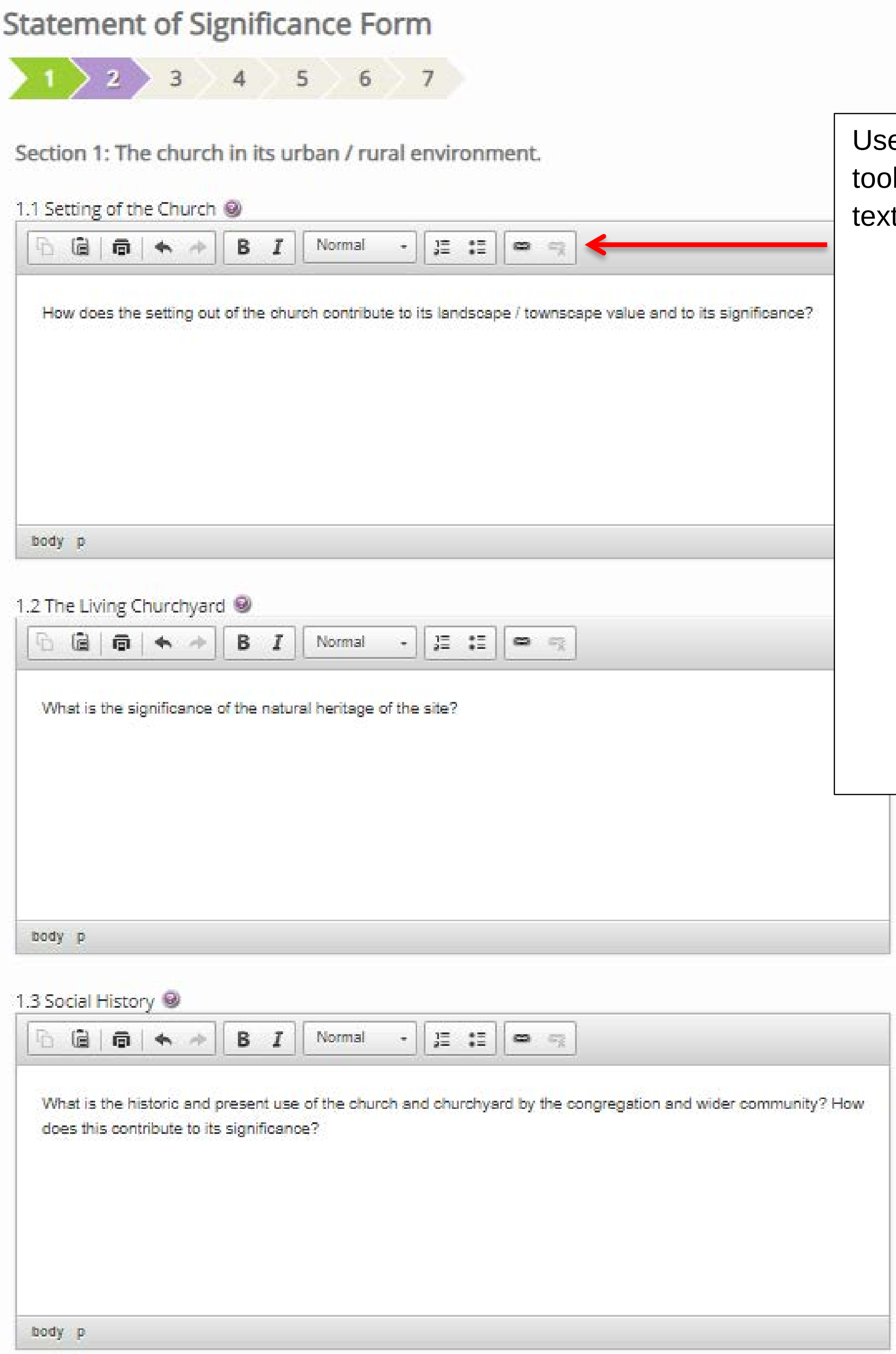


The template provided through the system does not need to be completed, but it is advised that the template is followed. Should you wish to provide your own version, the first page will ask if you would prefer to upload this, and if this is the case, this tick box must be ticked to tell the system that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



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

1 2 3 4 5 6 7

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

1.1 Setting of the Church

Normal

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

Normal

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

body p

1.3 Social History

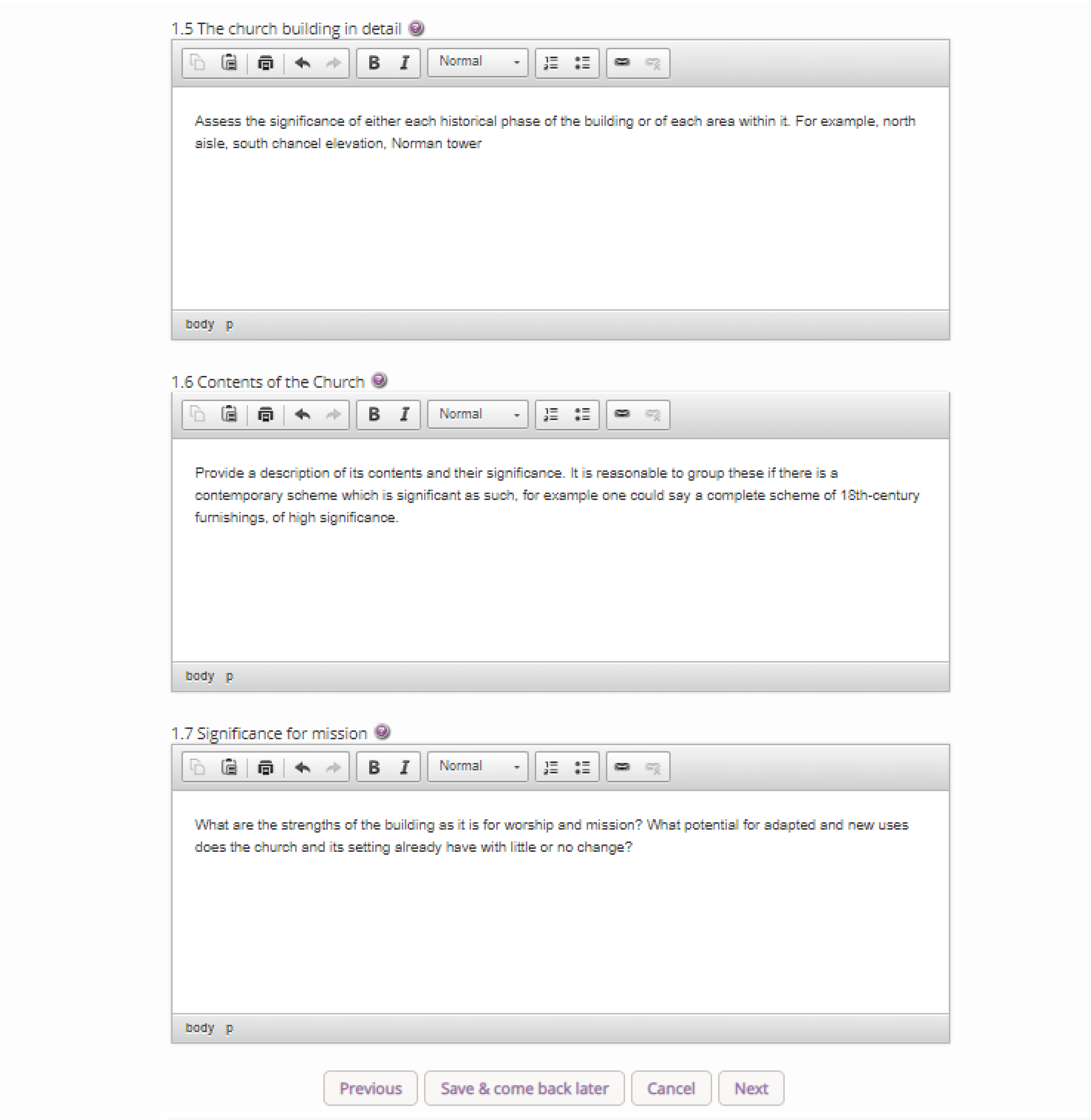
Normal

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?

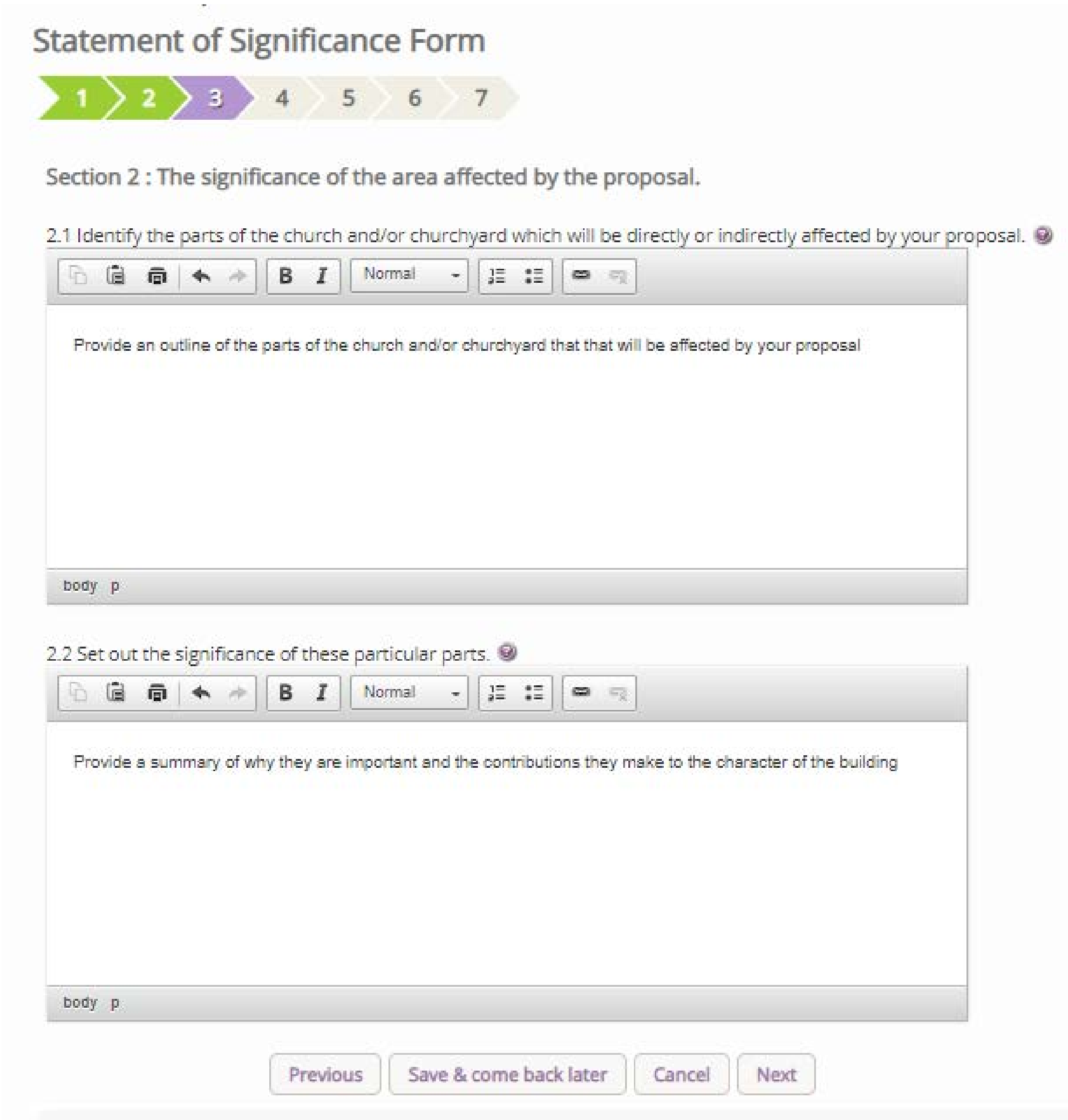
body p

Use the web-editing tools to format your text:

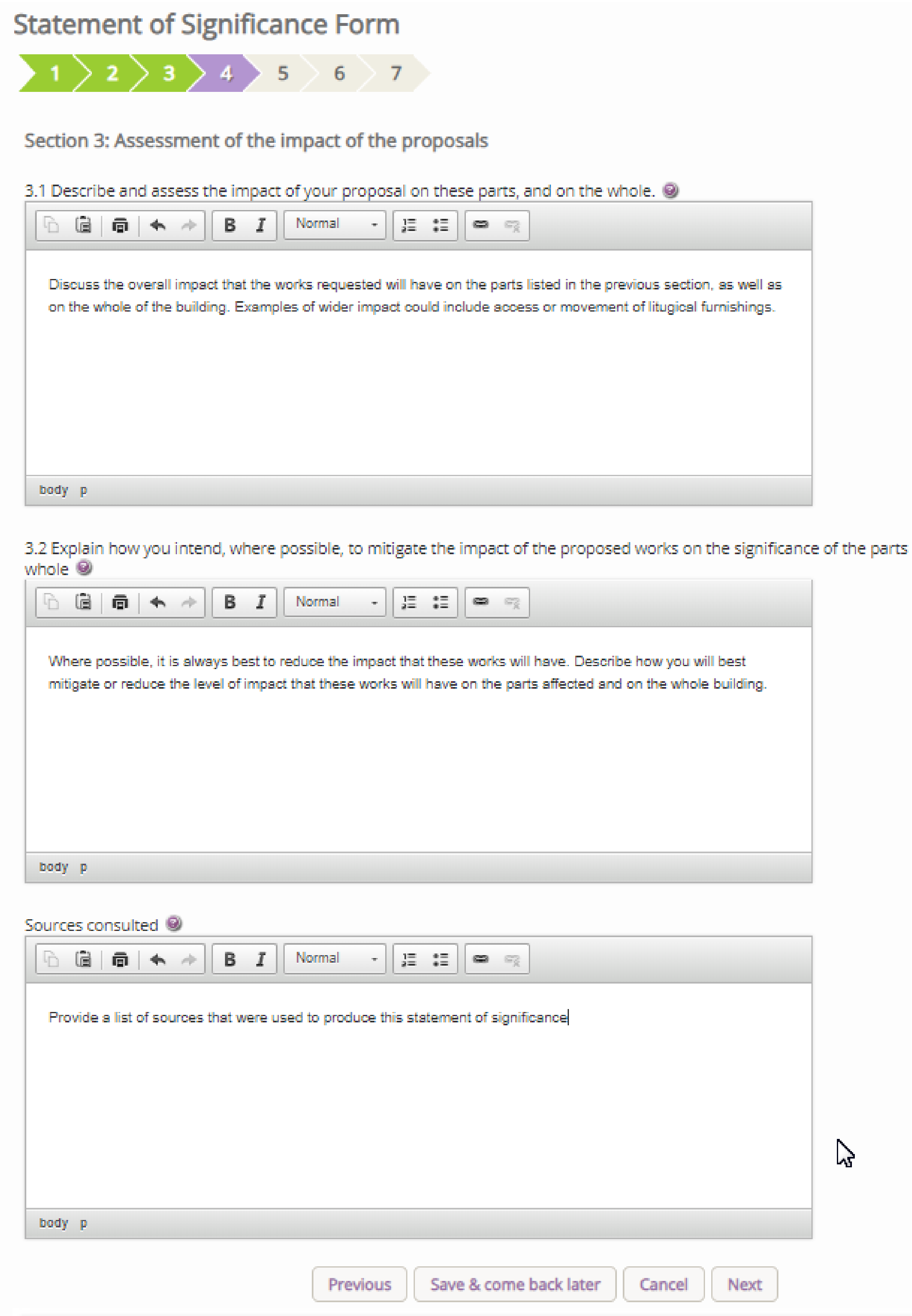
- Copy & Paste
- Print
- Undo & Redo
- Bold
- Italics
- Headings
- Numbering
- Bullets
- Web Links



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.



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.

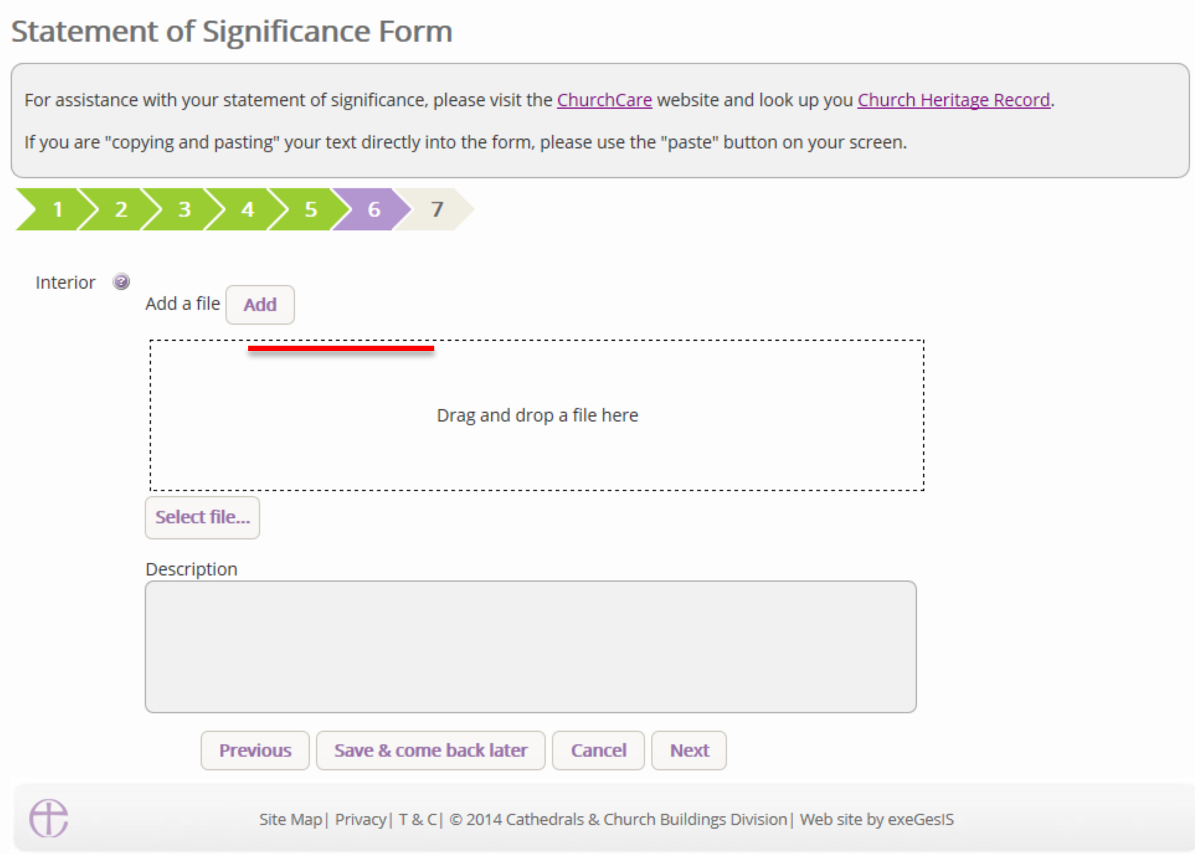


Pages fifth through the seventh page subsequently asks for image files related to the floor plans, interior images and exterior images of where the work will take place.

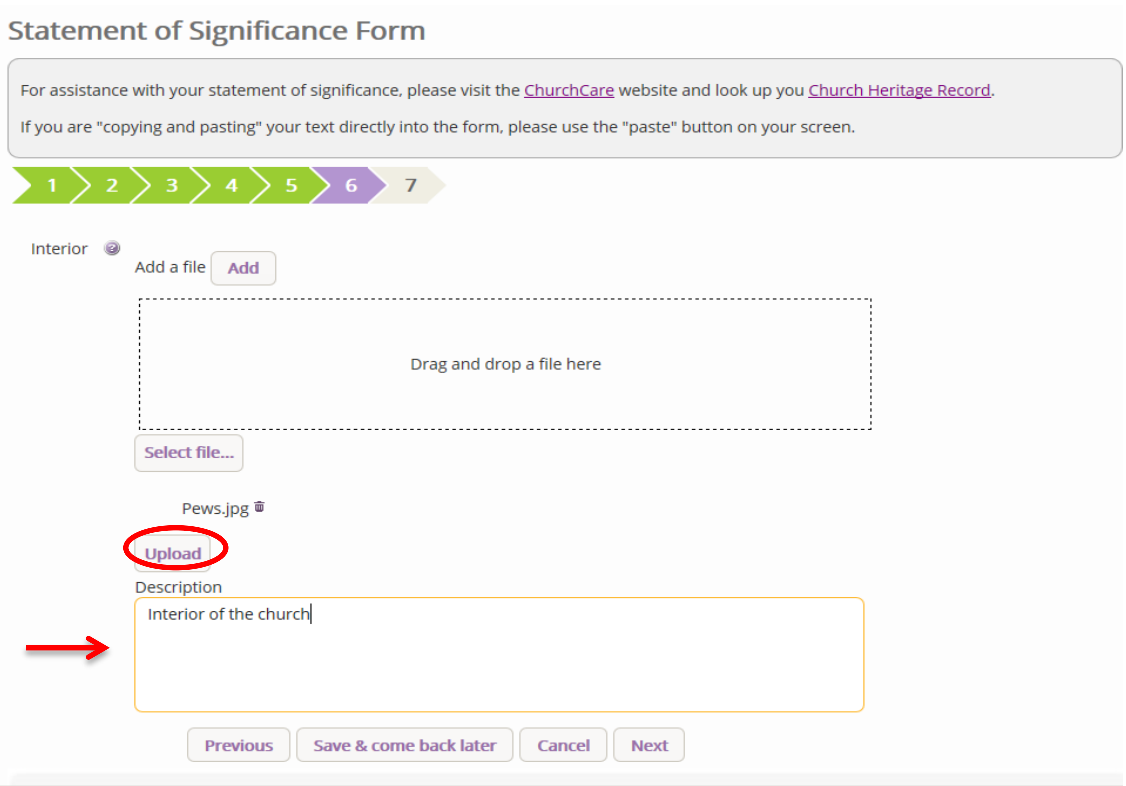
To upload these files, press the **ADD** button and then

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

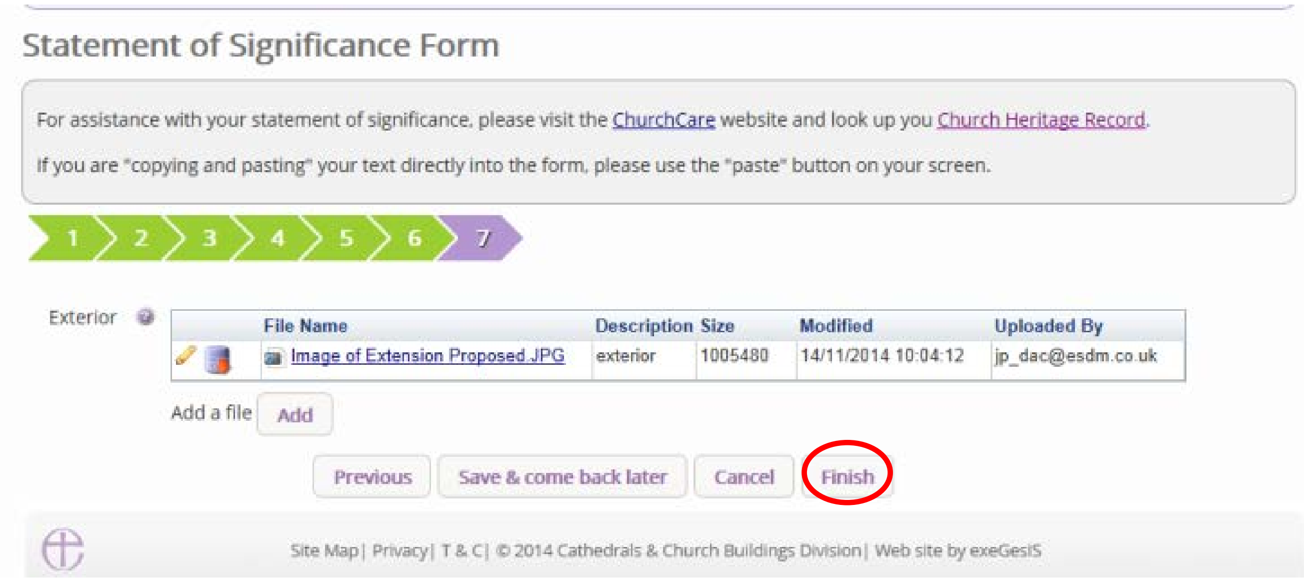
b. You can also choose to upload a file by **locating** it on your computer. Click **Select file**…



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



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

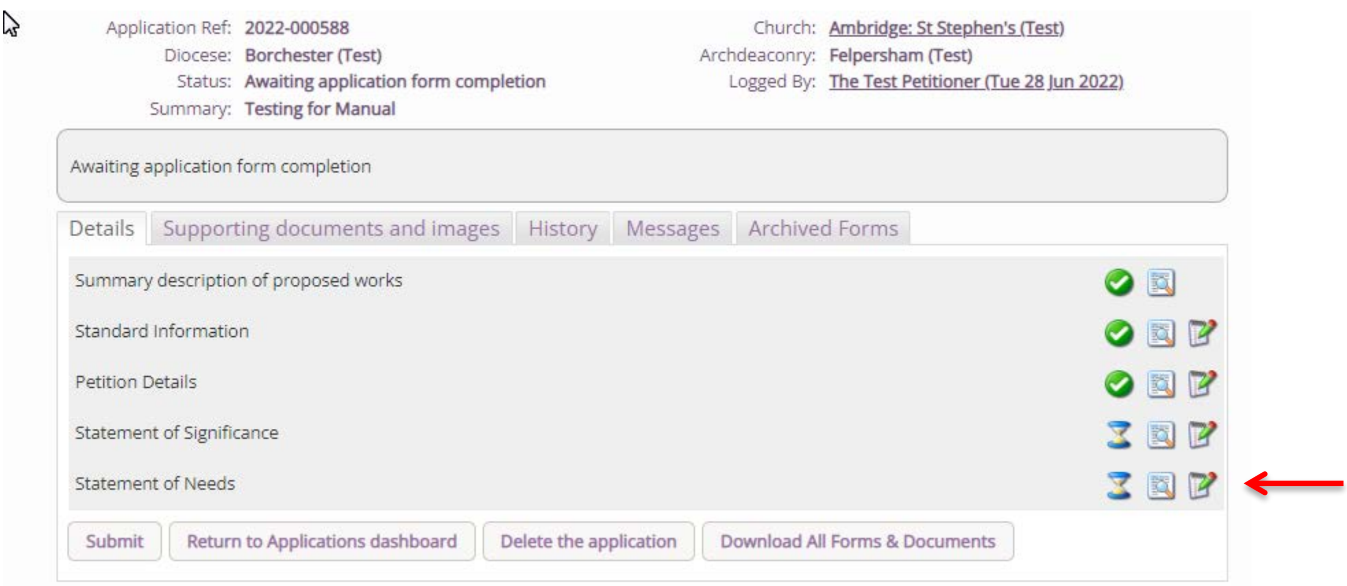


Statement of Needs

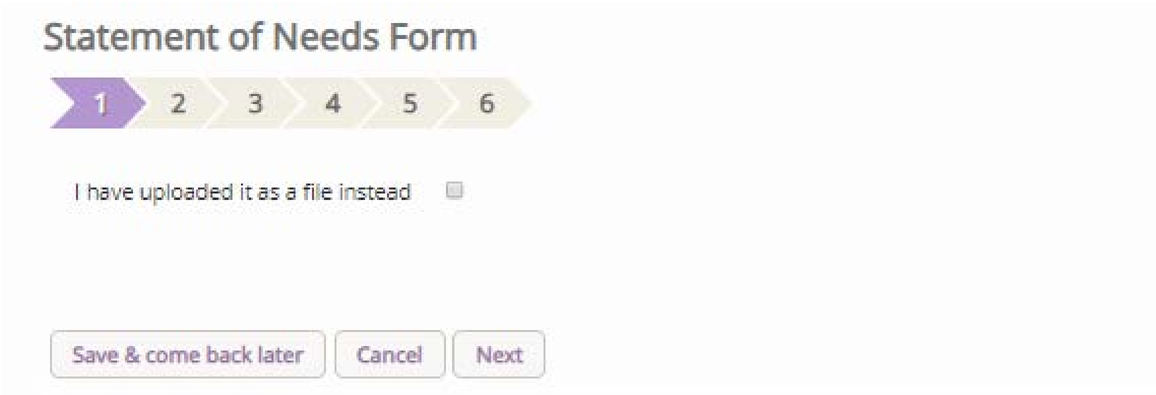
The Statement of needs is a required document for proposals that involve making changes to a listed church or other listed building. It is an important tool to help everyone understand the needs of the proposal, but it is not required in every case. Where the DAC secretary requests this form, the Statement 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

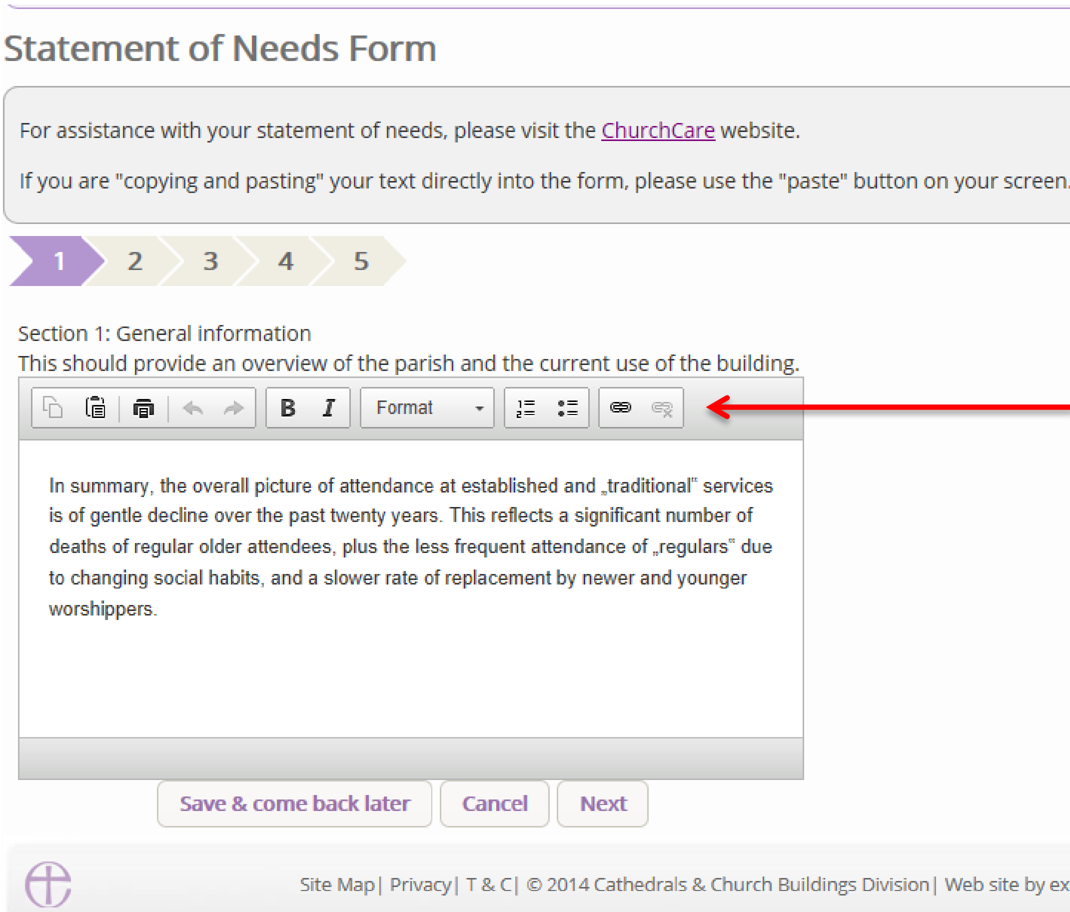


The template provided through the system does not need to be completed, but it is advised that the template is followed. Should you wish to provide your own version, the first page of the form will ask if you would prefer to upload this, and if this is the case, this tick box must be ticked to tell the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



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.

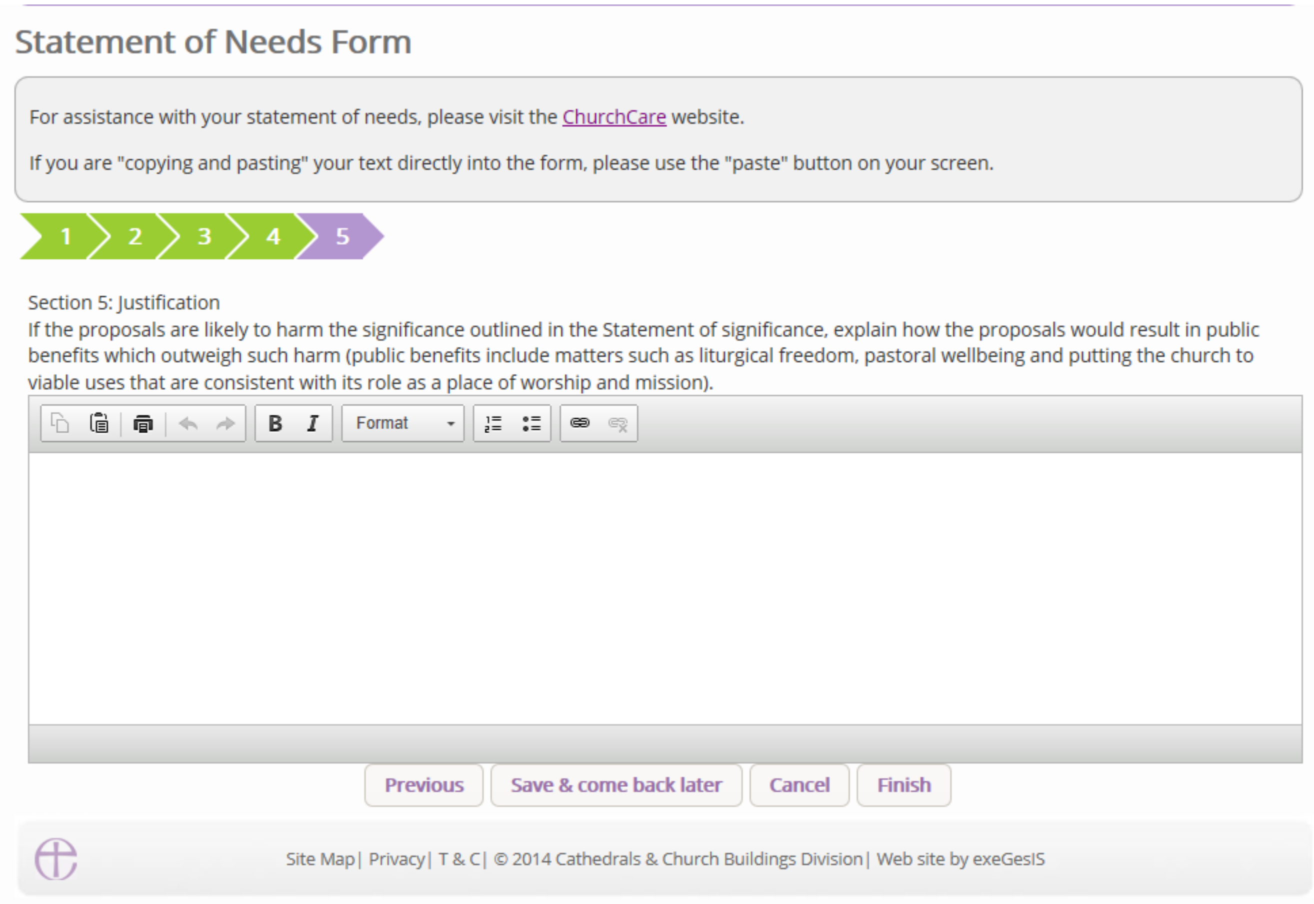


Use the web-editing tools to format your text:

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

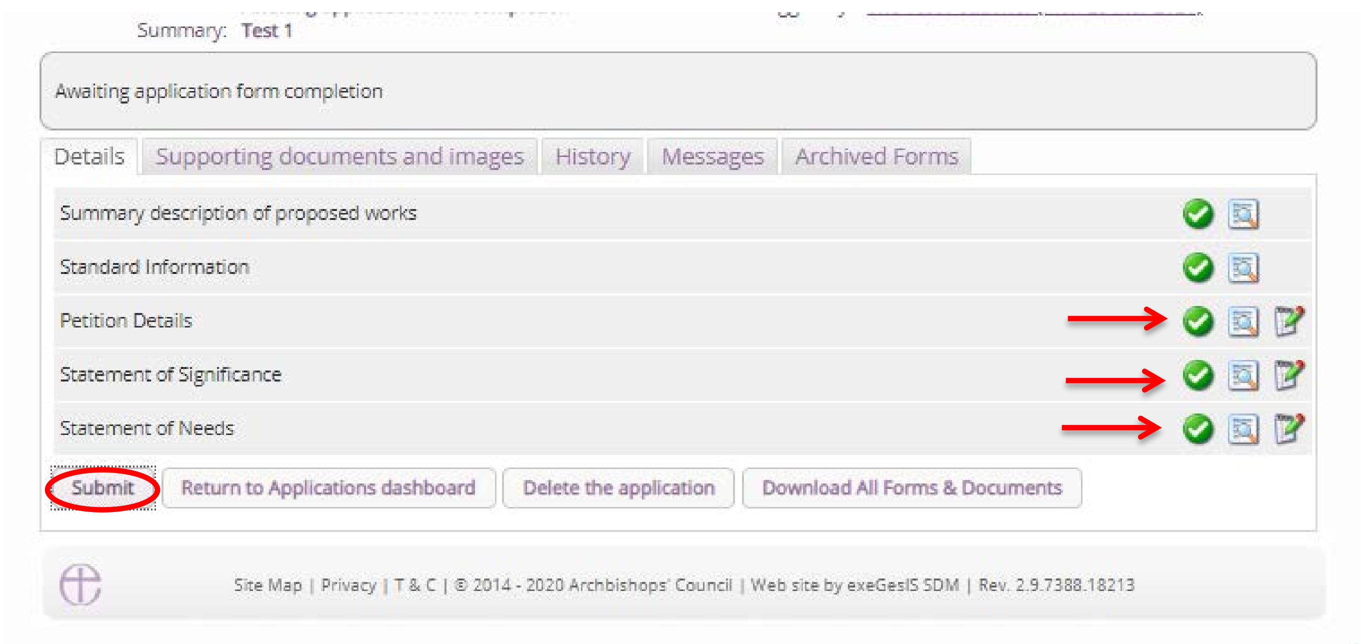
Repeat the same process for page three, where you should explain why you need to do the work requested; page four, which asks you to set out what you are proposing to do in order to meet the needs set out in the previous; page five, which asks you why do you need the works and why you need to them now; 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.



Finished Forms

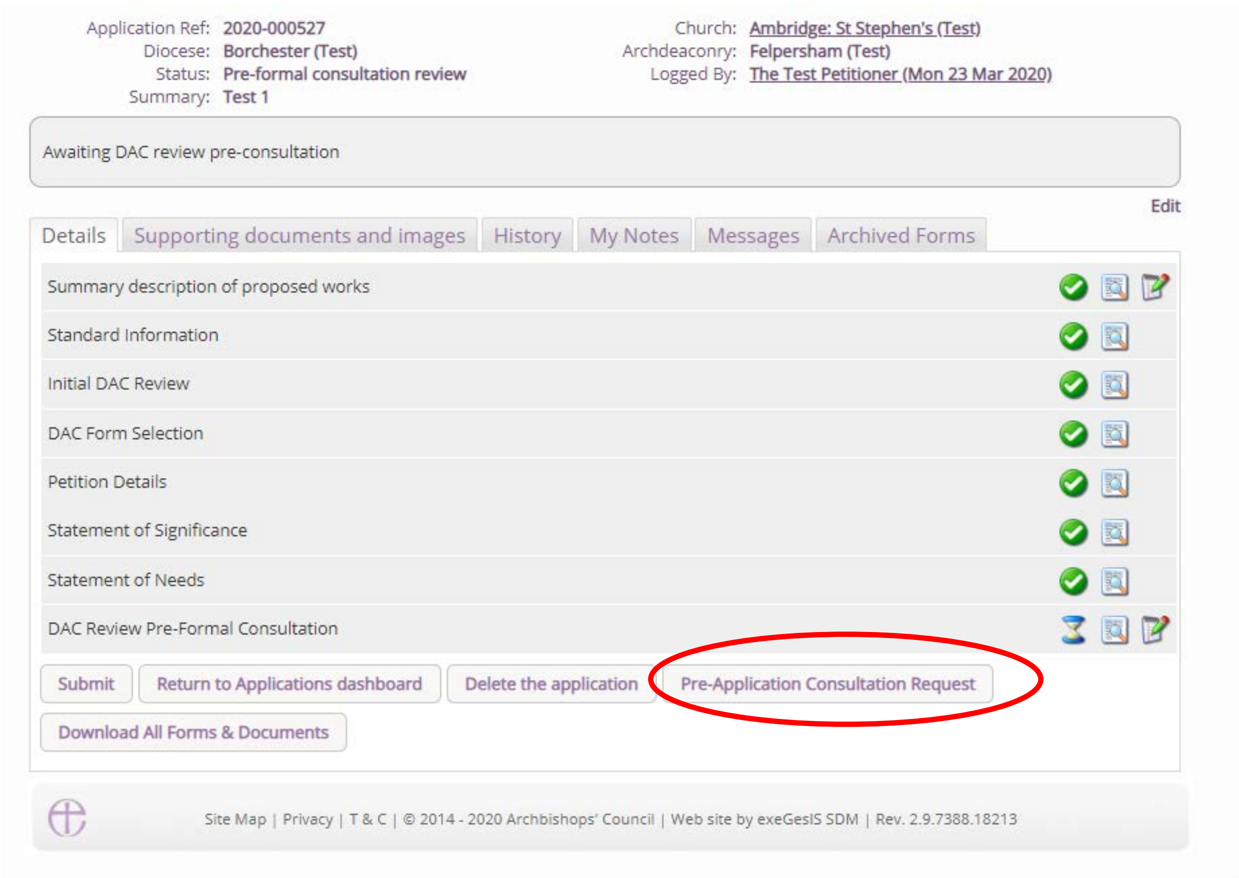
Once all of the forms have been completed (with green ticks next to each of the forms to signify this) and all of the supporting documents requested by the DAC secretary have been uploaded, you are able to send the case forward to the DAC secretary for review. To do this, simply press Submit and then 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.



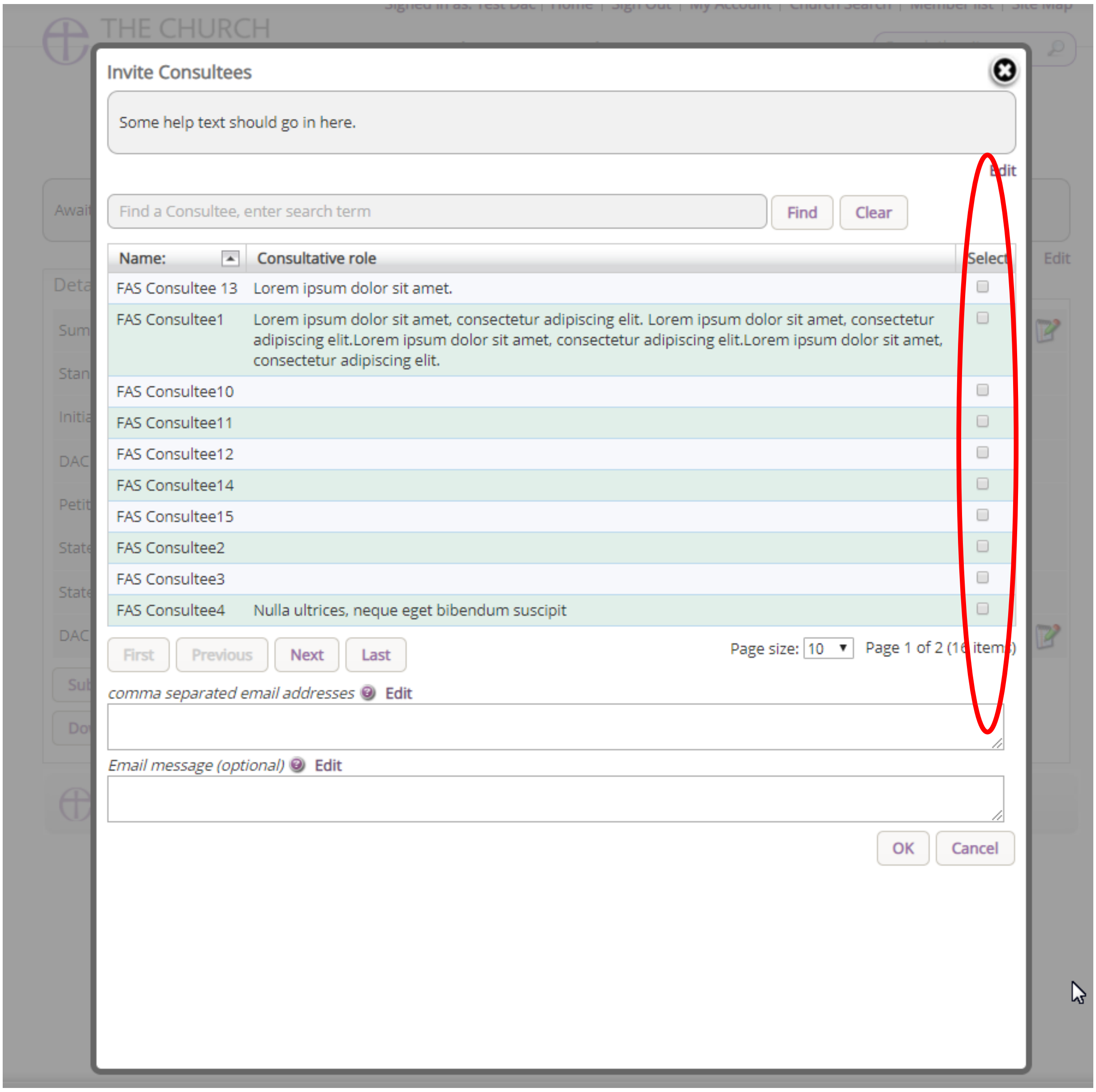
DAC review pre-formal consultation

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.



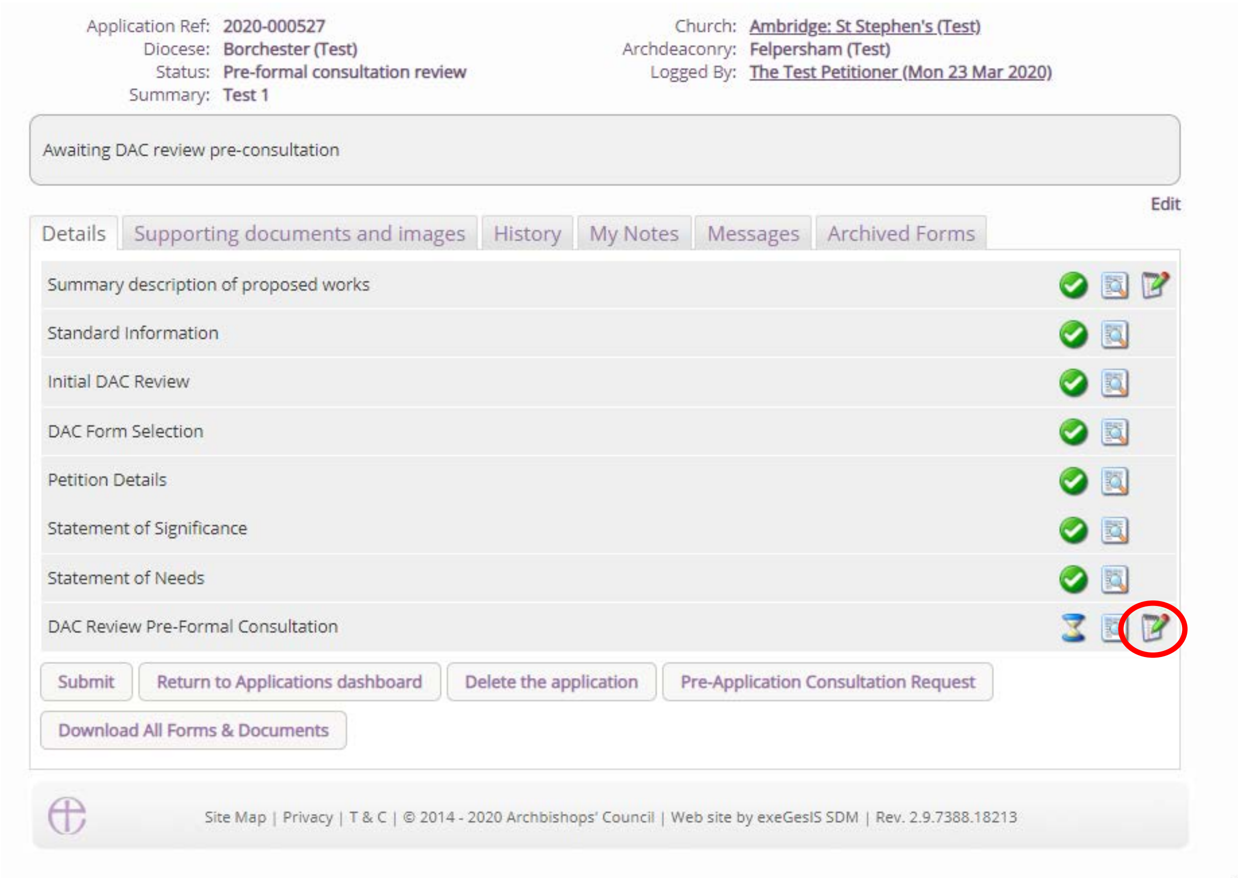
Selecting the Pre-Application Consultation Request button will lead to the invite consultee function that you are used to appearing. Here you can select the relevant bodies that you have within your dioceses and contact them to gain early support or advice. This could be statutory bodies or your DAC 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*)



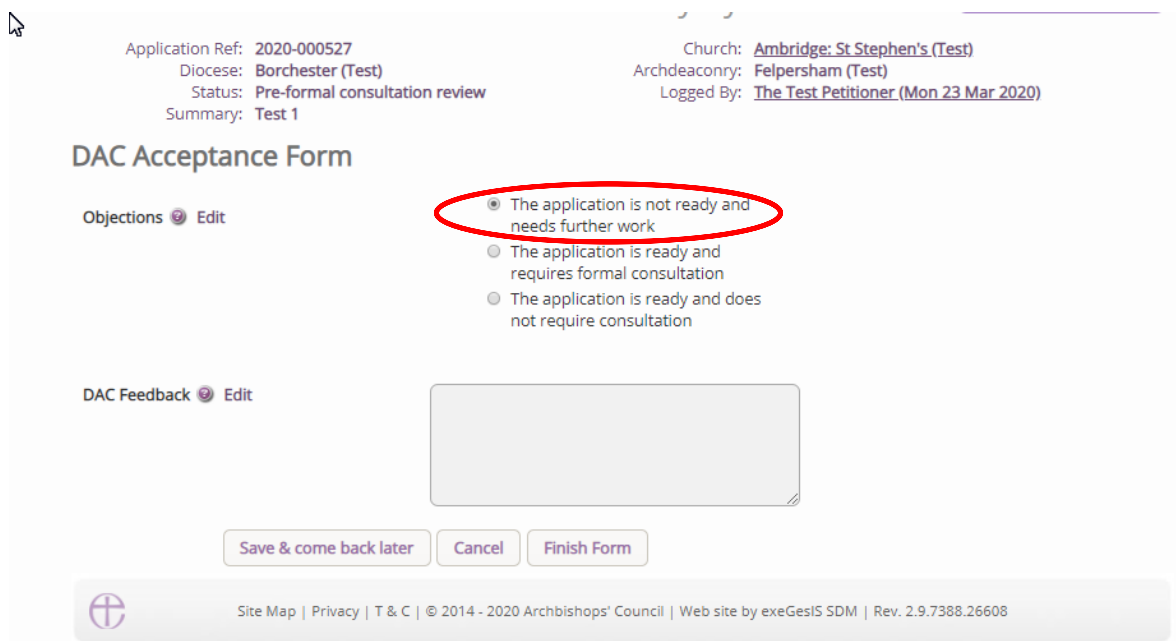
Sending the case back to the petitioners

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



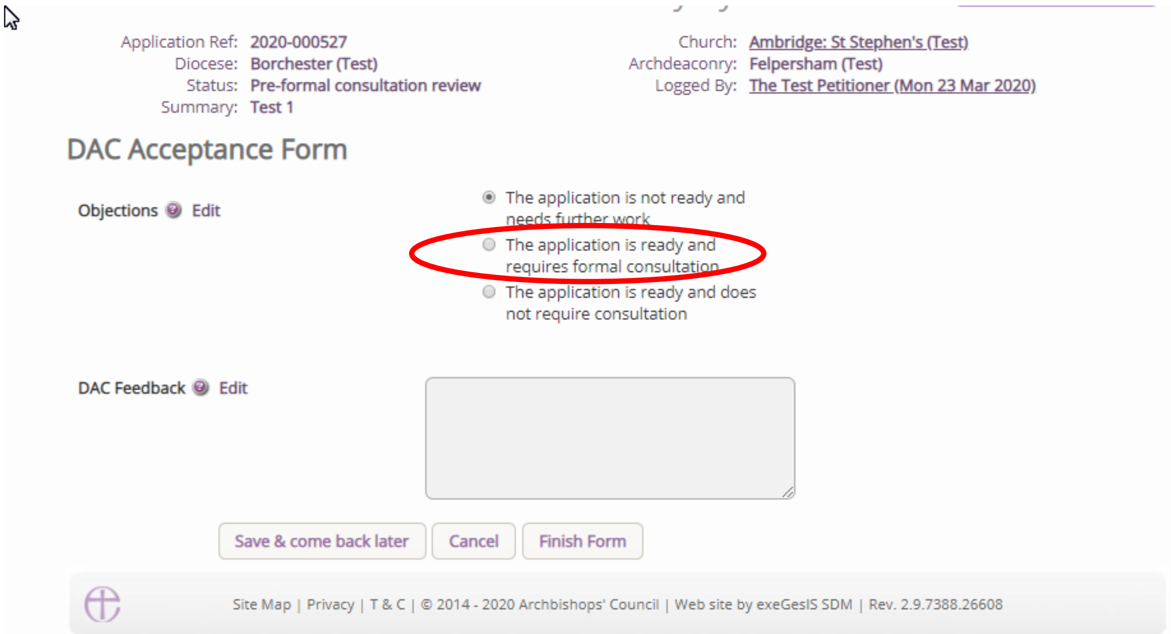
Within this form, you will be met with the following screen. Select the first option, the application is not ready, write the necessary feedback (which will be sent in an email to the petitioners) and press **Finish Form**. Within the main dashboard, press Submit, and the case will be sent back to *Awaiting 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.



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.

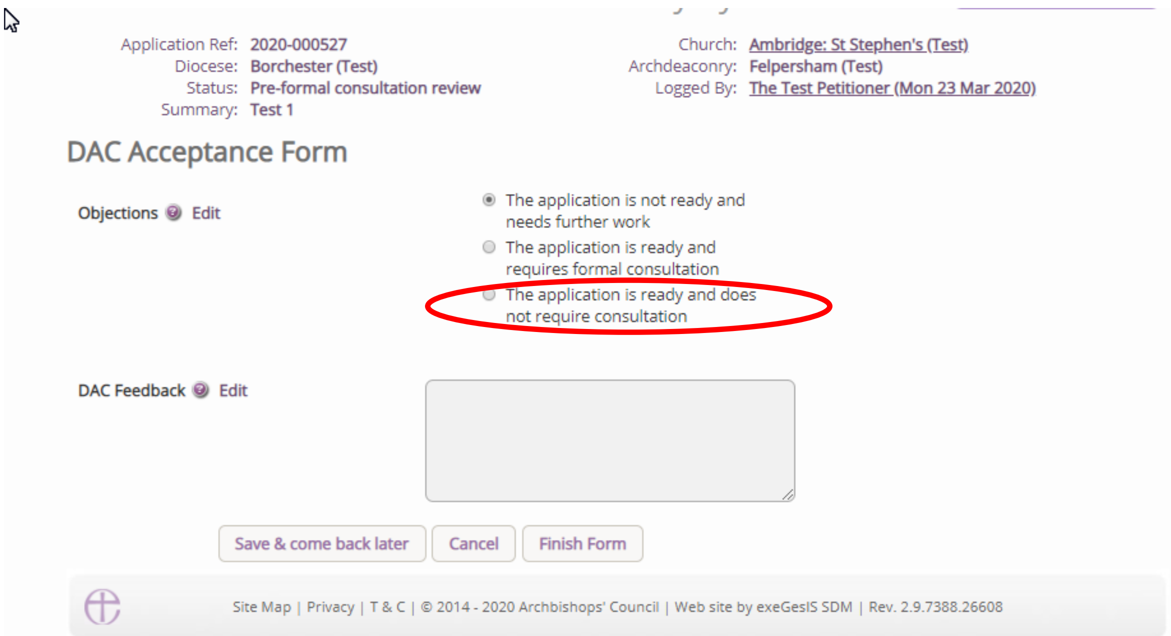
Sending the case forward to Formal Consultation

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.



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.



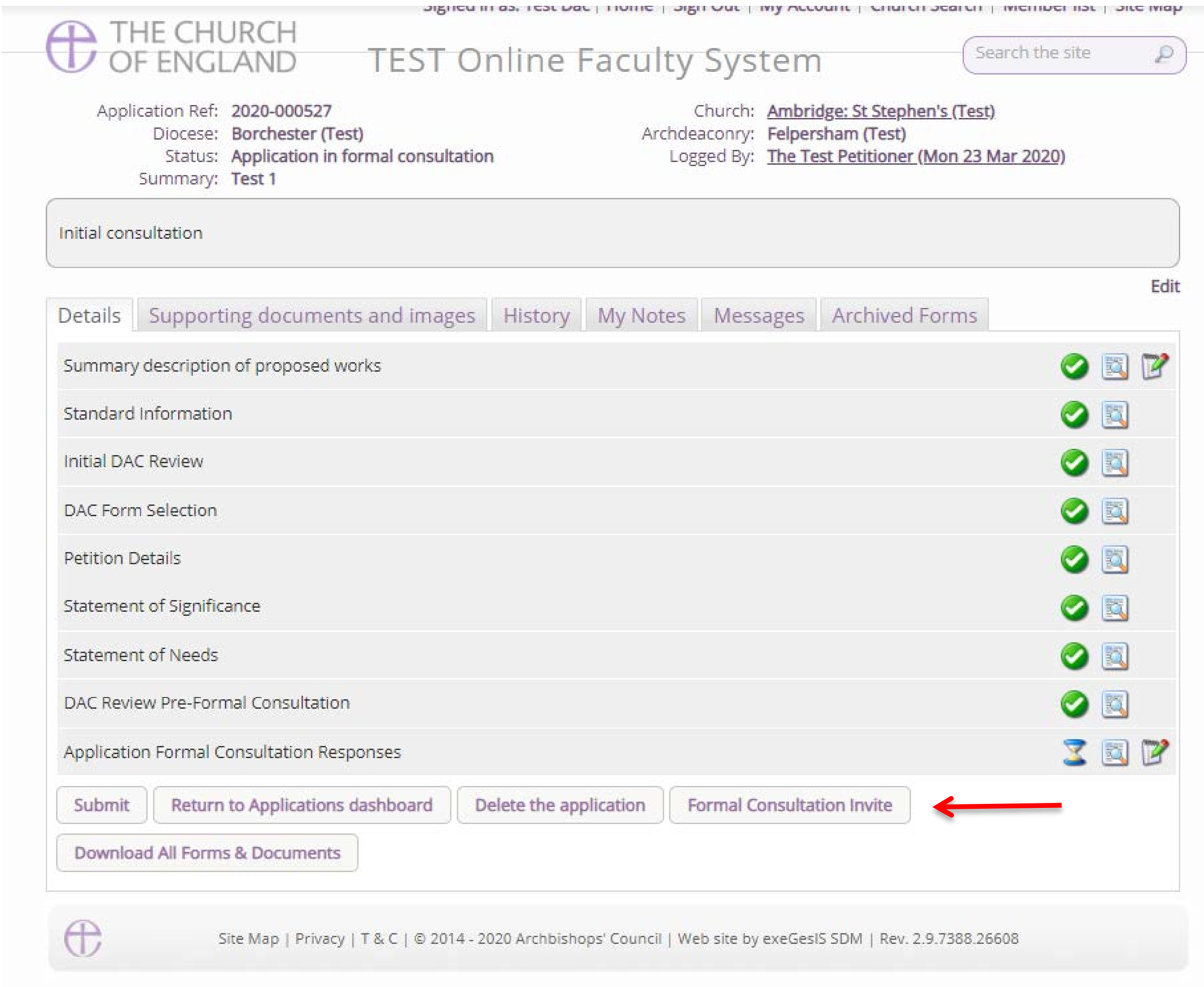
Formal Consultation

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.

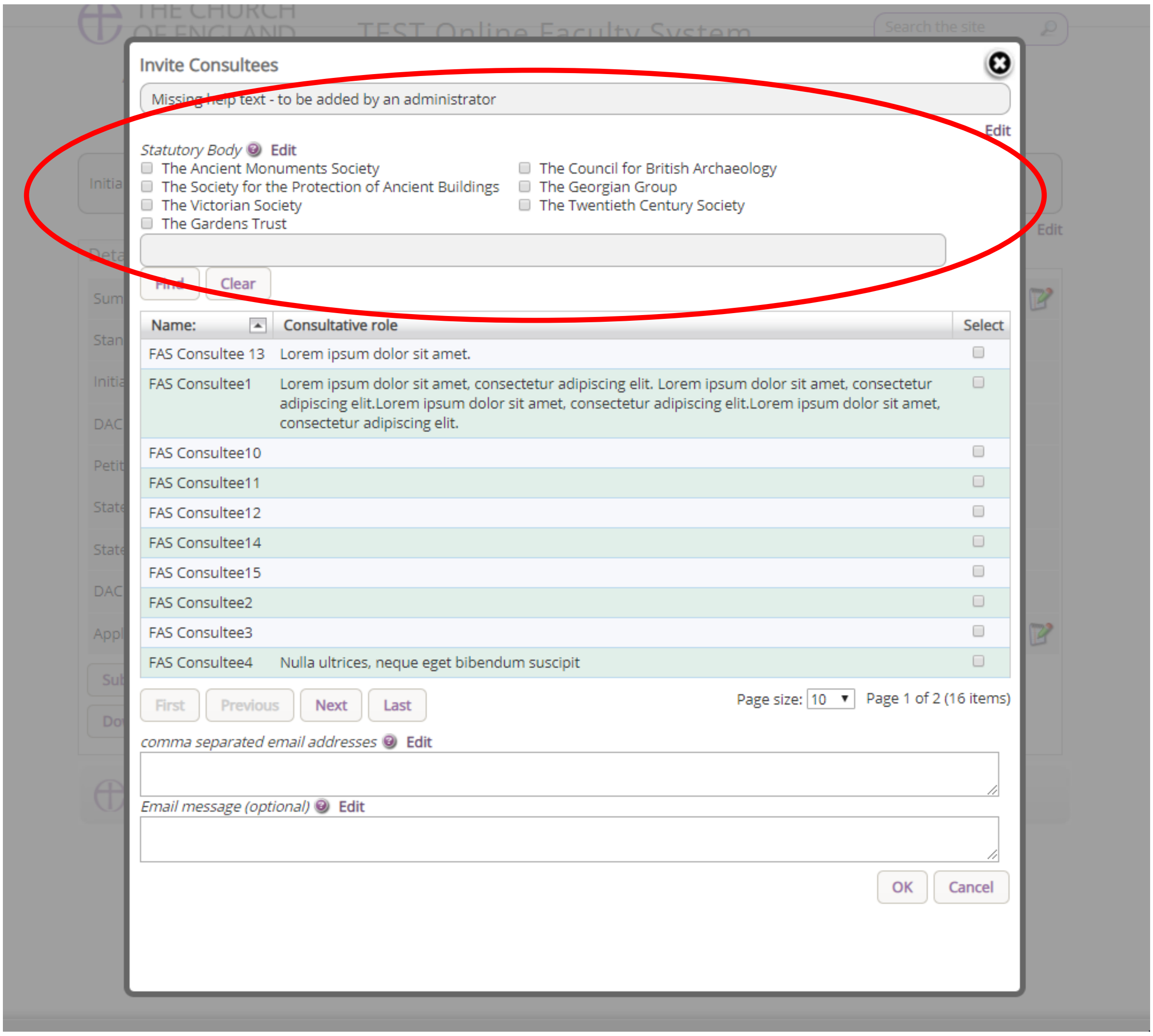
Each person/body who is invited to formally consult on a case has a statutory period of 42 days to respond. Should you forget to invite a body after 40 days, and they are legally required to consult on the proposal, they themselves will have 42-days to respond, which could result in a total of 82 days 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.

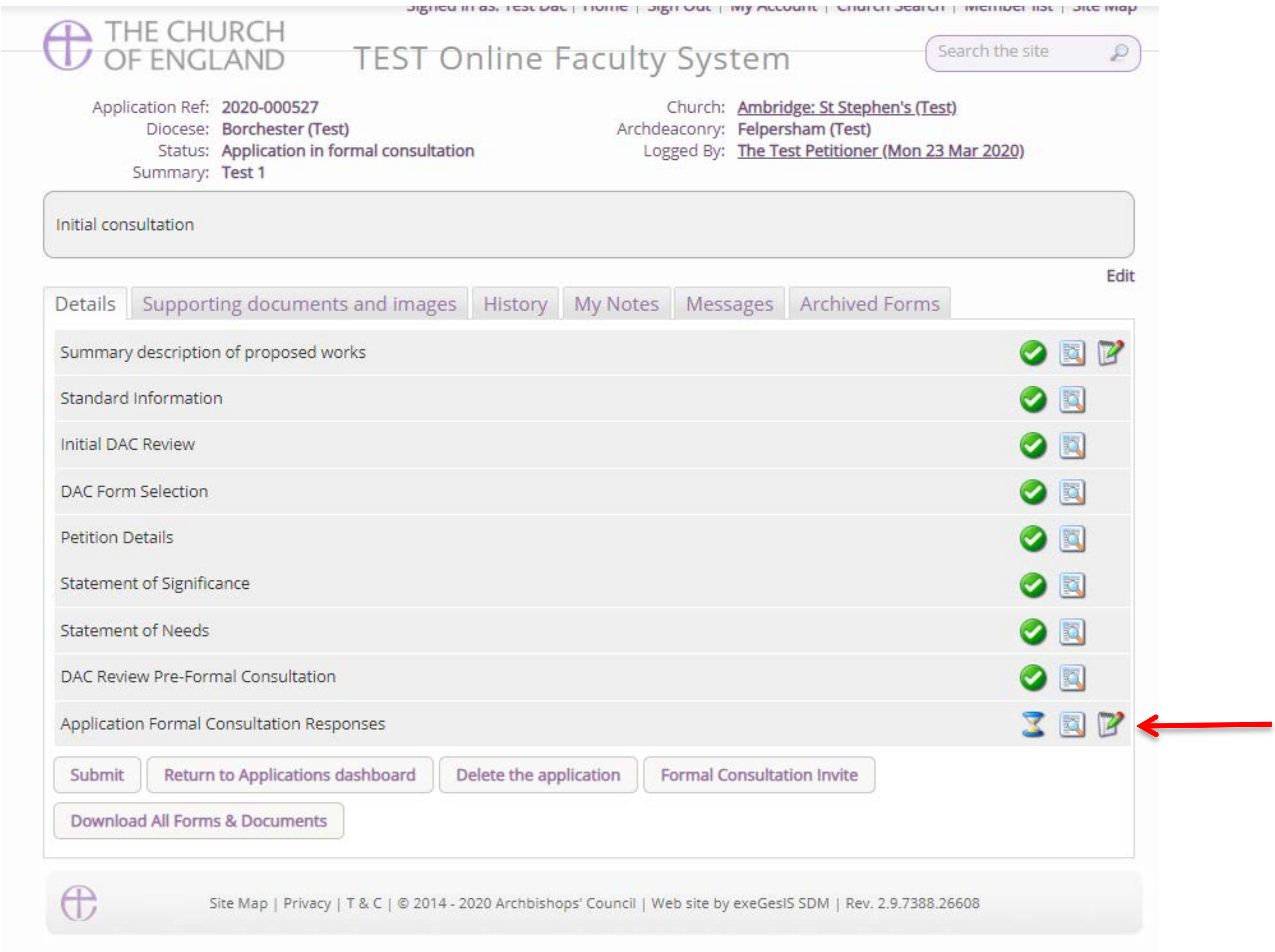


You will then be invited to select the relevant bodies that are required to be consulted. Usually, these are Historic England, National Amenity Societies, Local Authorities, and the Church Buildings Council. Unlike the pre-application consultation invite function, this new form will list the Amenity 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.

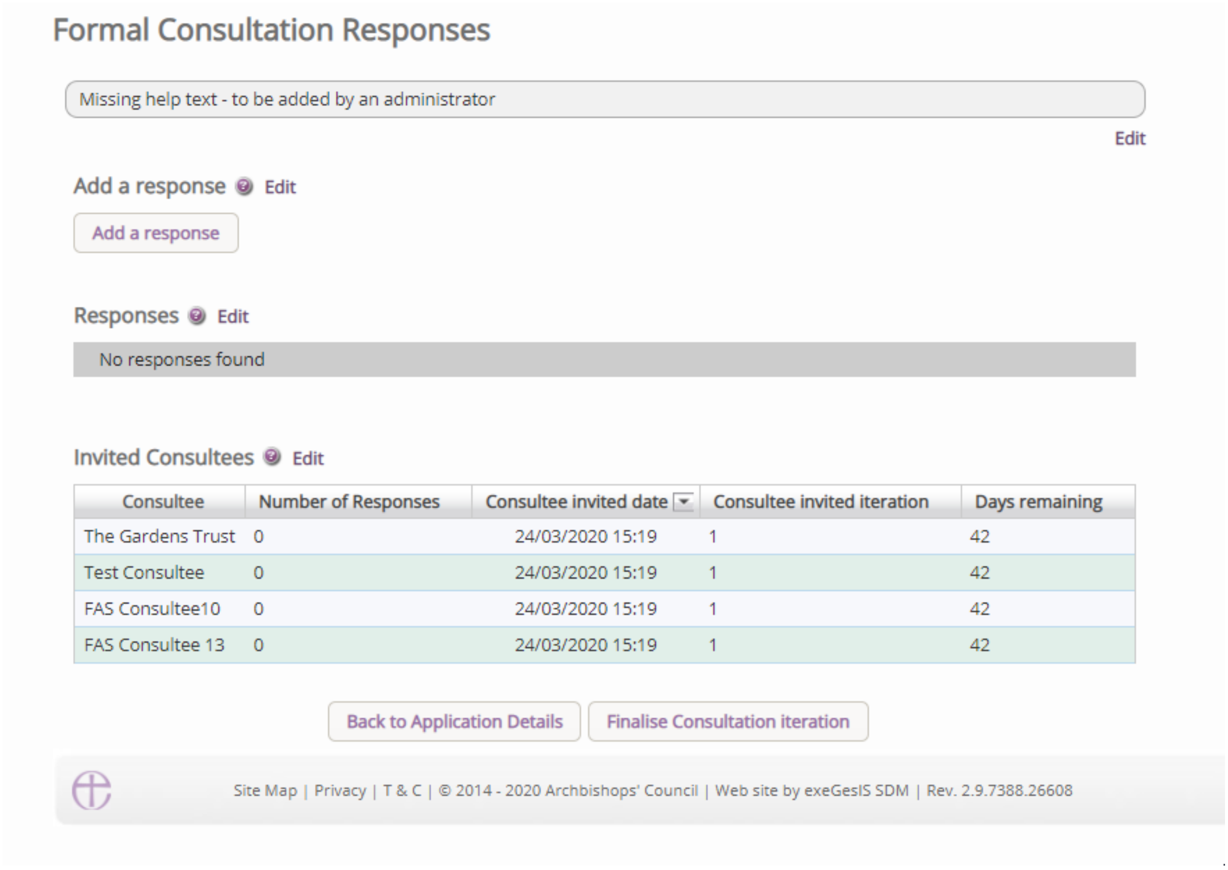

Invite Consultees
Missing help text - to be added by an administrator
Edit
Statutory Body Edit
The Ancient Monuments Society
The Council for British Archaeology
The Society for the Protection of Ancient Buildings
The Georgian Group
The Victorian Society
The Twentieth Century Society
The Gardens Trust
Find
Clear
Name:
Consultative role
Select
FAS Consultee 13
Lorem ipsum dolor sit amet.
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.
FAS Consultee10
FAS Consultee11
FAS Consultee12
FAS Consultee14
FAS Consultee15
FAS Consultee2
FAS Consultee3
FAS Consultee4
Nulla ultrices, neque eget bibendum suscipit
First
Previous
Next
Last
Page size: 10
Page 1 of 2 (16 items)
comma separated email addresses Edit
Email message (optional) Edit
OK
Cancel

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.



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.



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

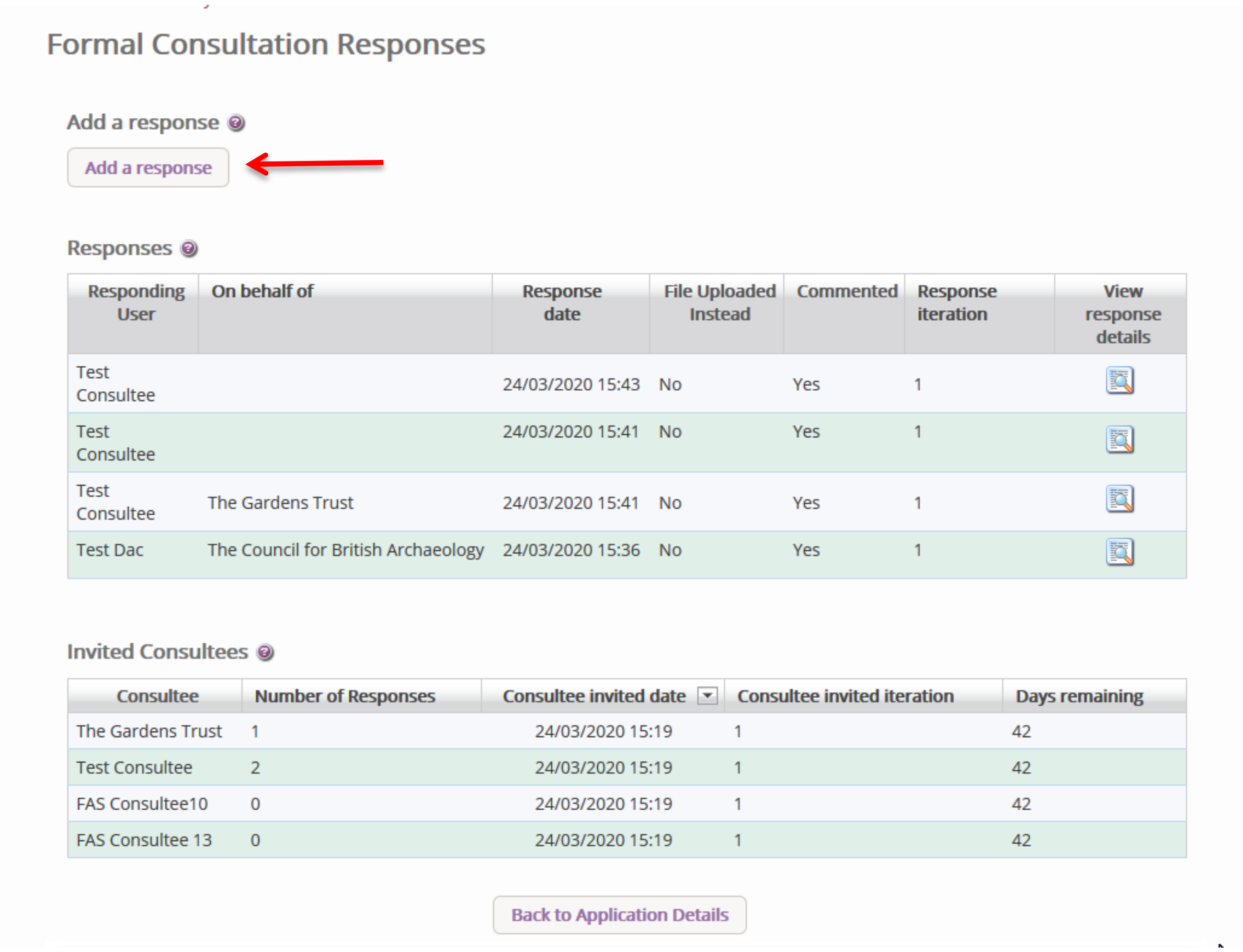
Consultee	Number of Responses	Consultee invited date	Consultee invited iteration	Days remaining
The Gardens Trust	1	24/03/2020 15:19	1	42
Test Consultee	2	24/03/2020 15:19	1	42
FAS Consultee10	0	24/03/2020 15:19	1	42
FAS Consultee 13	0	24/03/2020 15:19	1	42

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

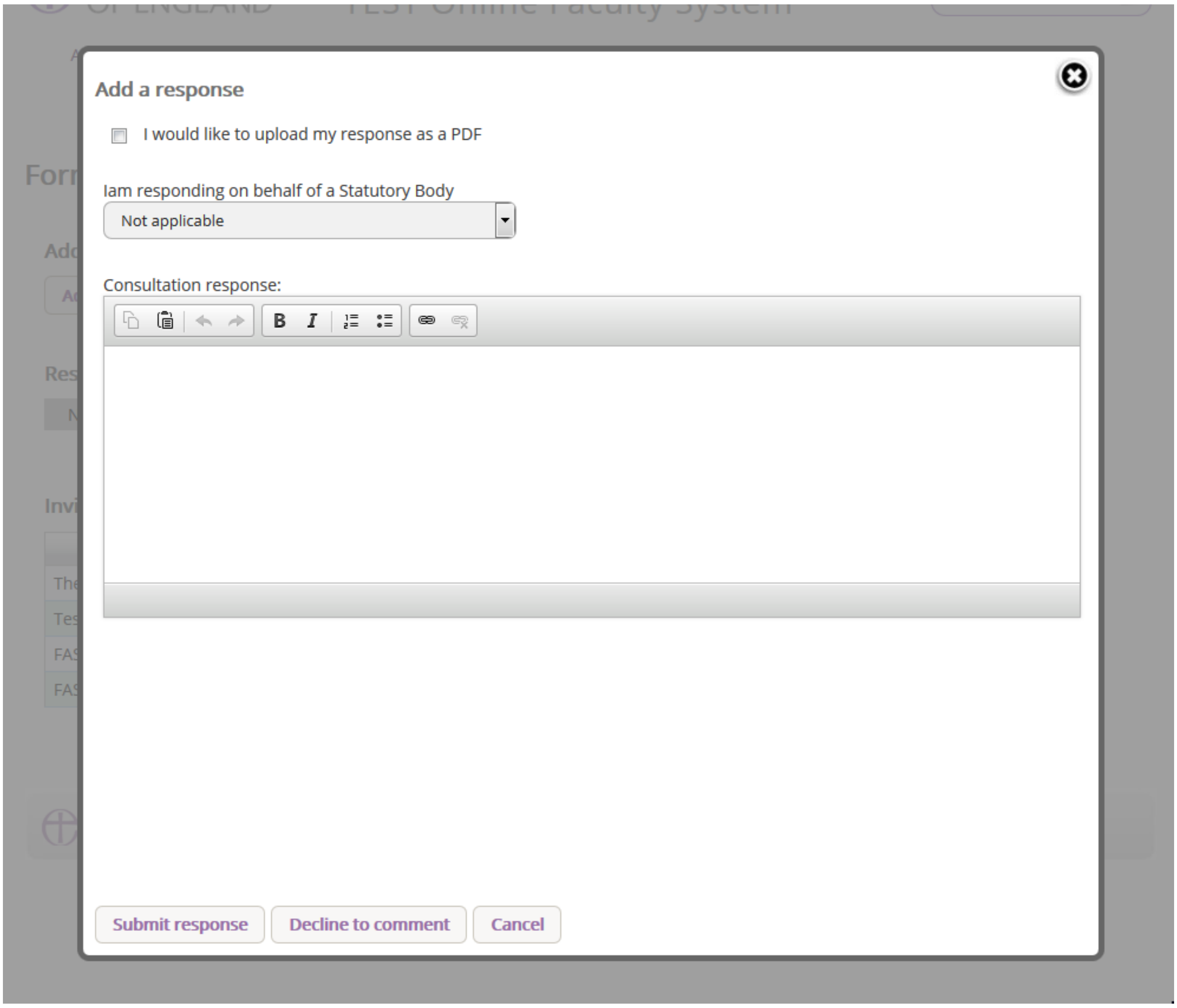
Responding User	On behalf of	Response date	File Uploaded Instead	Commented	Response iteration	View response details
Test Consultee		24/03/2020 15:43	No	Yes	1	
Test Consultee		24/03/2020 15:41	No	Yes	1	
Test Consultee	The Gardens Trust	24/03/2020 15:41	No	Yes	1	
Test Dac	The Council for British Archaeology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

Invited Consultees

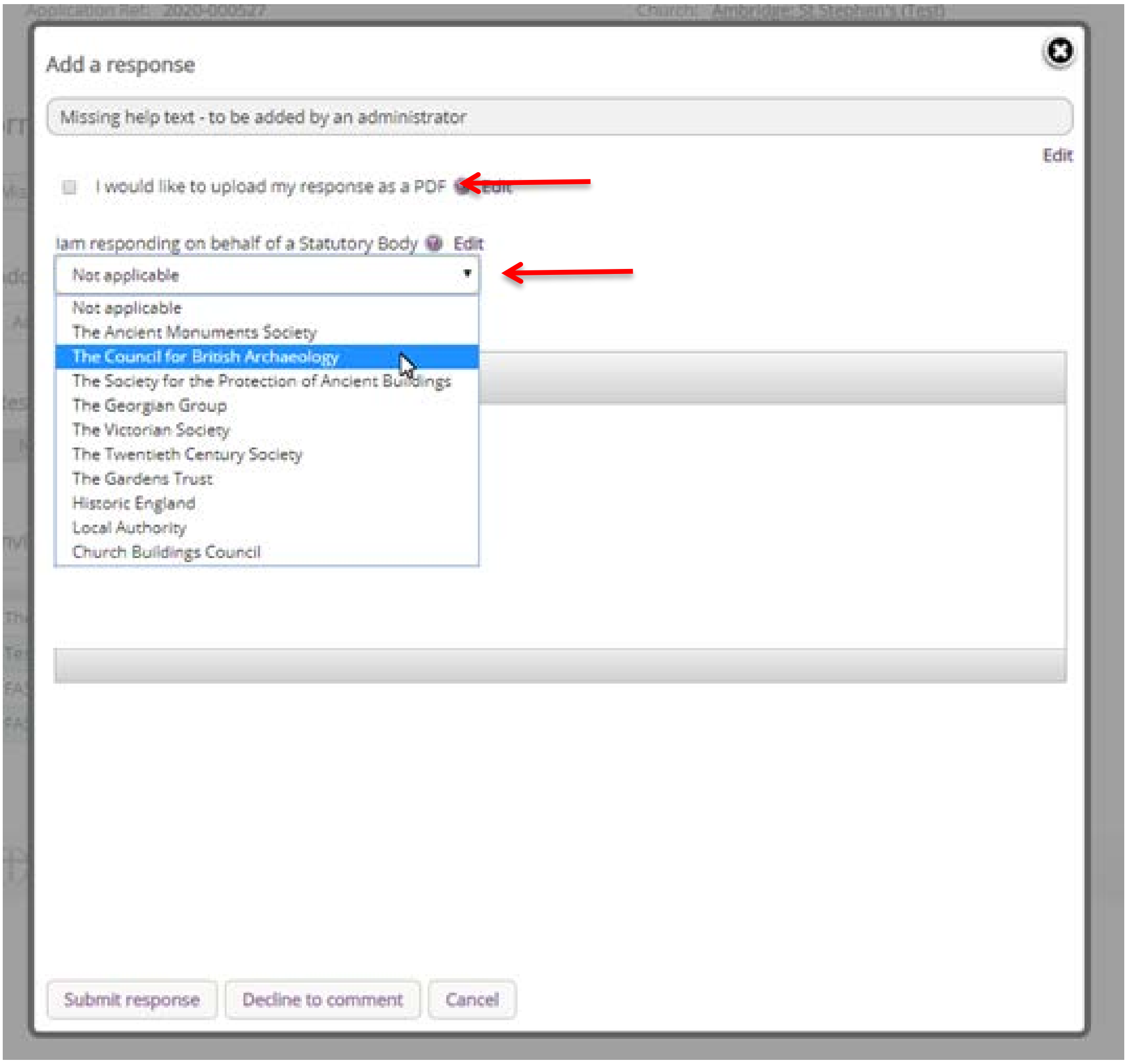
Consultee	Number of Responses	Consultee invited date	Consultee invited iteration	Days remaining
The Gardens Trust	1	24/03/2020 15:19	1	42
Test Consultee	2	24/03/2020 15:19	1	42
FAS Consultee10	0	24/03/2020 15:19	1	42
FAS Consultee 13	0	24/03/2020 15:19	1	42

Back to Application Details

Selecting this button will provide the following interface.



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.

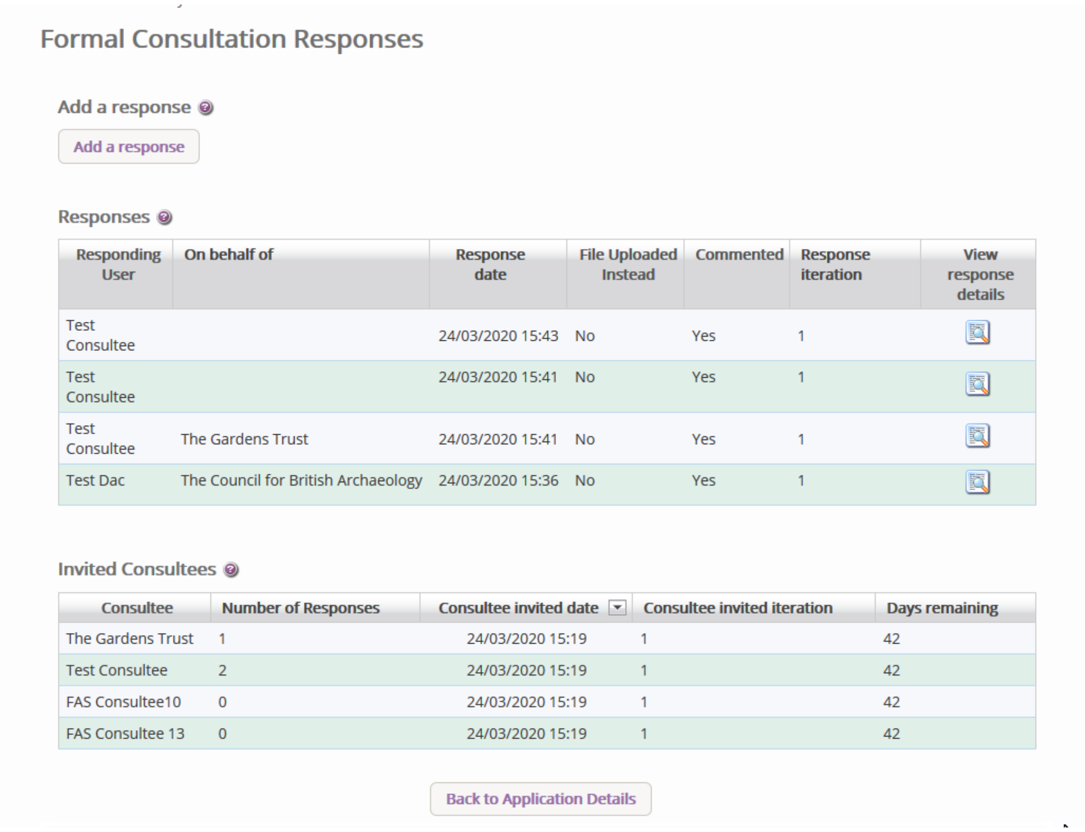


Should the comment from the body be straightforward, you may wish to use the text box included to add the reply directly, again adding the name of the external body.

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

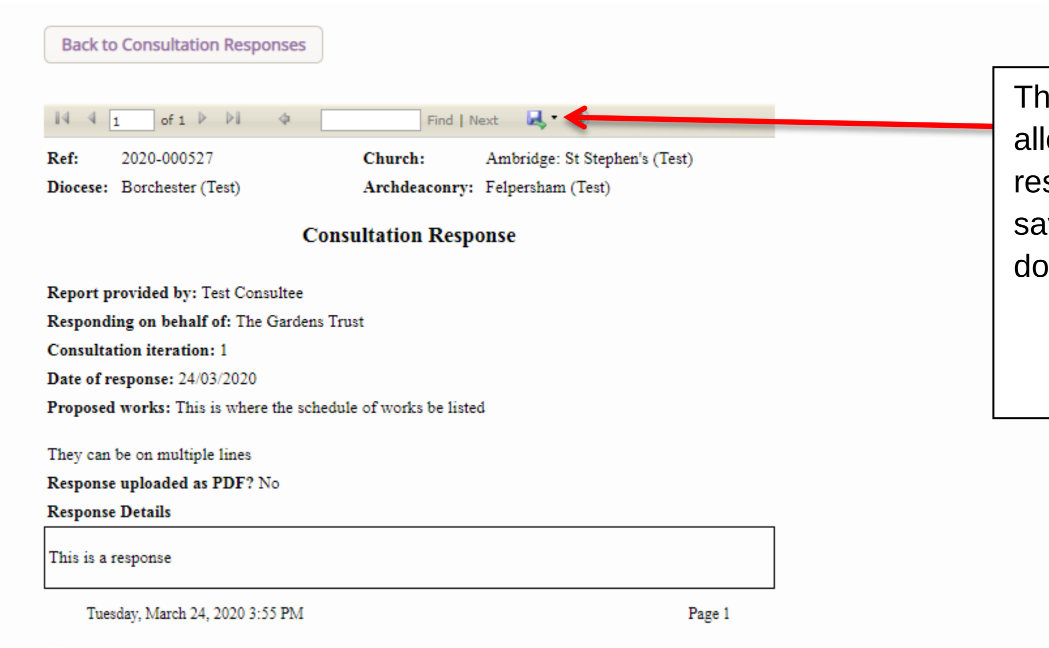
Responding User	On behalf of	Response date	File Uploaded Instead	Commented	Response iteration	View response details
Test Consultee		24/03/2020 15:43	No	Yes	1	
Test Consultee		24/03/2020 15:41	No	Yes	1	
Test Consultee	The Gardens Trust	24/03/2020 15:41	No	Yes	1	
Test Dac	The Council for British Archaeology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

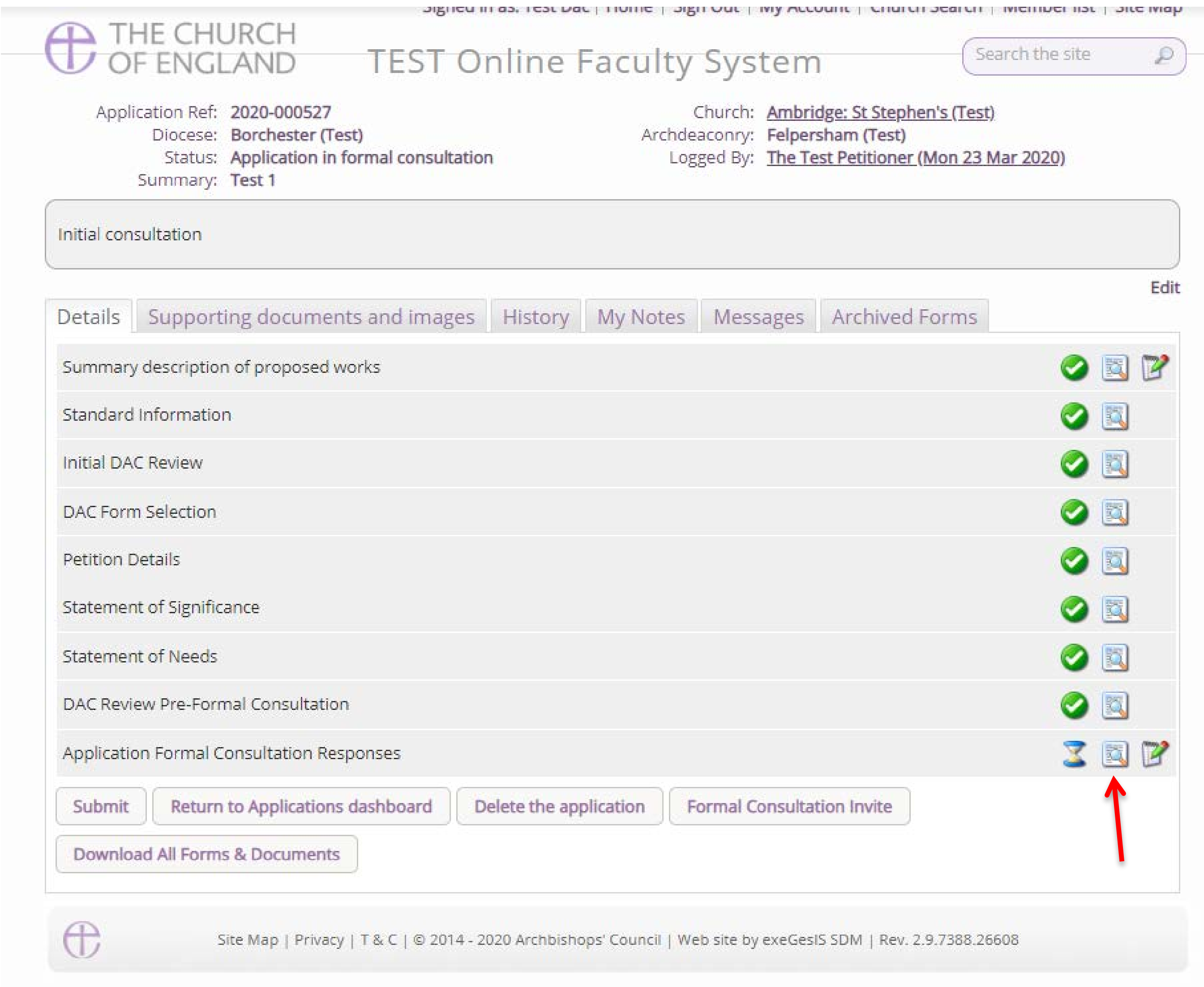
They can be on multiple lines
Response uploaded as PDF? No
Response Details

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.



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
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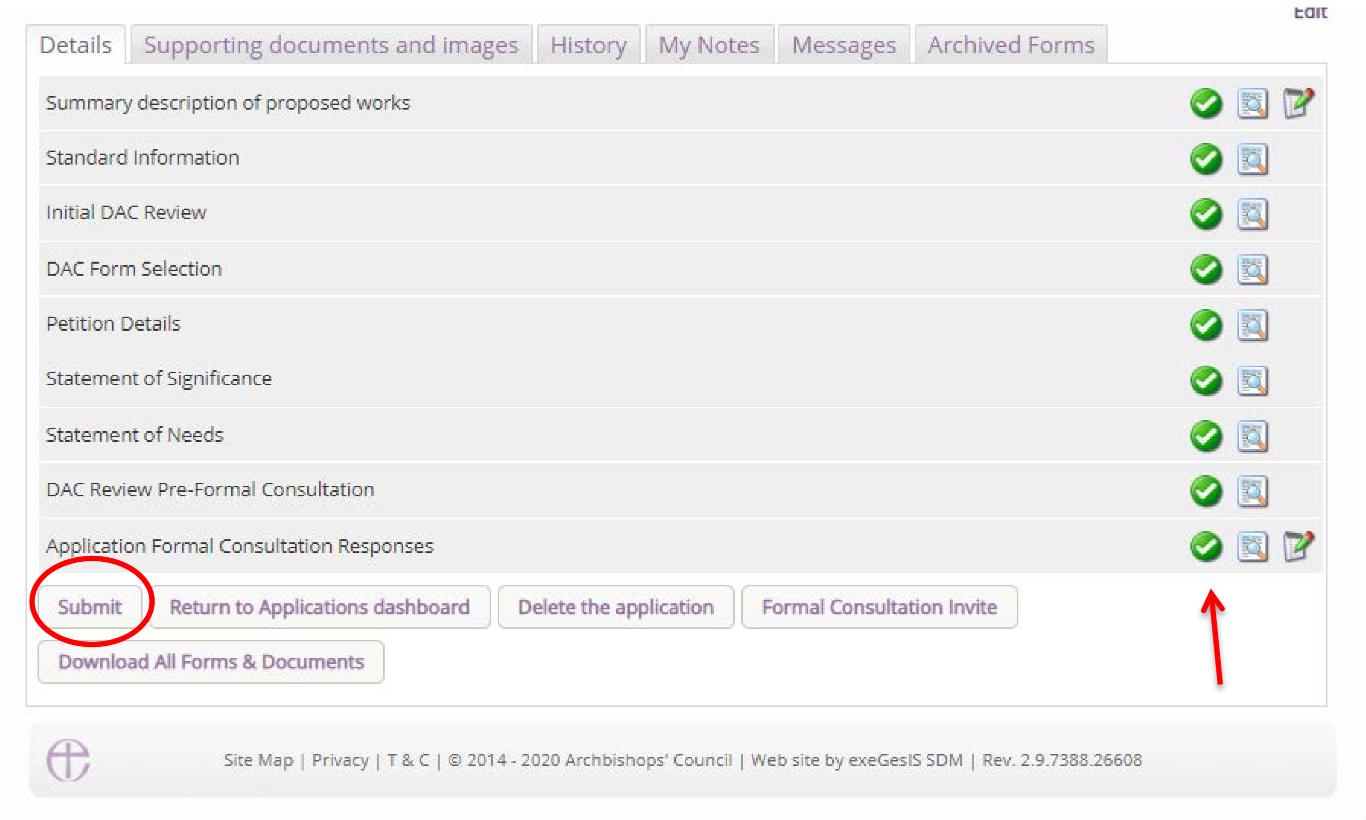
FAS Consultee10	0	24/03/2020 15:19	1	42
FAS Consultee 13	0	24/03/2020 15:19	1	42

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.

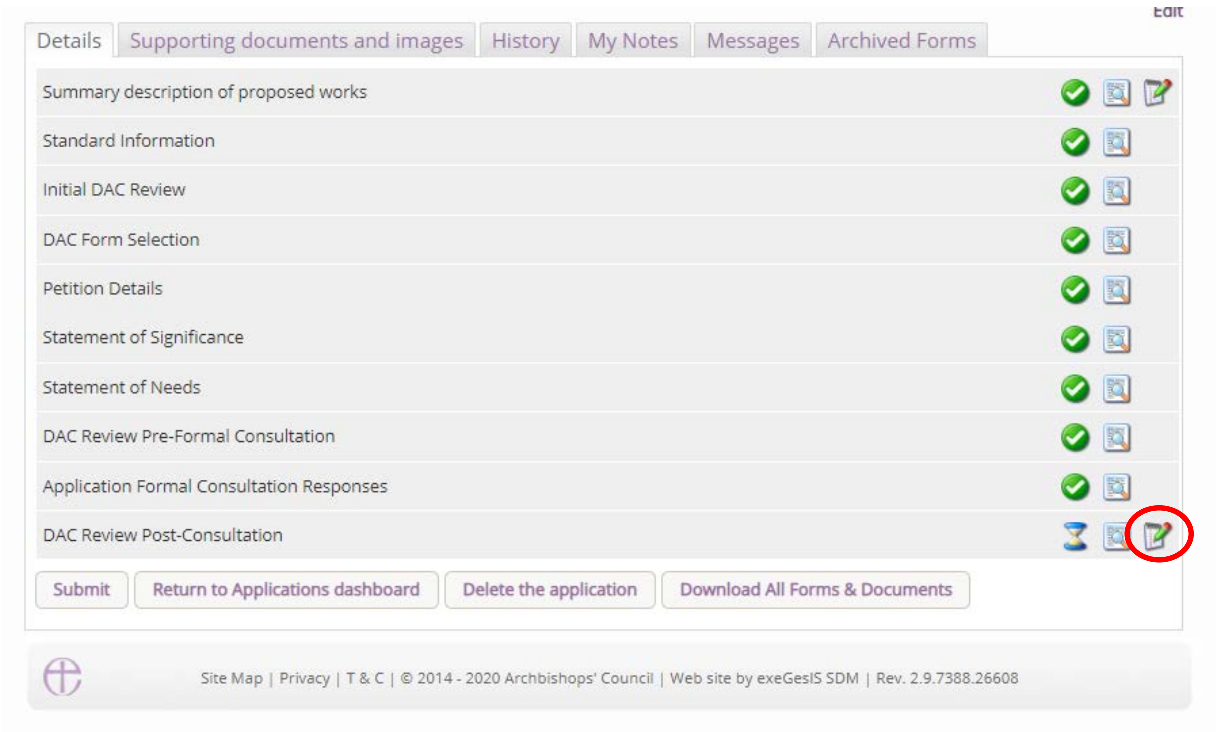
Please also be aware that the DAC have the ability to delete responses should these be made in error by the person submitting this. They will need to contact you directly to do this.



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

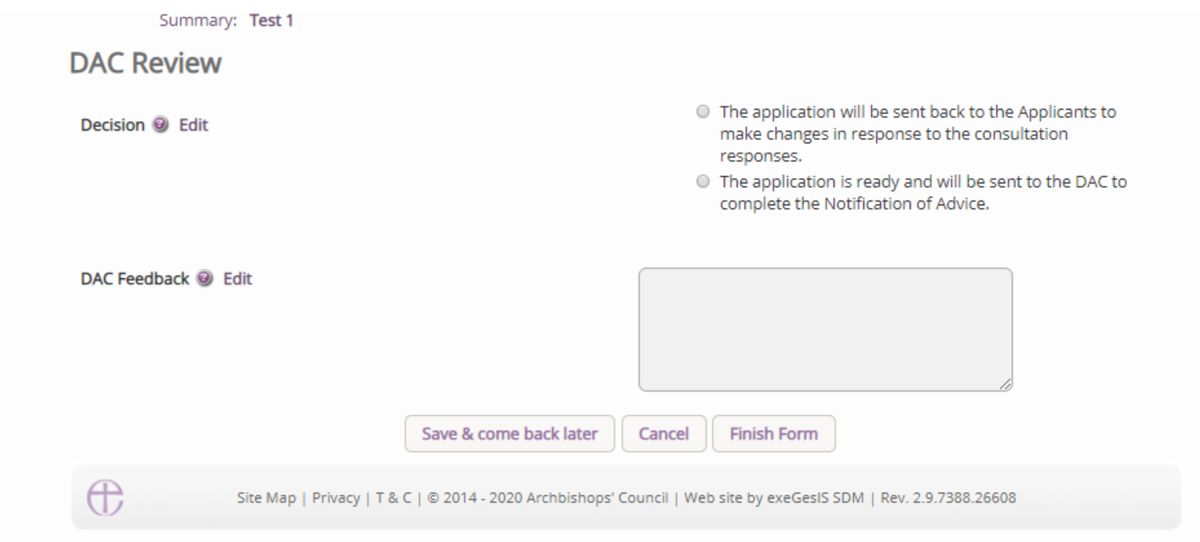
Once the application has been sent to the DAC secretary for review, either by yourself or the Parish, you will be able to review the comments made by the Statutory bodies and either move the case back so that changes can be made or forward it to the notification of advice. To do either, select edit against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



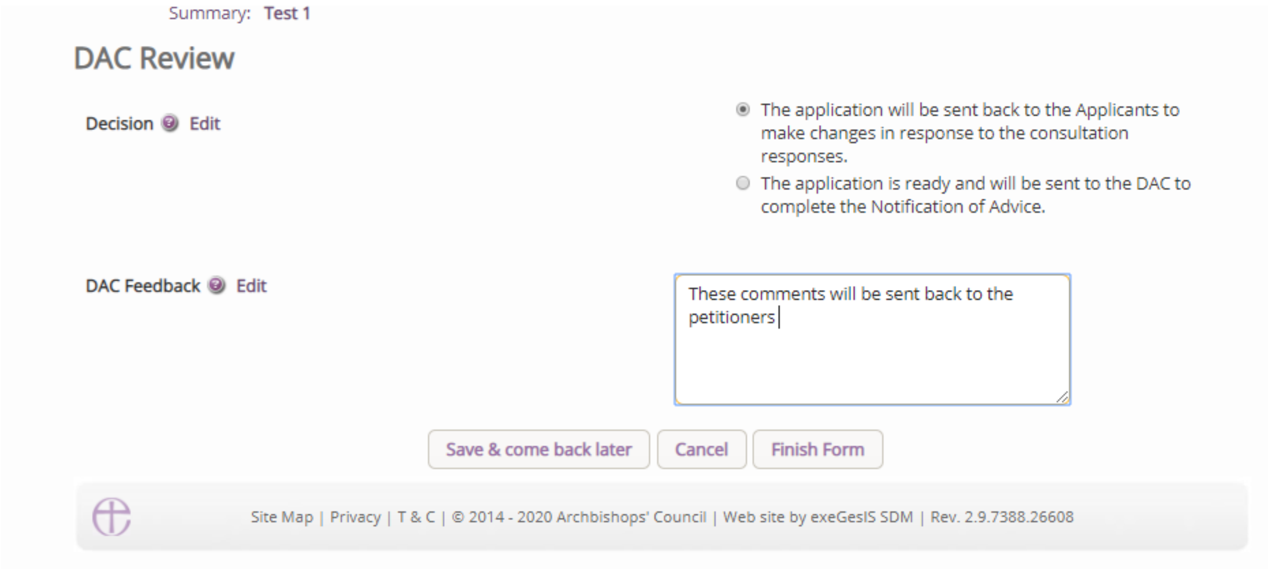
Changes in response to Consultation

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.



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

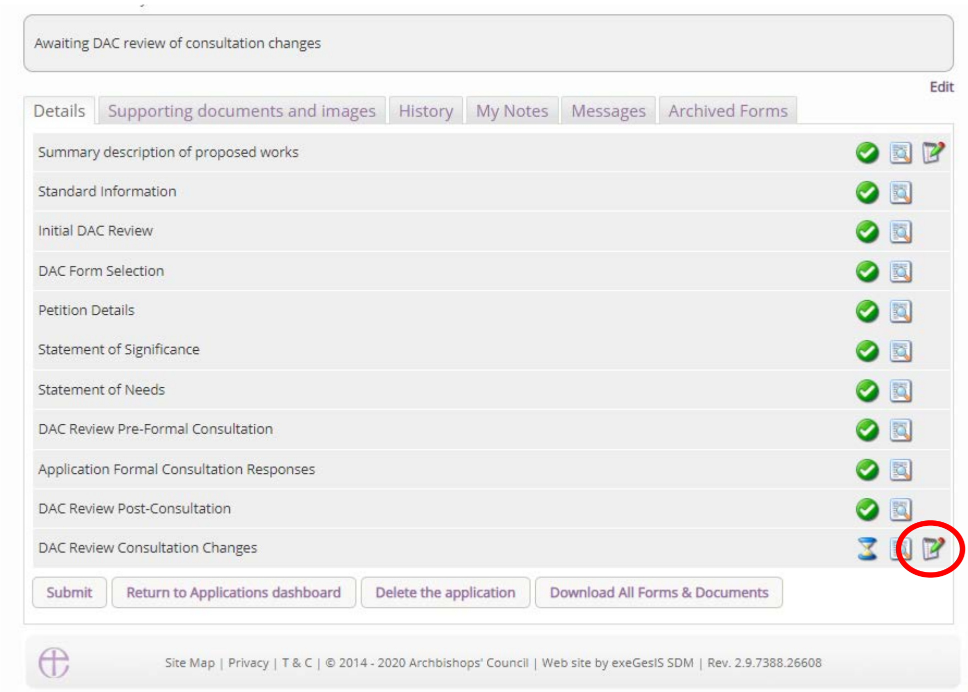


Petitioner makes changes

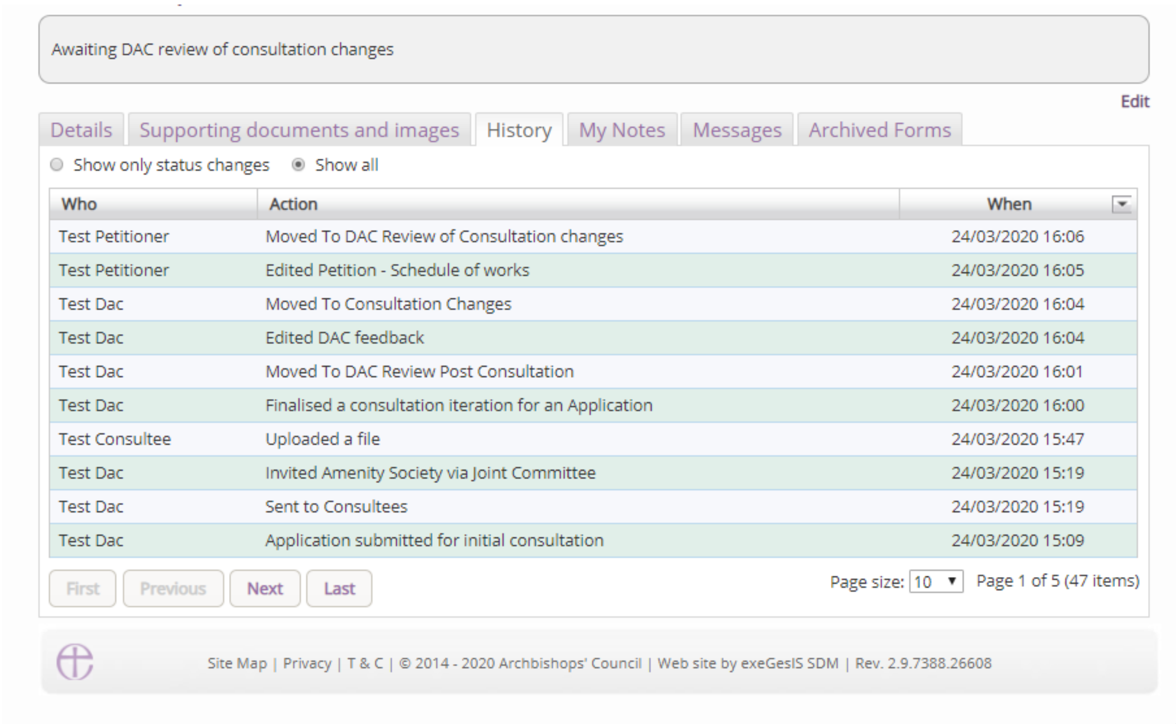
Once the application moves out of the DAC review stage, the petitioners may make changes to the application and submit this to you for review. This will then move the case forward to DAC Review Consultation Changes

DAC Review Consultation Changes

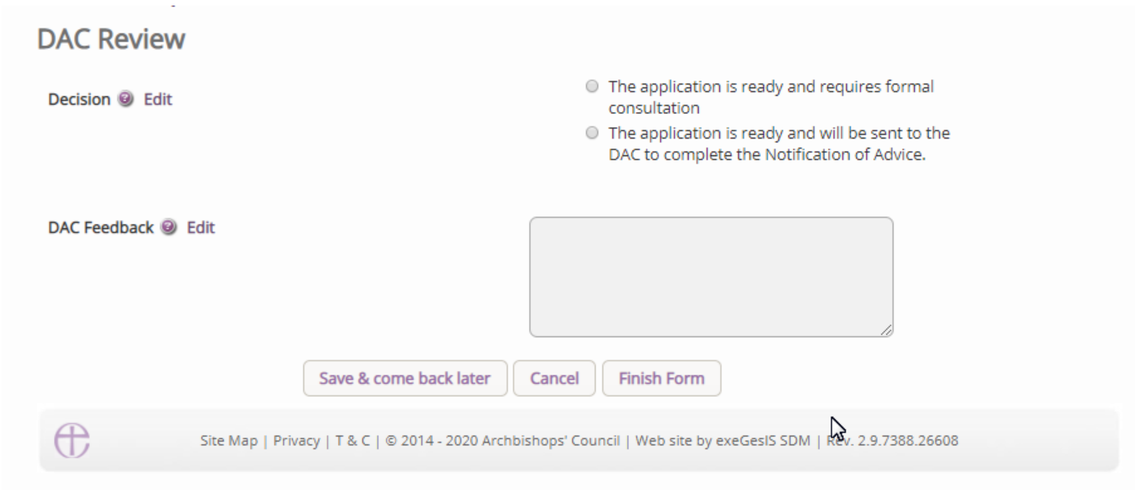
Within this stage, you are able to review the changes made to the forms and determine whether or not the case can move forward.



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.



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.

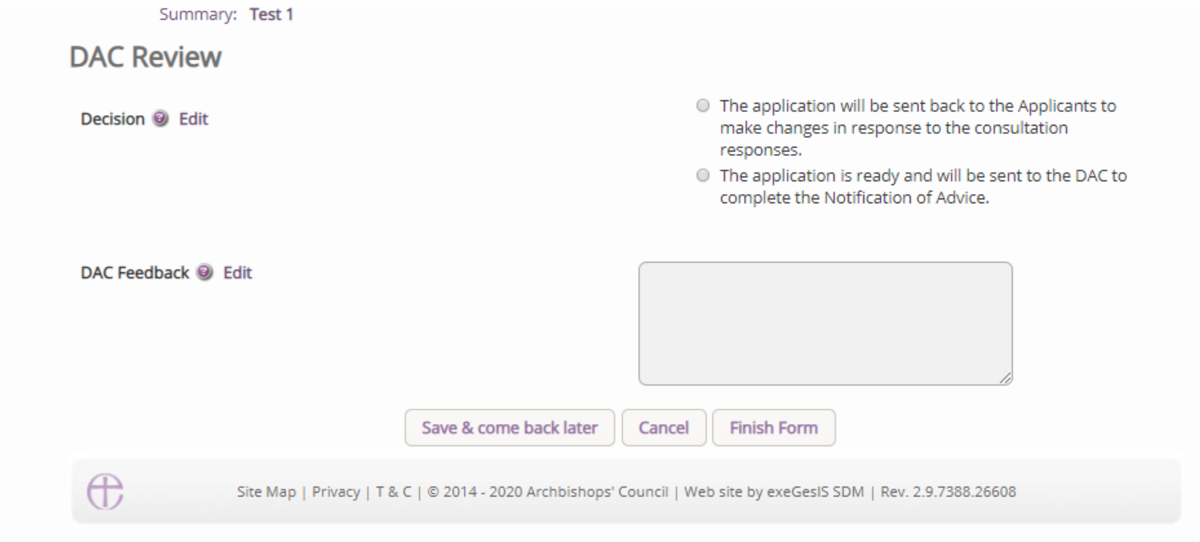


Second round of consultation following changes

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

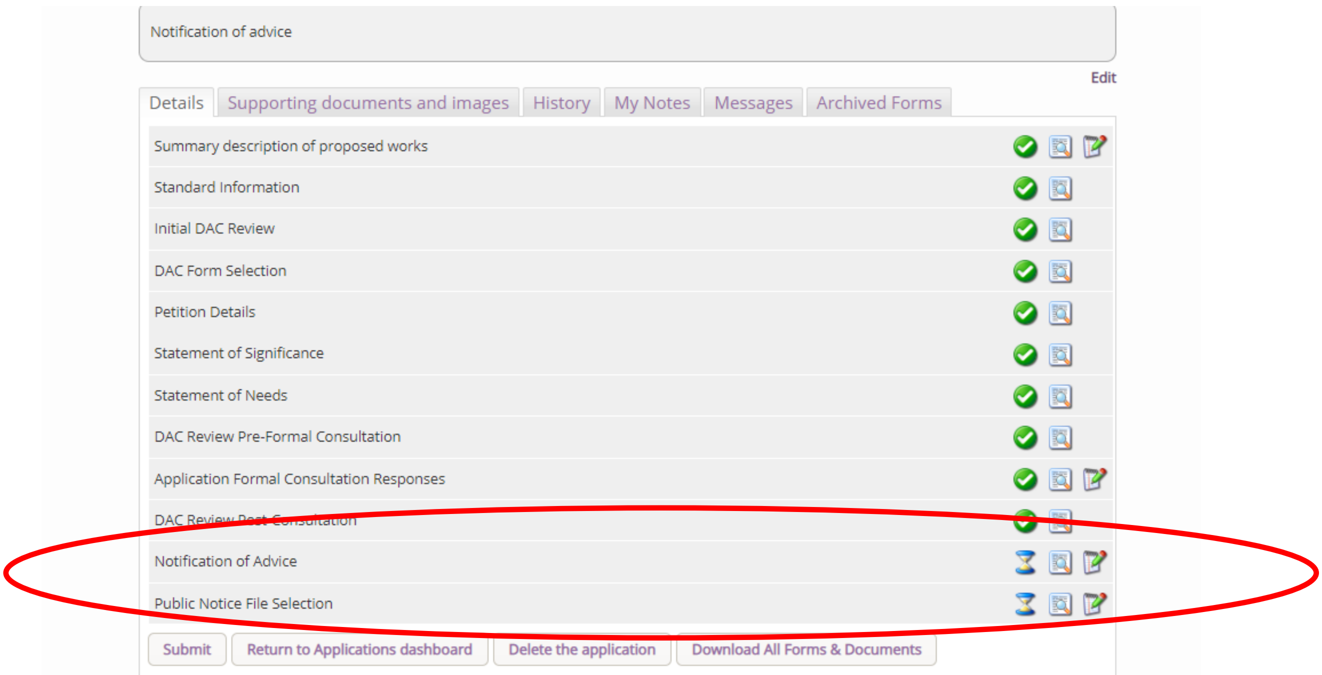
If following the comments made by the consultees and the Parish are happy to proceed, you may instead select the second option in the DAC review of Formal Consultation form to move the case forward to the Notification of Advice. Do not forget to press Finish Form and then Submit in the main dashboard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



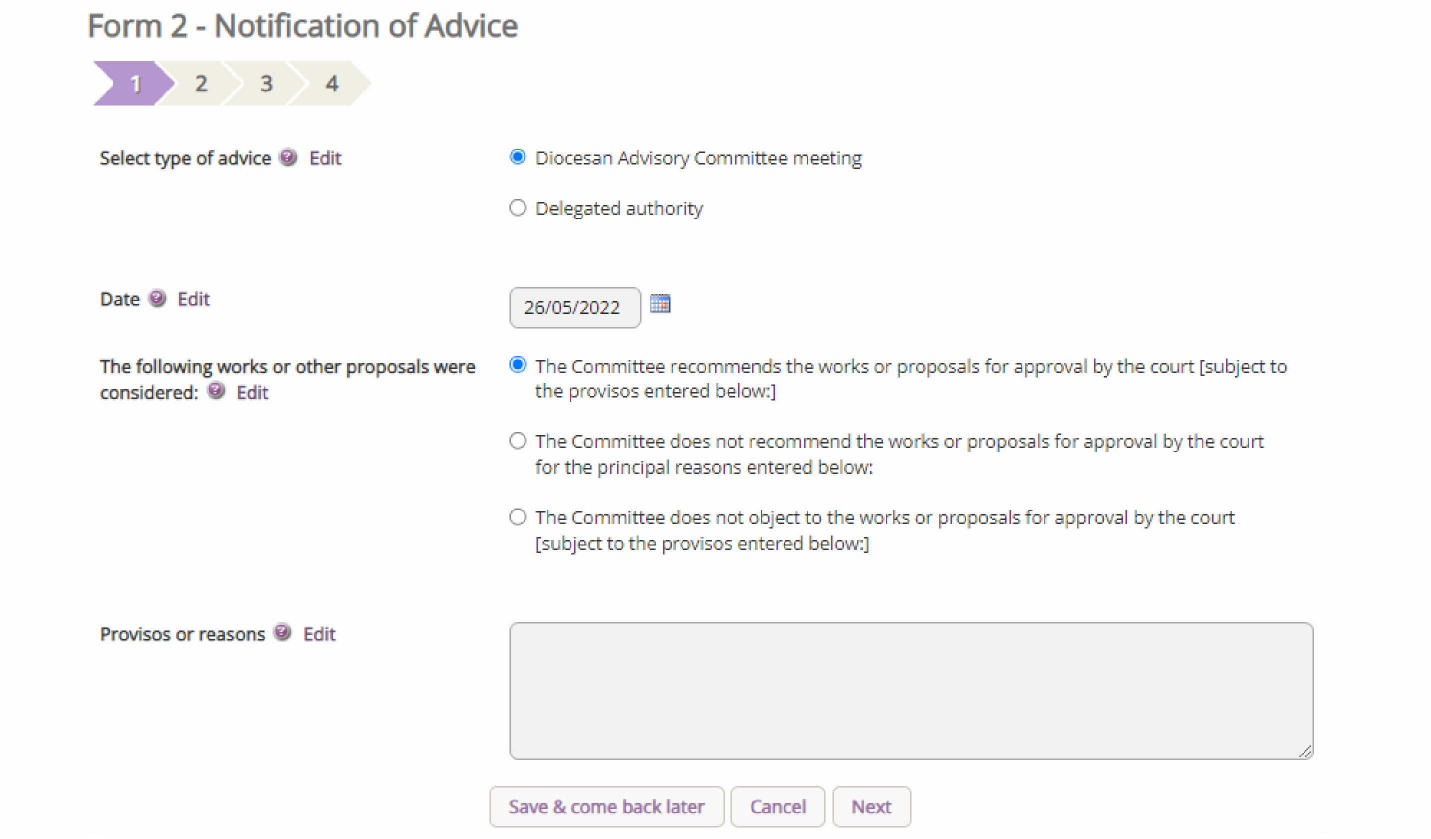
Notification of Advice

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.

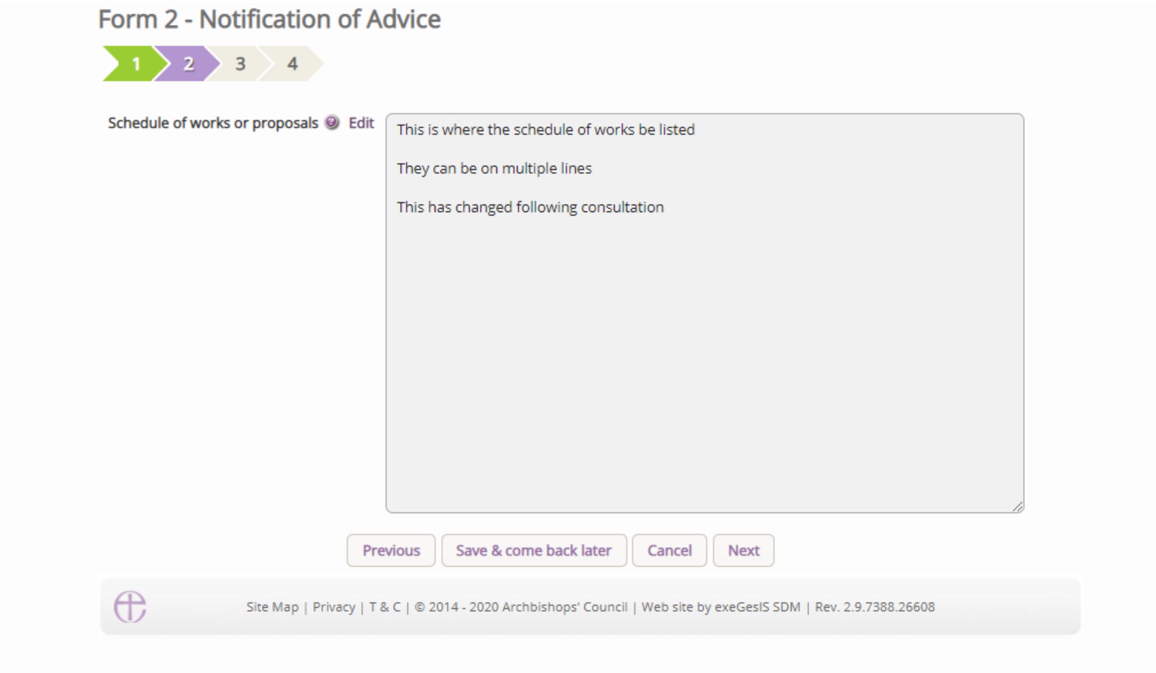
Within this stage, two forms will now be editable to you, the Notification of Advice and the Public Notice File Selection. To edit the Notification of Advice, click edit.



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.



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

1 2 3 4

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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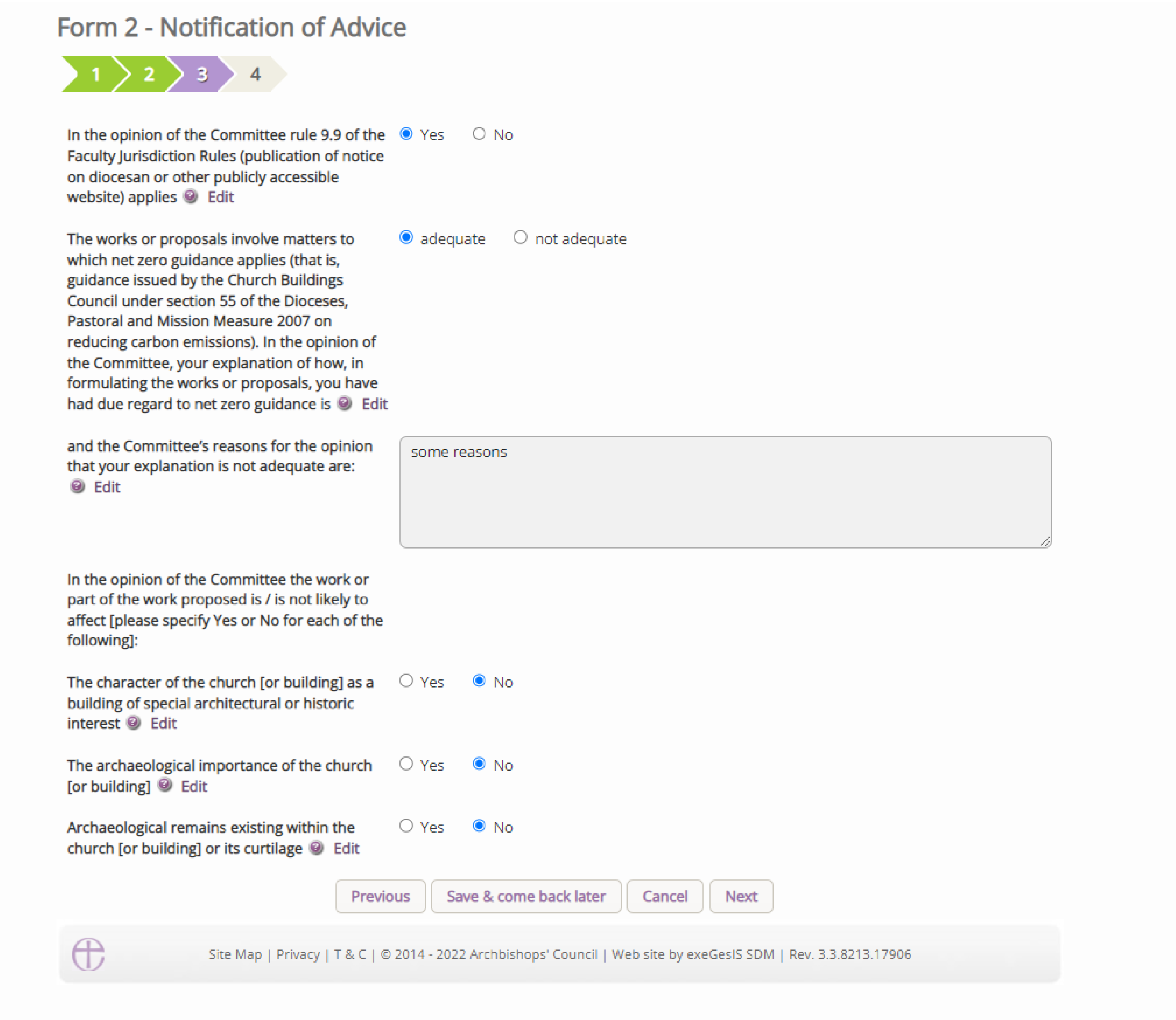
The third page includes the selection for marking cases as falling under rule 9.9 and will be displayed through the Public Notice page of the OFS. All cases that are submitted to the registry will be publicly available, but special attention will be given to those cases that are listed as falling under 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

1 2 3 4

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 Edit — (•) Yes ( ) No

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 Edit — (•) adequate ( ) not adequate

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 Edit — ( ) Yes (•) No

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

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

Previous | Save & come back later | Cancel | Next

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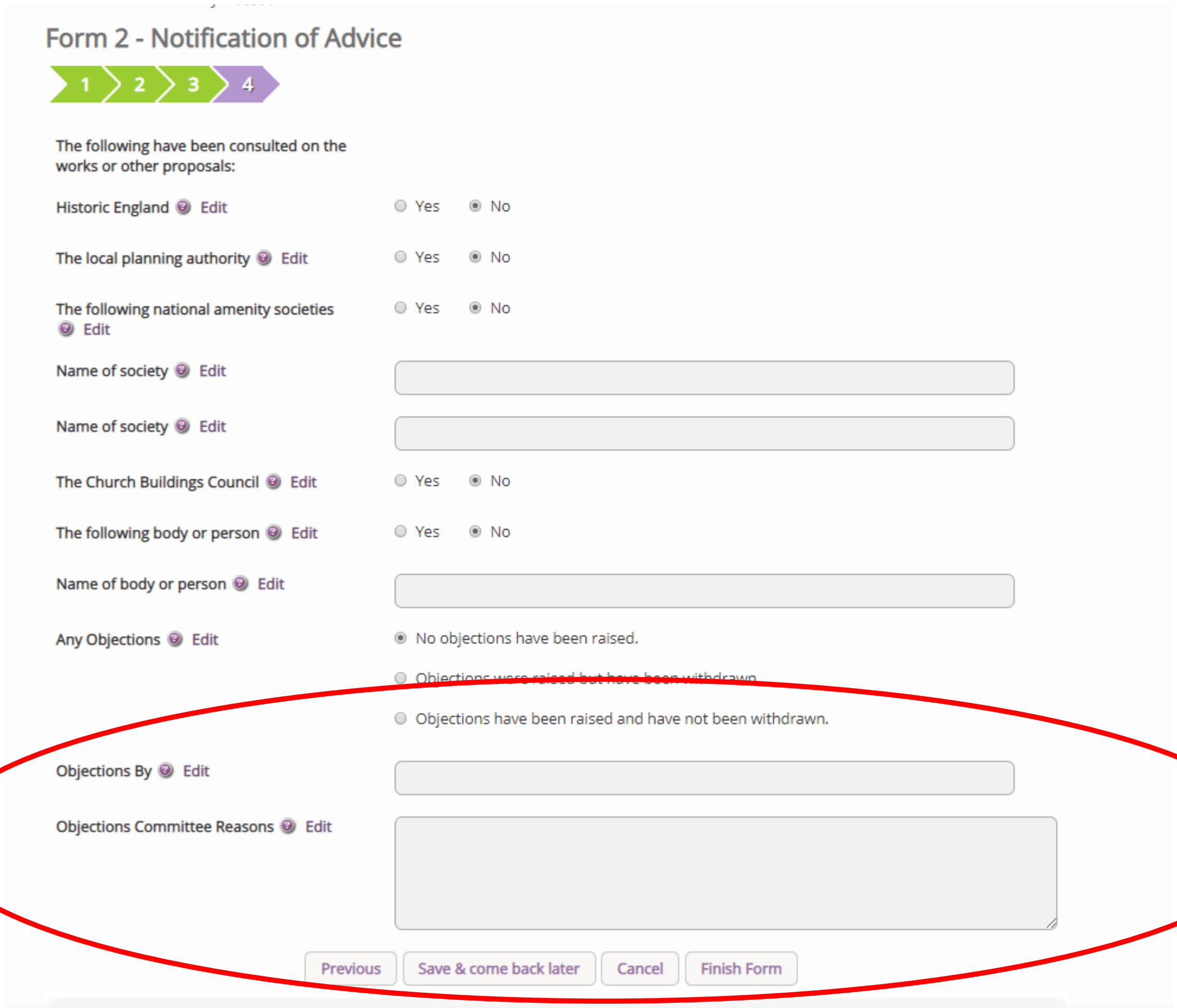
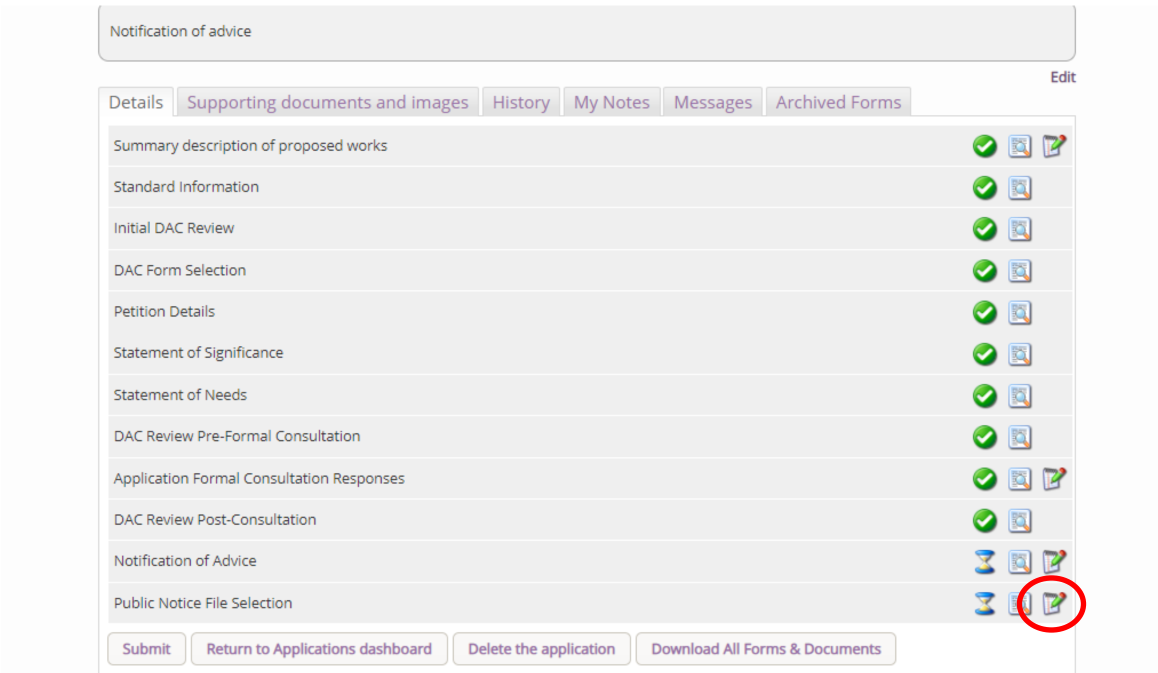
Lastly, the legislation requires the DAC to list who was consulted as part of the case. This removes the requirement for the DAC to list specific people, as all formal consultation was completed prior to this stage. At the bottom of this section, should the DAC decide that works should go ahead and an 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.



Public Notice File Selection

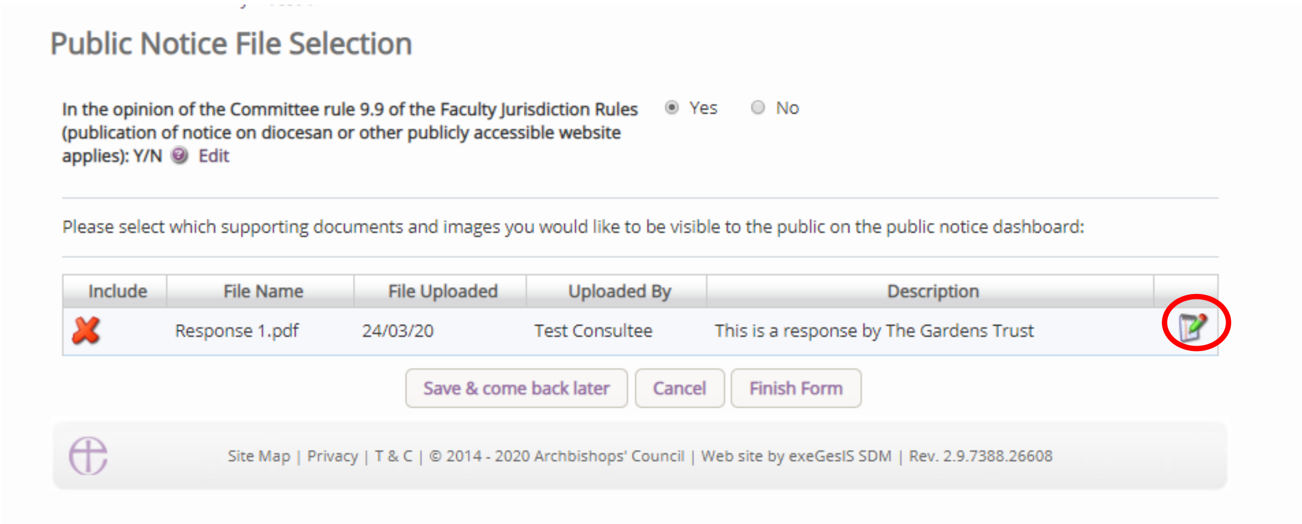
The public notice file selection form is an important form which enables relevant supporting documents to be made public during the necessary public notice period. This form will need to be reviewed before being able to submit the application back to the petitioners. To do this, press the edit button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



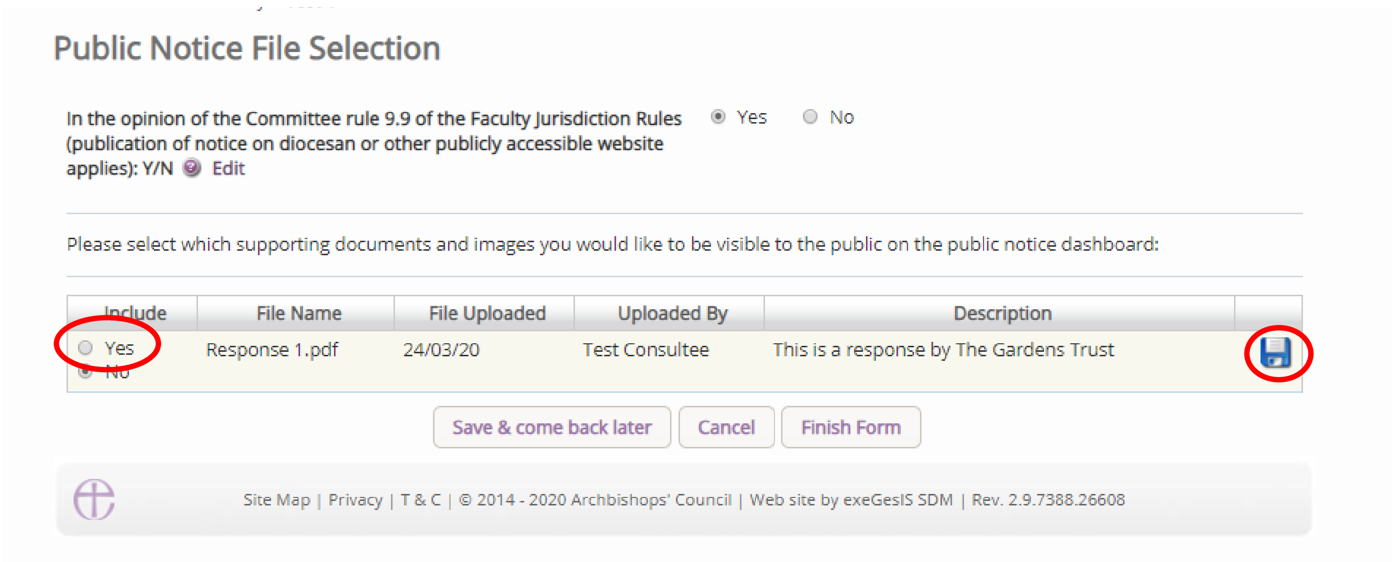
This form is editable by the Registry, so it may be worthwhile creating a review process between both user types whereby the DAC could select the relevant forms, and this is reviewed by the Registry, or you leave this purely in the hands of the Registry to edit. If this section is not to be completed 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.

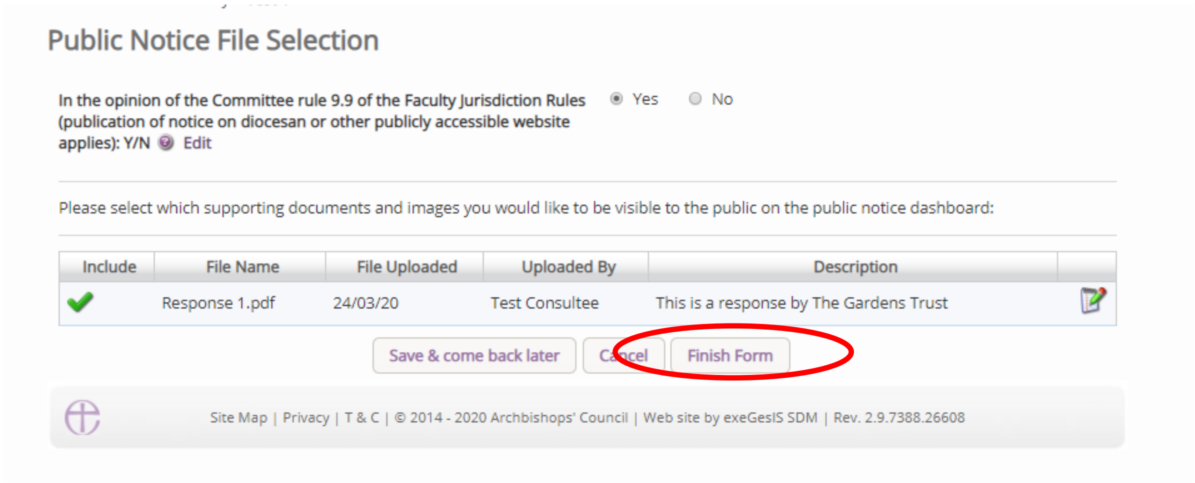
If the case is complex and has been ongoing for some time, there may be a large number of documents shown. The intention here is to make those documents publicly available, which should already be available to members of the public if they were to visit the church or registry in person. To do this, click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



Select yes and then press the save button.



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

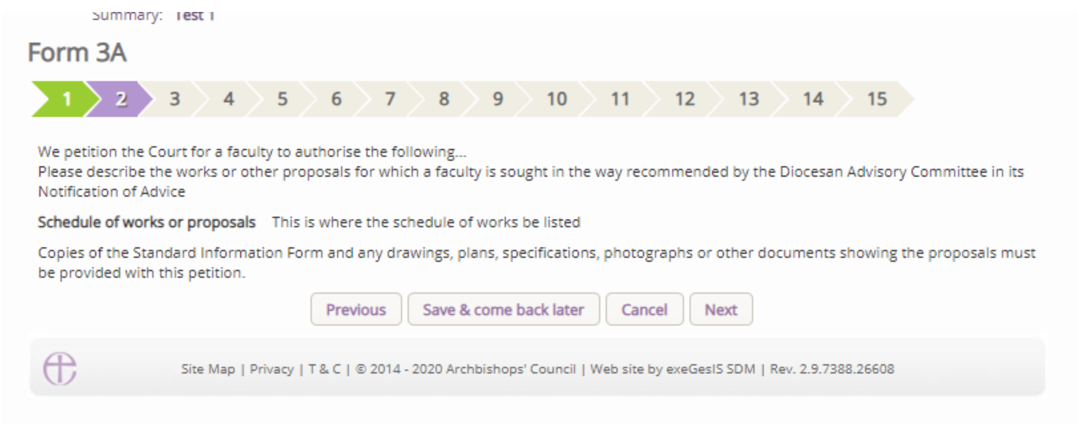


Repeat as necessary, and then press the finish form to return to the application dashboard. Should you find that you made a mistake or require other documents to be shown at a later point, this form will be editable during the later stages of the case.

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

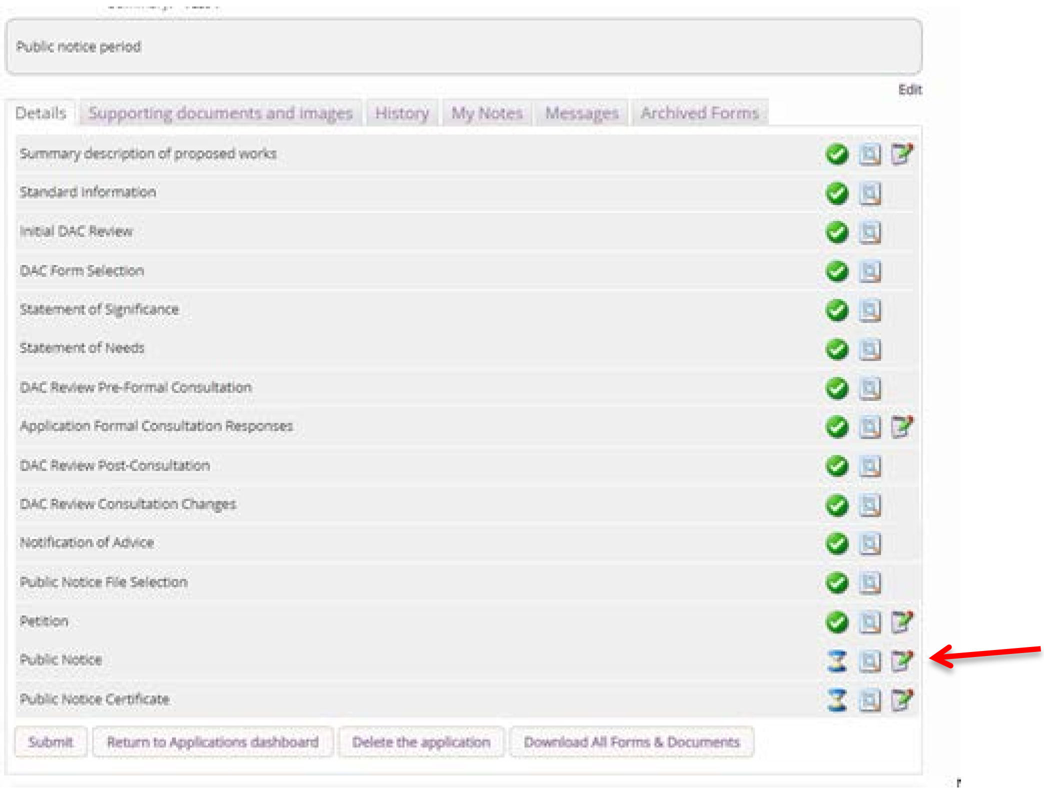
Once the notification of advice has been given by the DAC, the petition form will be made available to the petitioners (and the DAC) to complete in full. Here the details listed in the Petition details form will be added, and the schedule of works specified in the Notification of Advice will be autogenerated, 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.



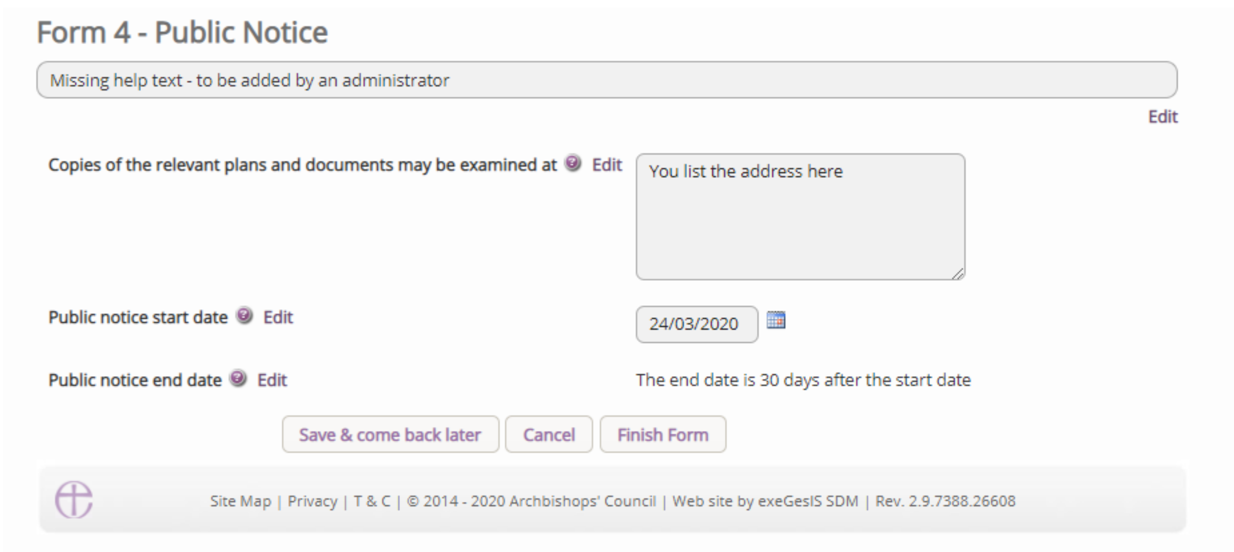
Once the Petition form is complete and the petitioners have moved it on to the next, you and the Registry will be notified.

Public Notice

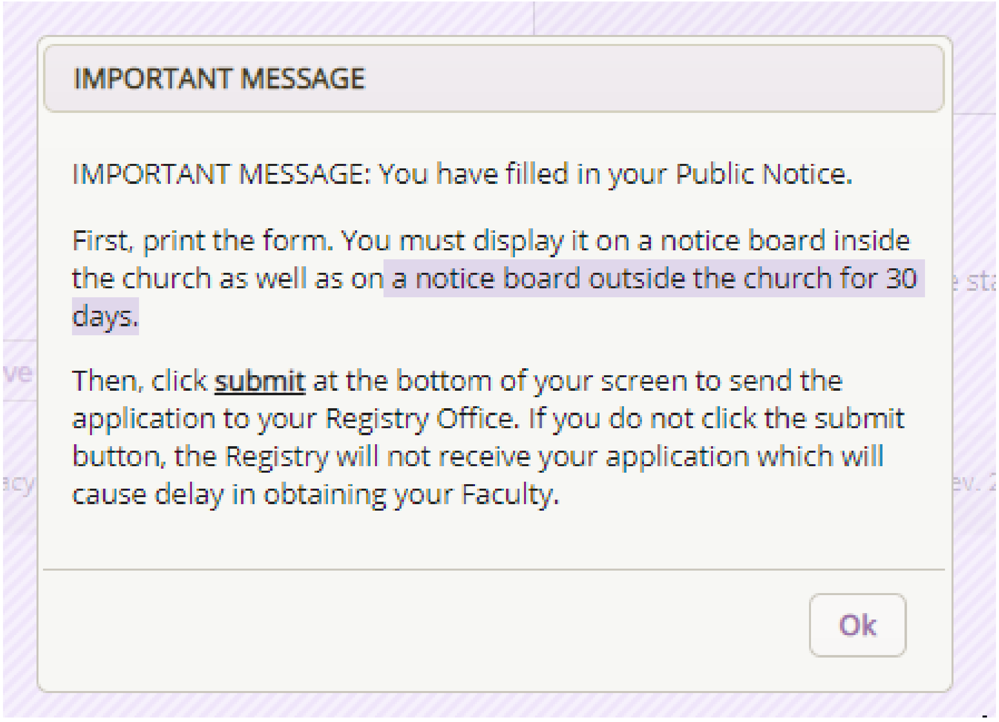
With the petition document complete, the public notice form will be available to be edited by pressing the edit button of the **Public Notice** form. You may also notice that the petition form is also editable by the petitioners, and this is because the Registrar may revert the case back to the Public Notice status in order for the petition form to be edited.



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.



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

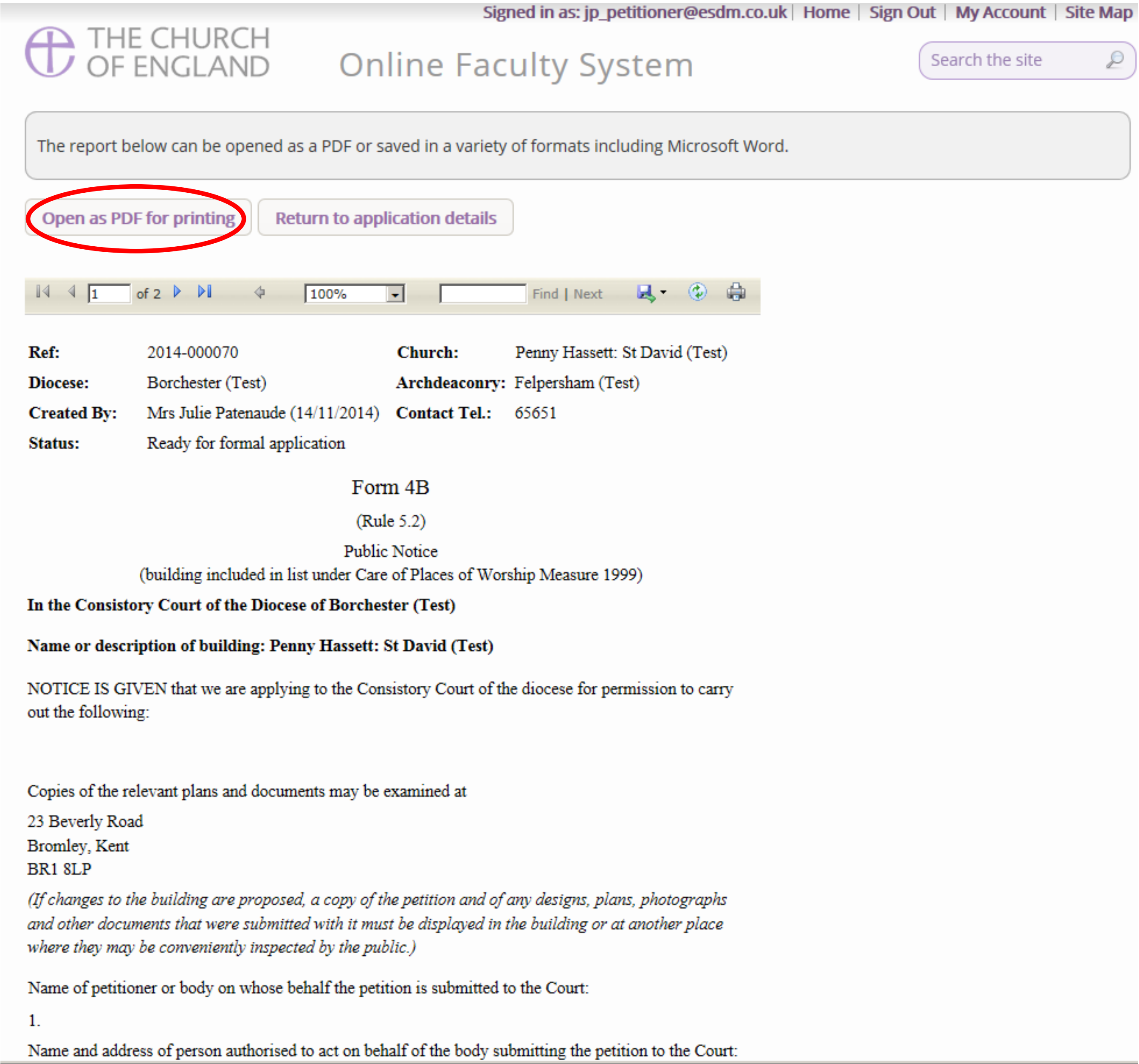


To **print** and/or access your Public Notice form:

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/



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.)

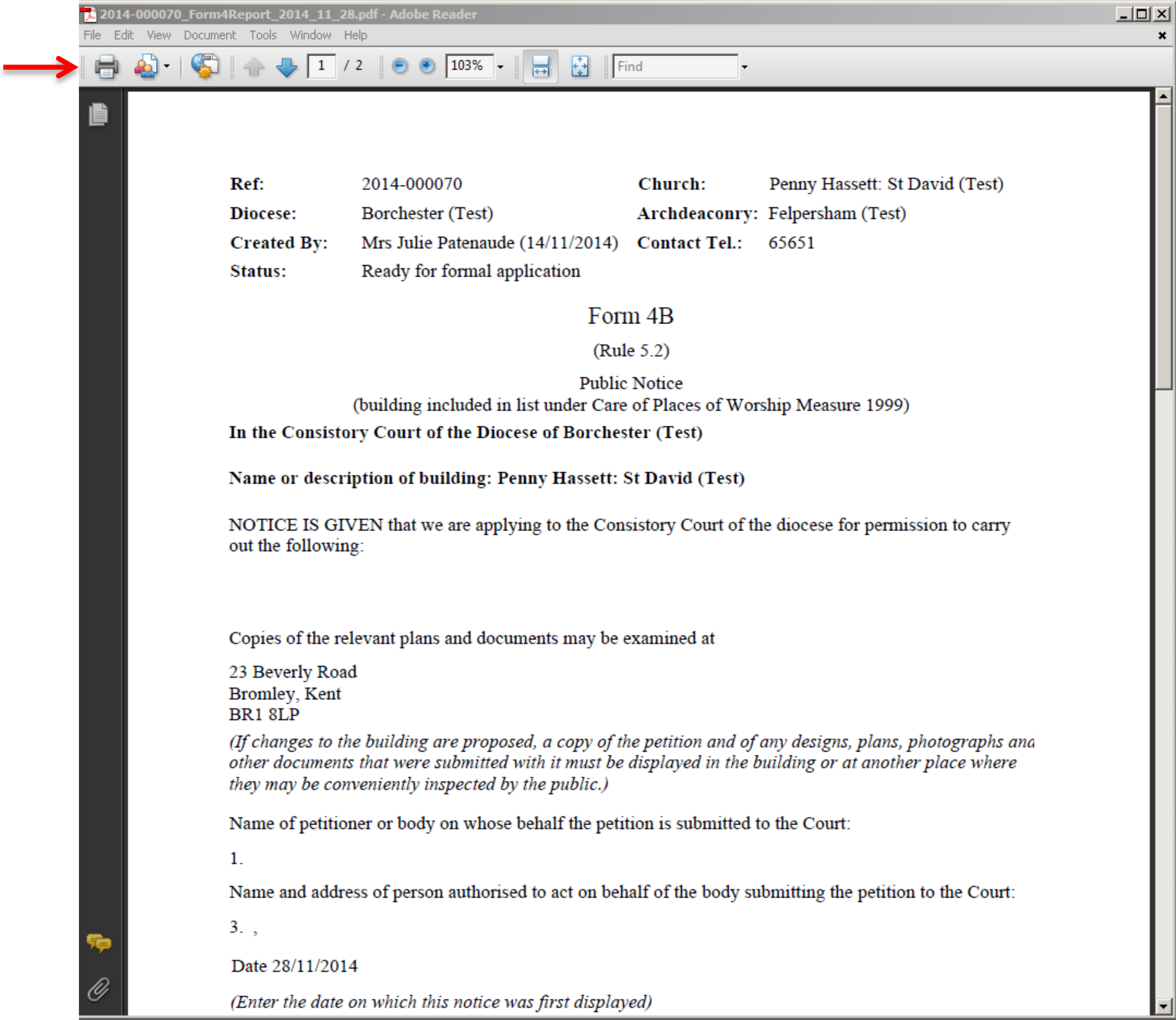
Name of petitioner or body on whose behalf the petition is submitted to the Court:

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.



Ref: 2014-000070 **Church:** Penny Hassett: St David (Test)
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(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.

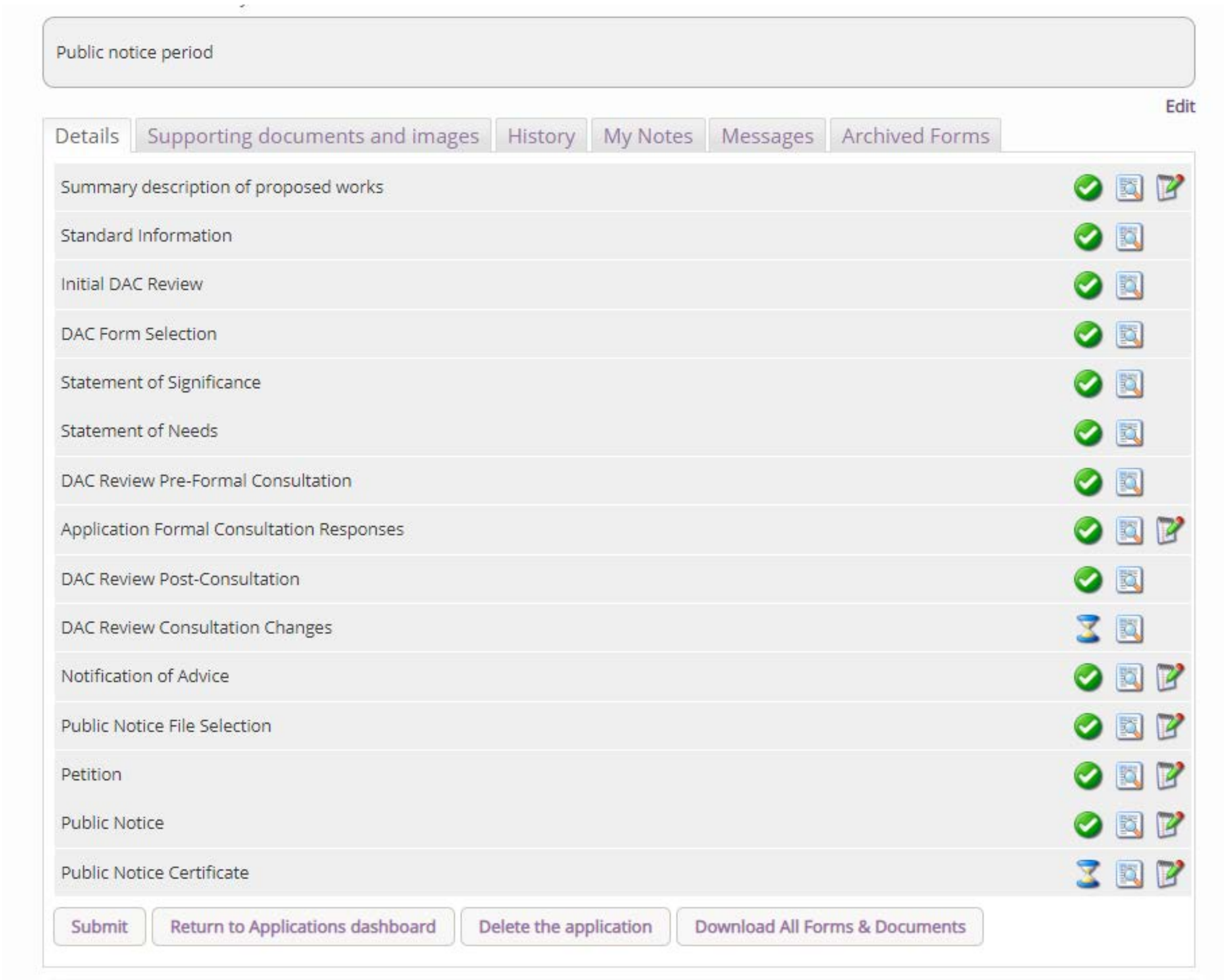
Name and address of person authorised to act on behalf of the body submitting the petition to the Court:

3. ,

Date 28/11/2014

(Enter the date on which this notice was first displayed)

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



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.

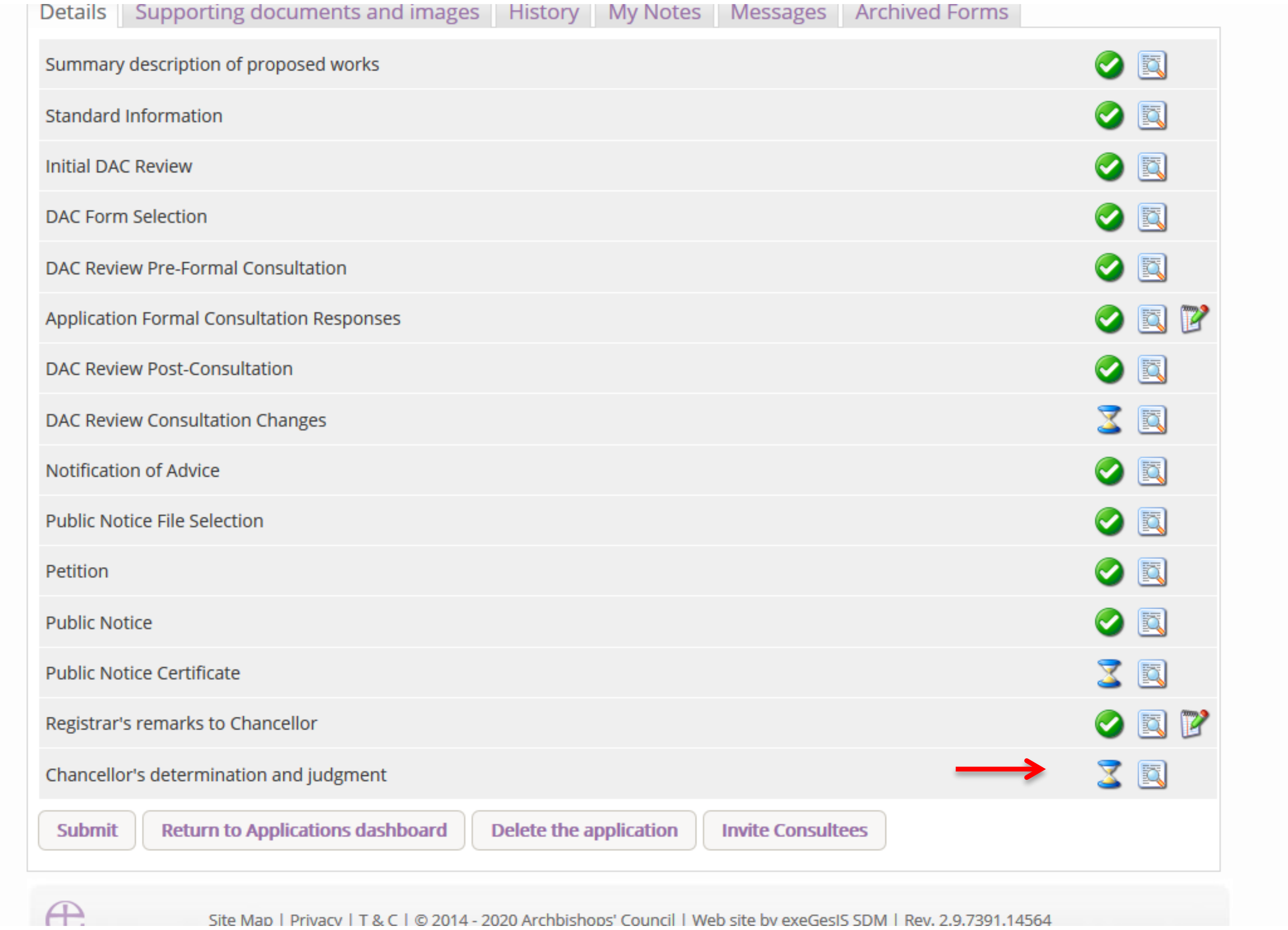
Public Notice Certificate

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.

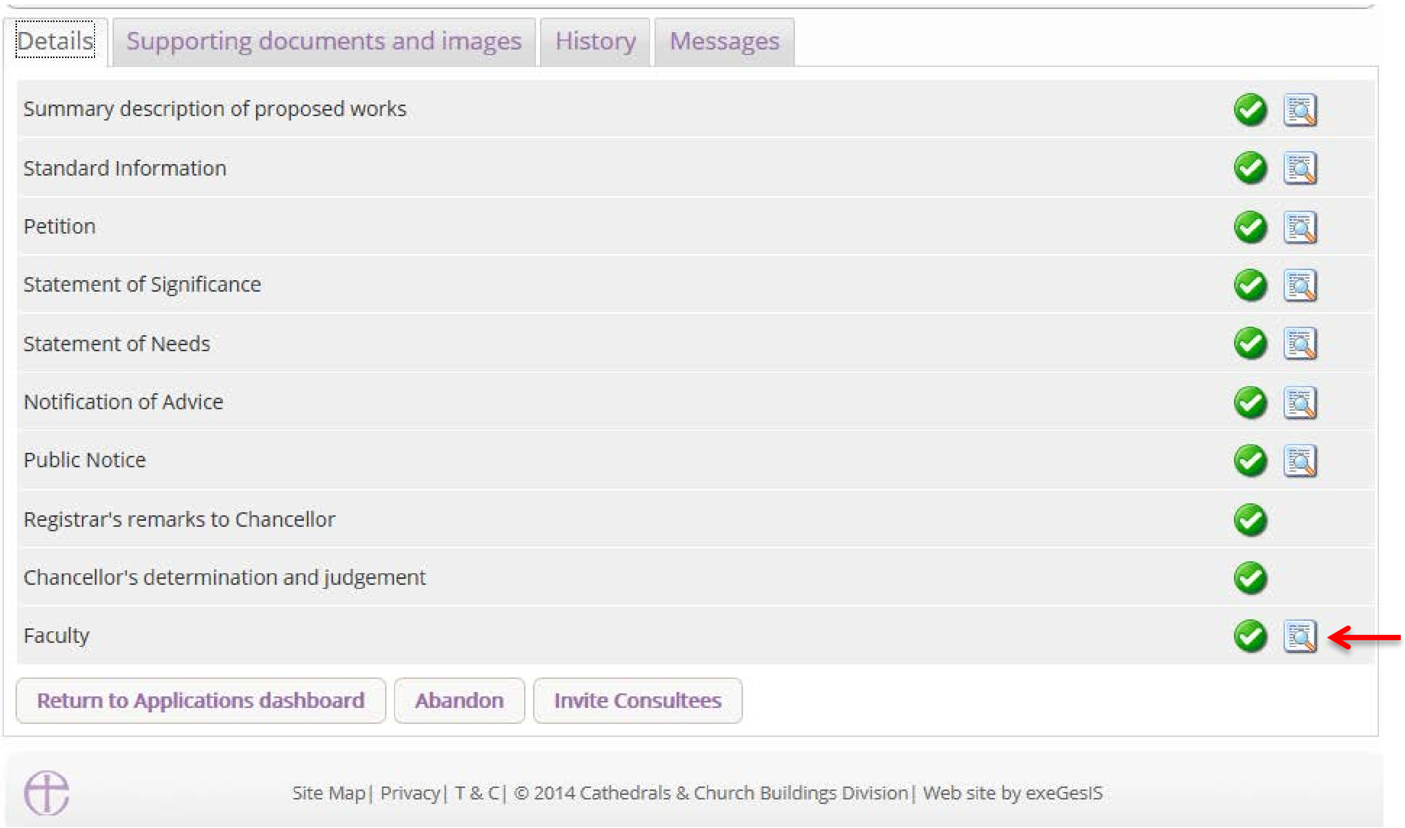
1. Sign in to the Online Faculty System
2. Locate the application using your Dashboard under **Active Case**
3. Find the **Status** icons on the Registrar's remarks and Chancellor's determination forms.



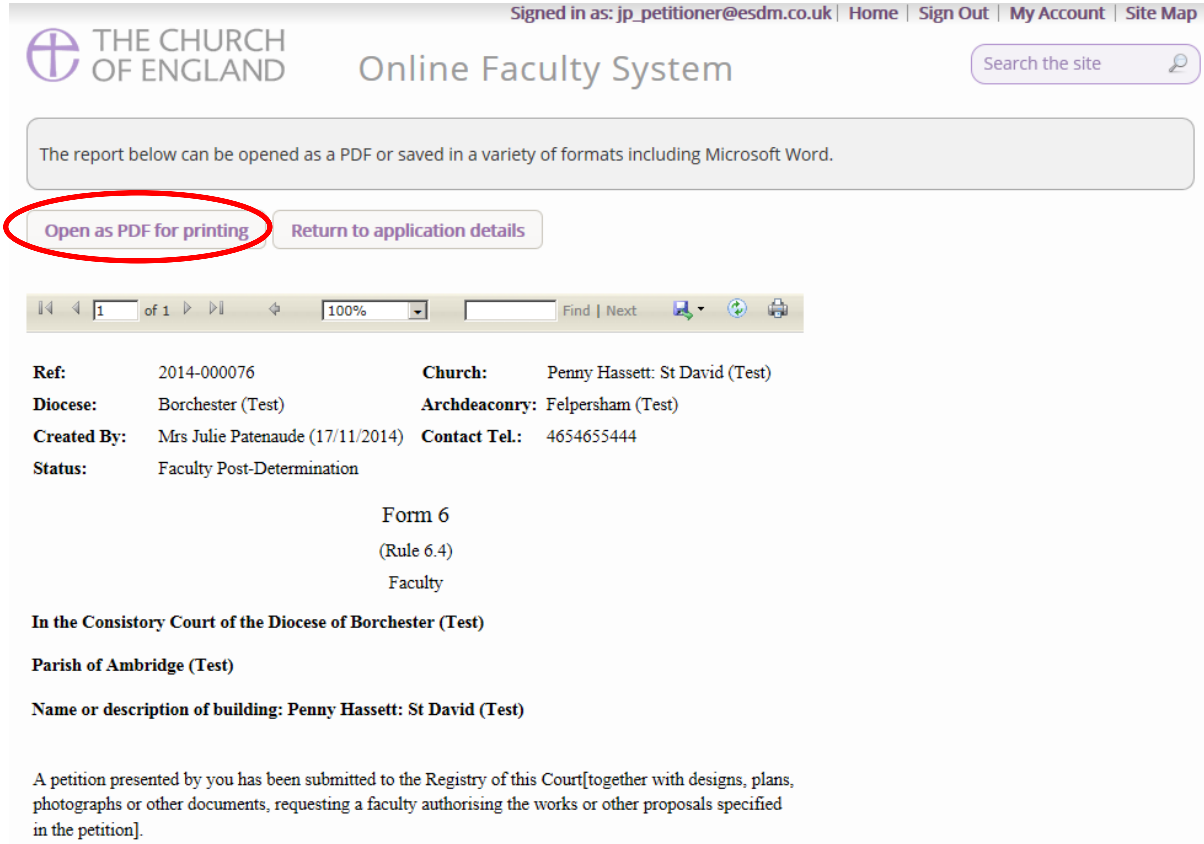
Faculty Approved

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.

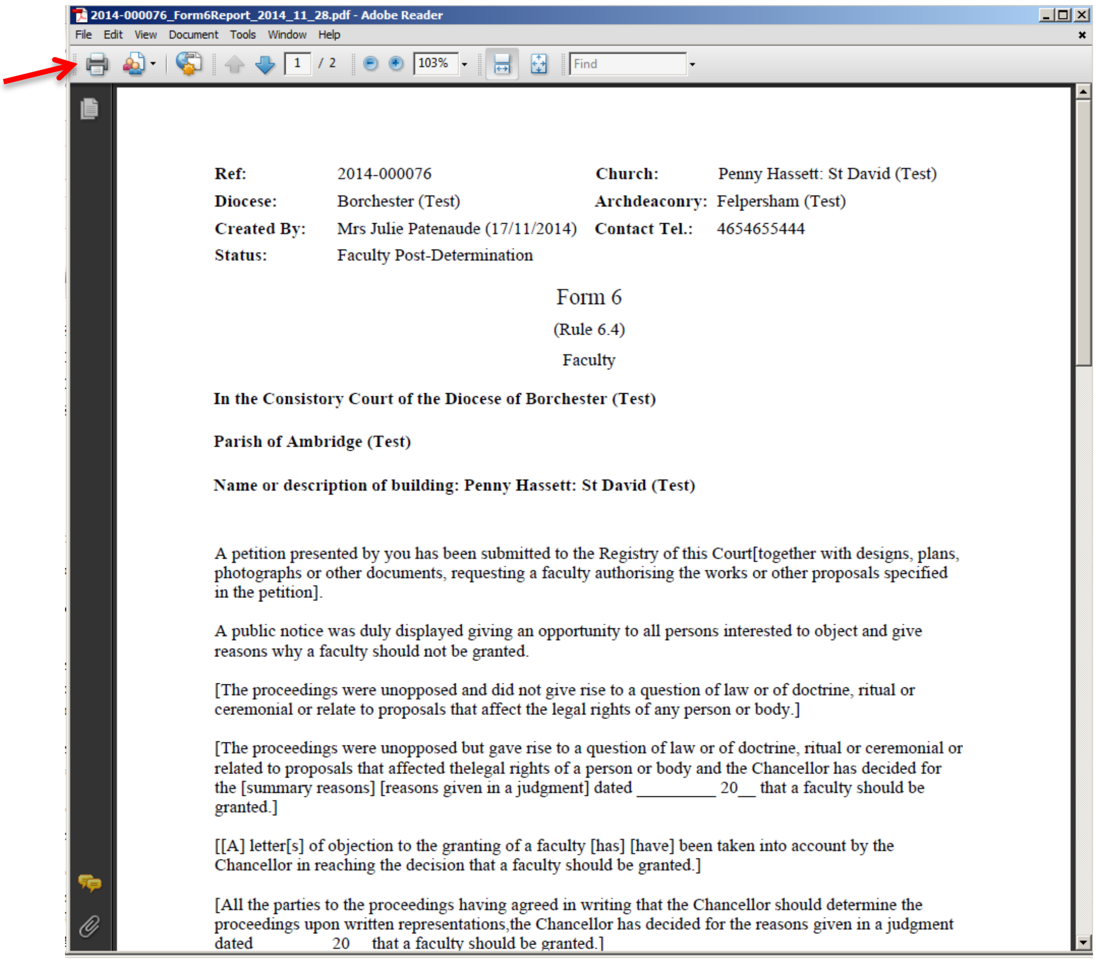
1. Sign in to the Online Faculty System
2. Locate the application using your Dashboard under **Archived Cases**
3. Click the **View** icon on the Faculty Form



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



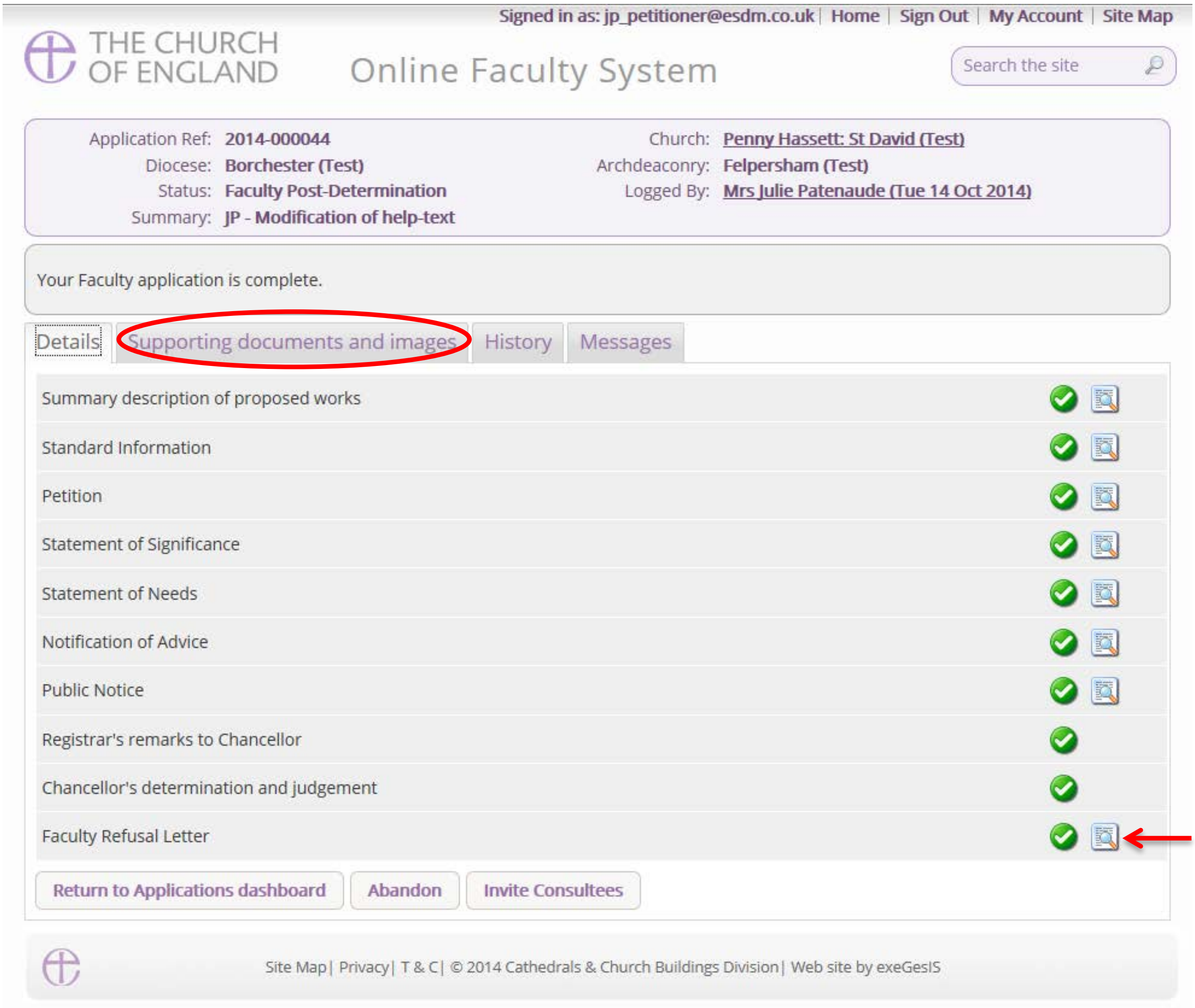
5. Click **Print**



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.

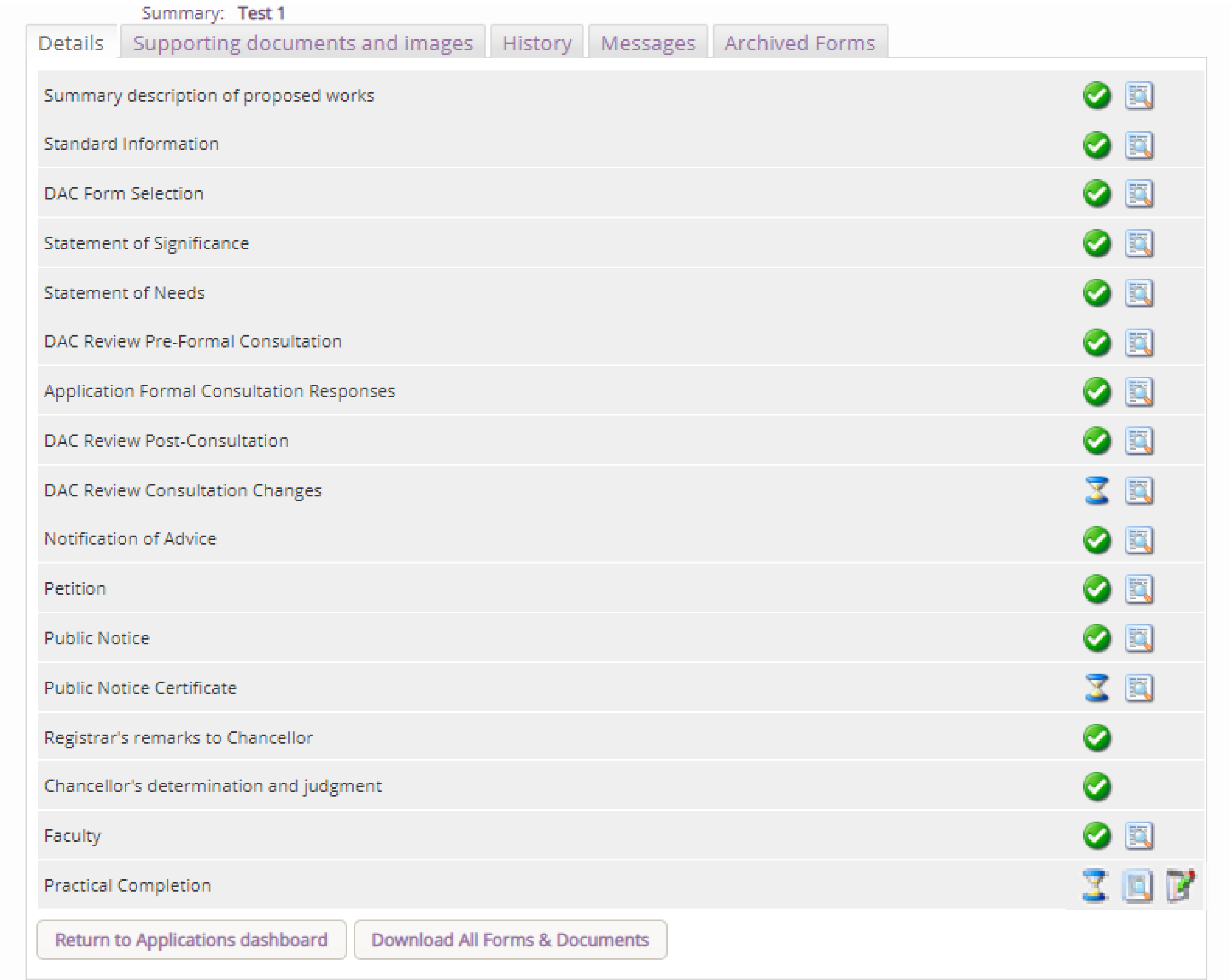
1. Sign in to the Online Faculty System
2. Locate the application using your Dashboard under **Archived Cases**
3. Click the **View** icon on the Faculty Refusal Letter to read the Registrar's comments
4. Go to the **Supporting documents and Images** Tab to find the Chancellor's judgement



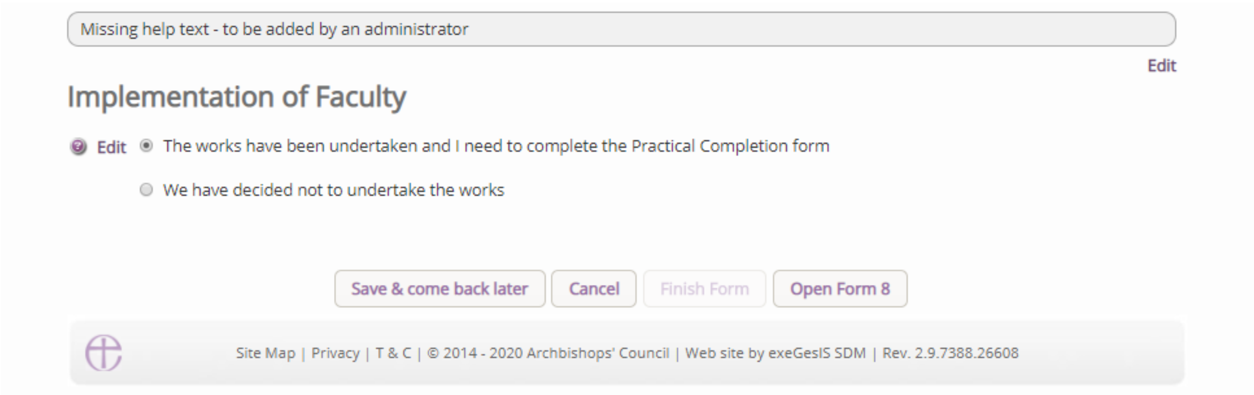
Practical Completion Form

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

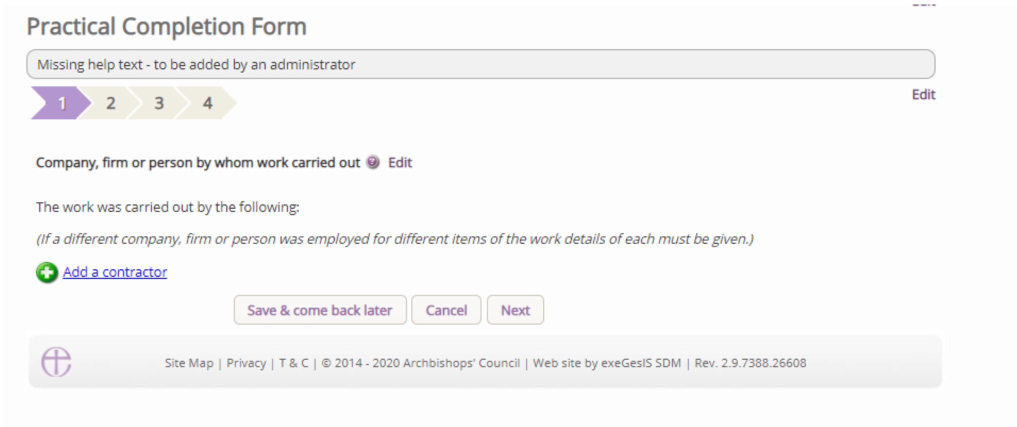
Under the legislation, once the faulty has been granted, and once the time granted within the Faculty has finished, the Parish is required to complete the Practical Completion form regardless of whether the works have been completed or not. This is available in your applications dashboard under active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



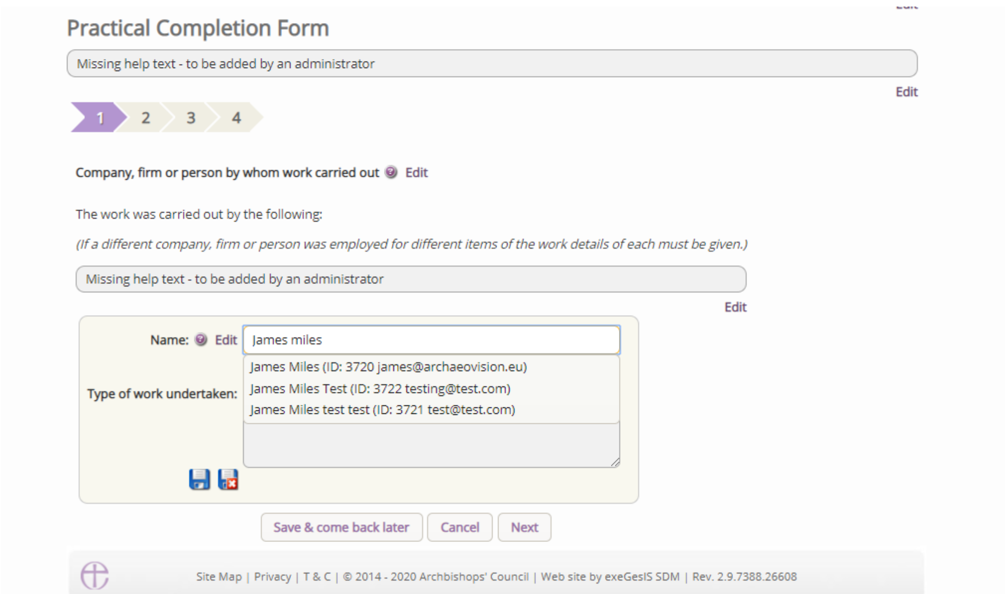
Under this form, you will be asked if the works were undertaken. If they have not, select the second option and press Finish Form, and then on the main dashboard page, press submit to finalise the case and to tell the system that it is complete. If the works have been completed, select the first option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



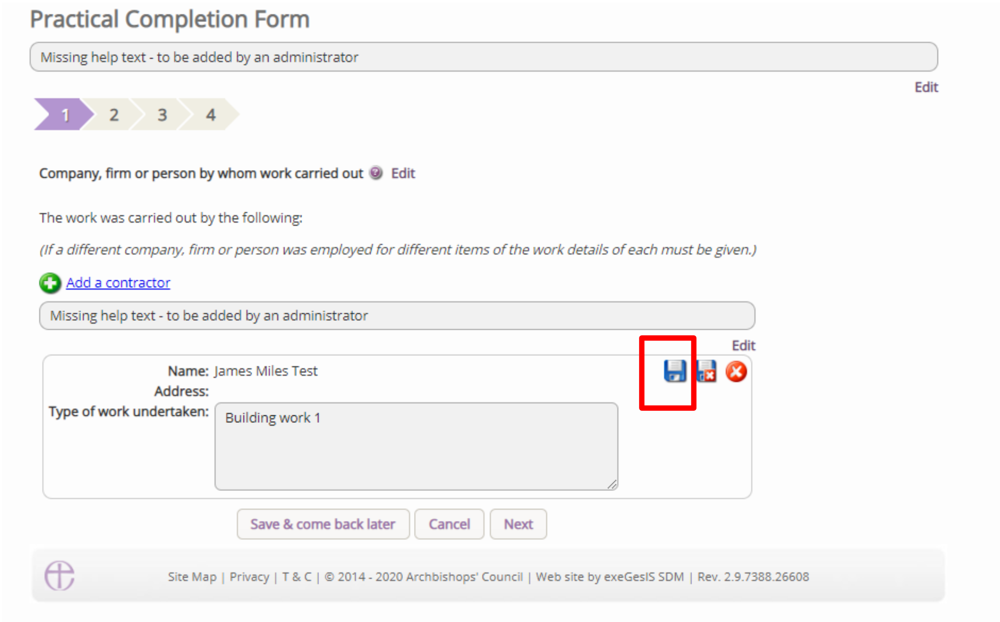
On the first page, you will be asked who completed the work.



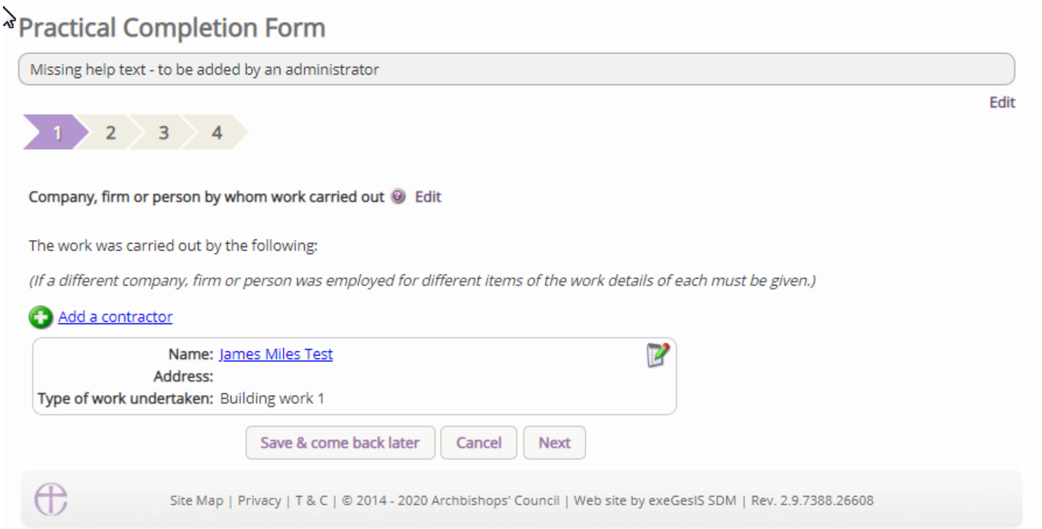
To add a contractor, press **Add a contractor.** This will then show the below text box. Start typing the name of the person or company. If they appear, click on their name to select them; if they do not appear, select Add someone new to then add their details to the database.



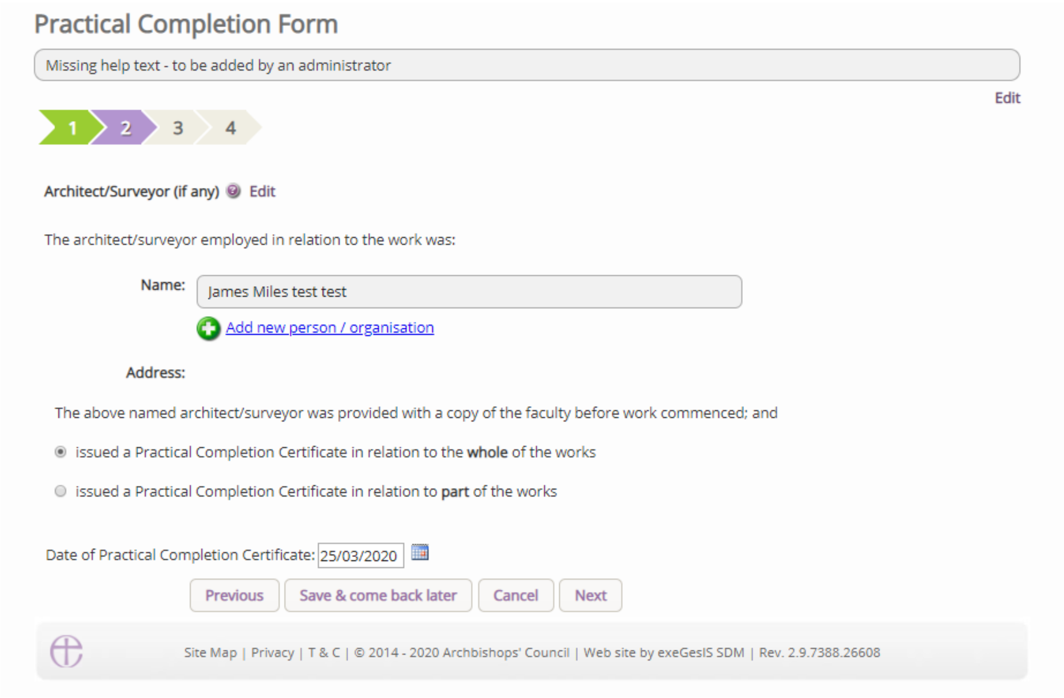
Once the contractor has been added, add an outline of what work they performed. Once entered, press the Save button to record their details.



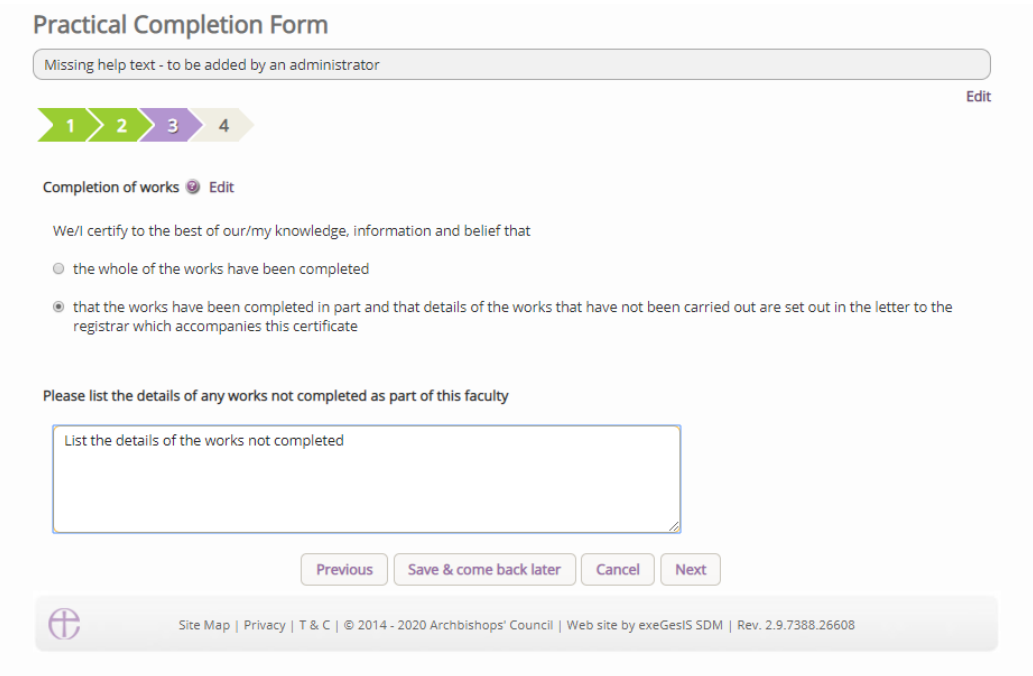
Once saved, they will appear as below. If you do not have this, you have not added them correctly. Do not press next until you have saved them, and the text box appears as below. If they do appear as below, press the next button to move on to the next page.



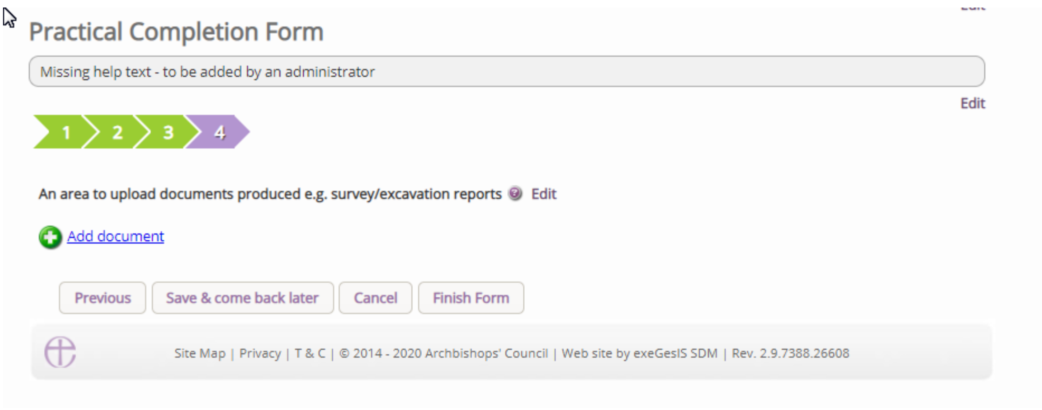
The second page will ask if any architect or surveyor was employed as part of the work and whether or not they provided a copy of the Practical Completion form for the whole or part of the works.



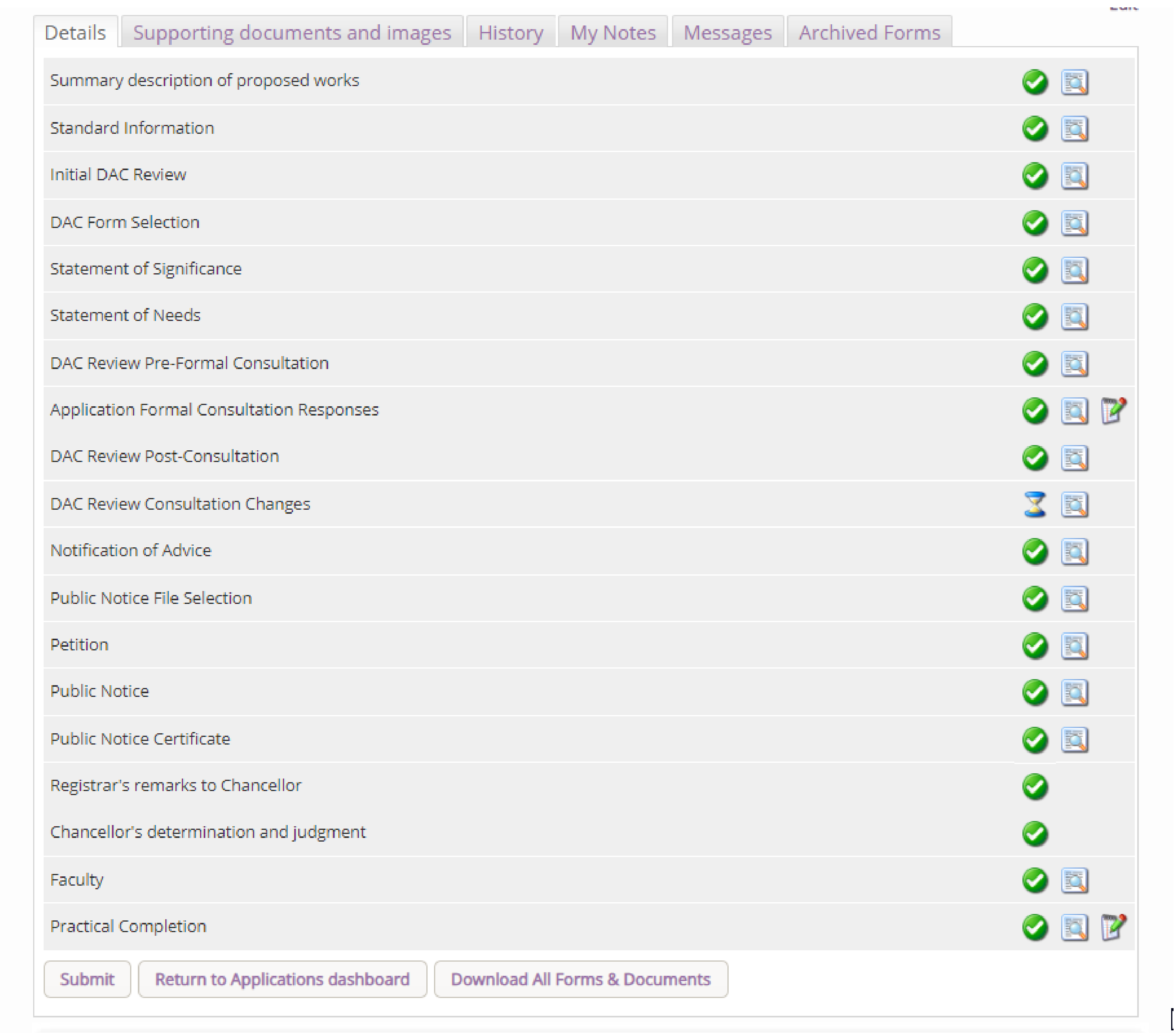
The third page asks whether or not the Faculty granted was completed in full or whether part of the works was completed. A text box is supplied to provide an outline of what works did not take place, and these will be sent to the registrar for them to record.



The fourth and last page asks for any necessary documents that you believe are appropriate to be added. You may not have any.



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.



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

020 7898 1860

or contact the Admin team at https://facultyonline.churchofengland.org/contact