Online Faculty System

A DAC Secretary's User Manual

2020 Rules

James Miles
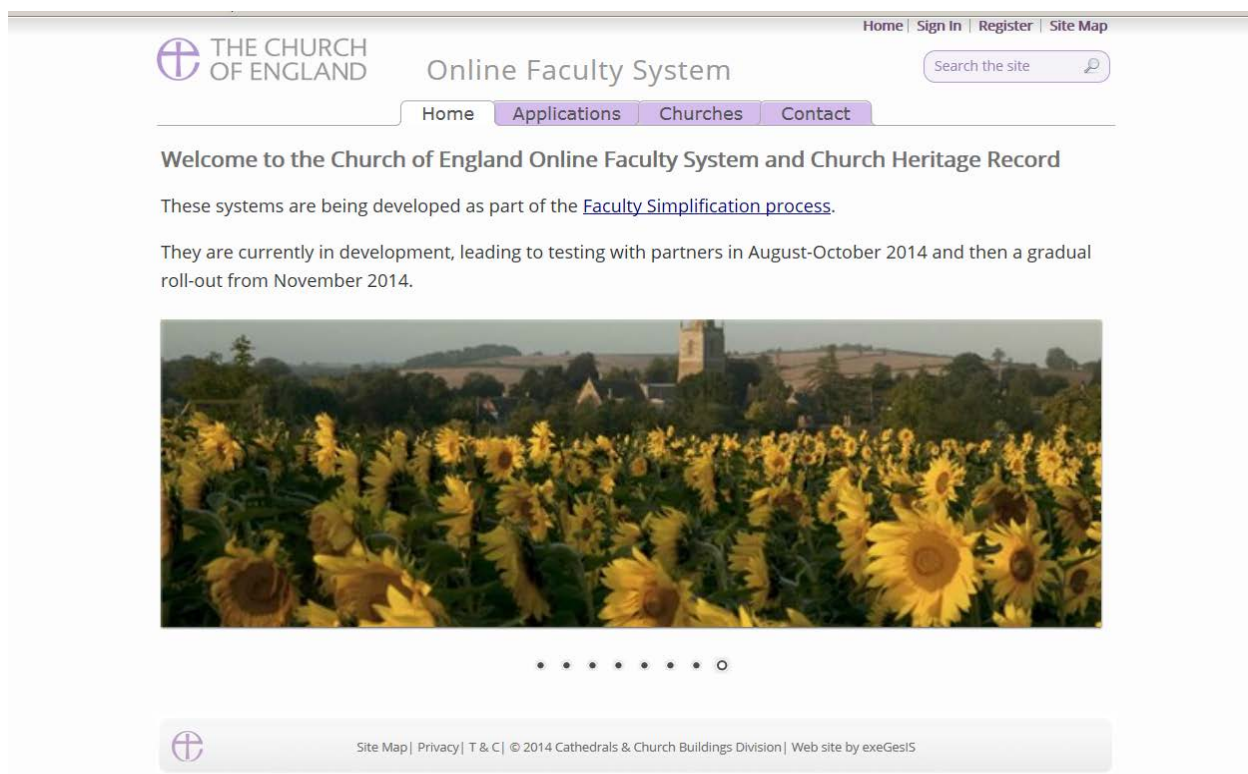**1st April 2020**

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

Table of Contents

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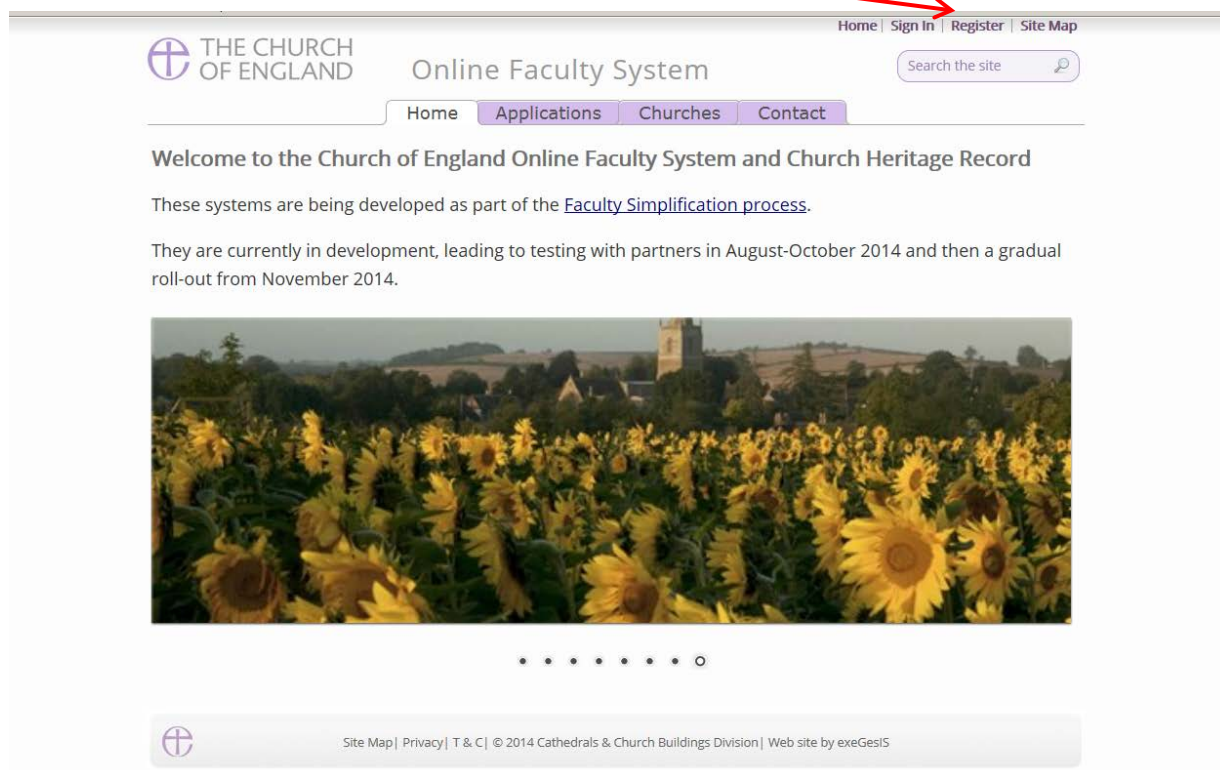
3. This will take you to the **Create a New Account** page.

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 that 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.

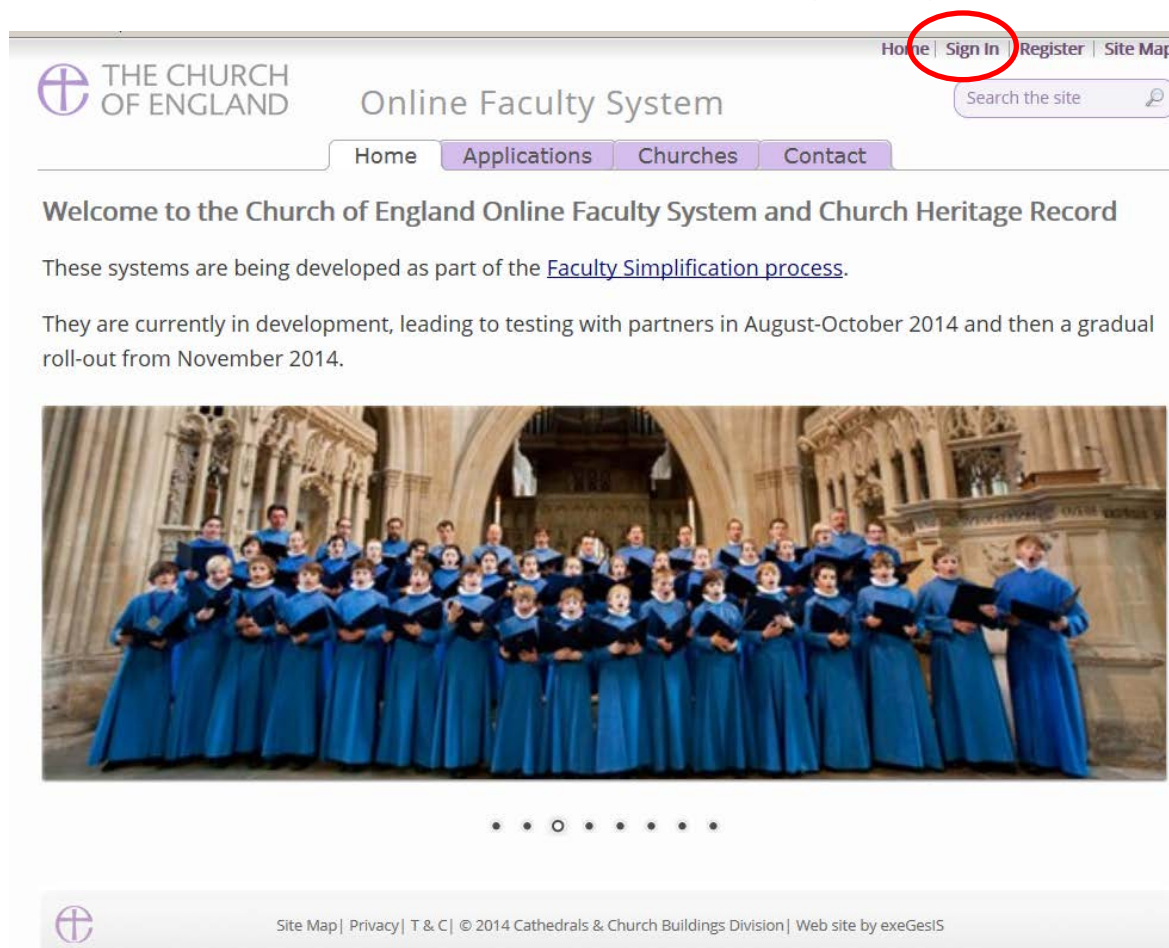15. The CCB will then be asked to approve your registration.

    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 into 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**.

THE CHURCH OF ENGLAND Online Faculty System

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

New Password

●●●●●●●

Confirm New Password

●●●●●●●

Change Password ←

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

tes   Tools   Help

THE CHURCH OF ENGLAND Online Faculty System

Search the site 🔍

Home | Applications | Churches | Forms | Contact | Project

Settings Edit 🔒

Welcome to the Church of England Online Faculty System and Church Heritage Record
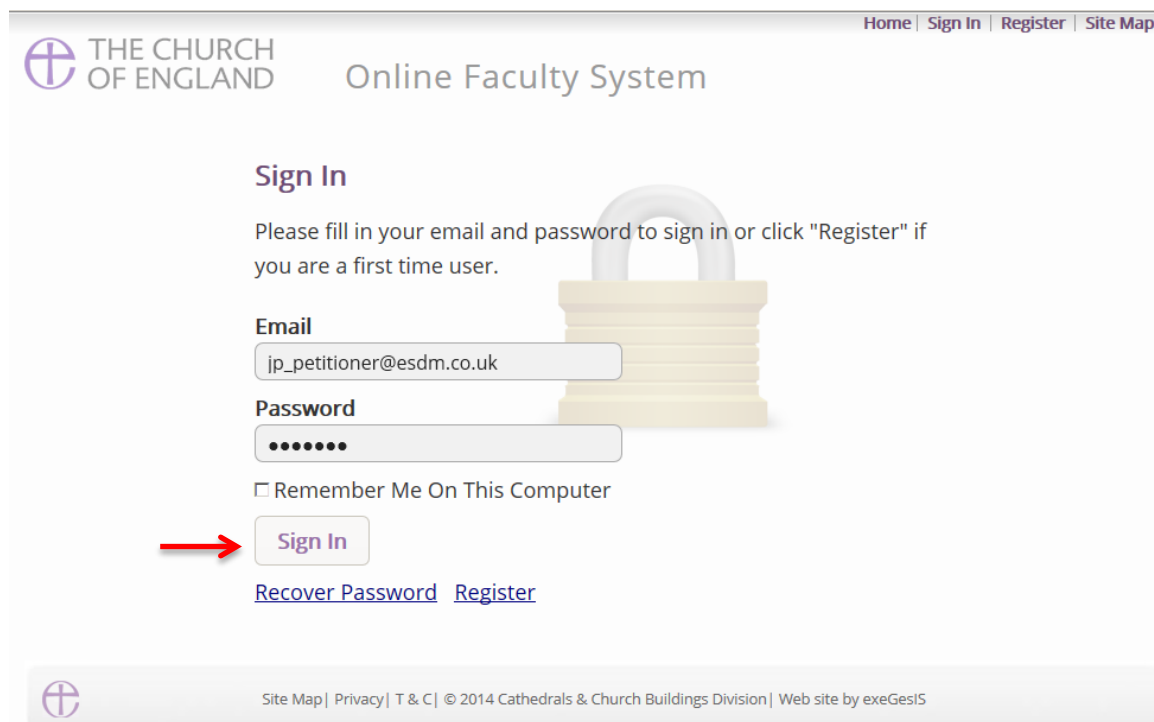
These systems are being developed as part of the Faculty Simplification process.

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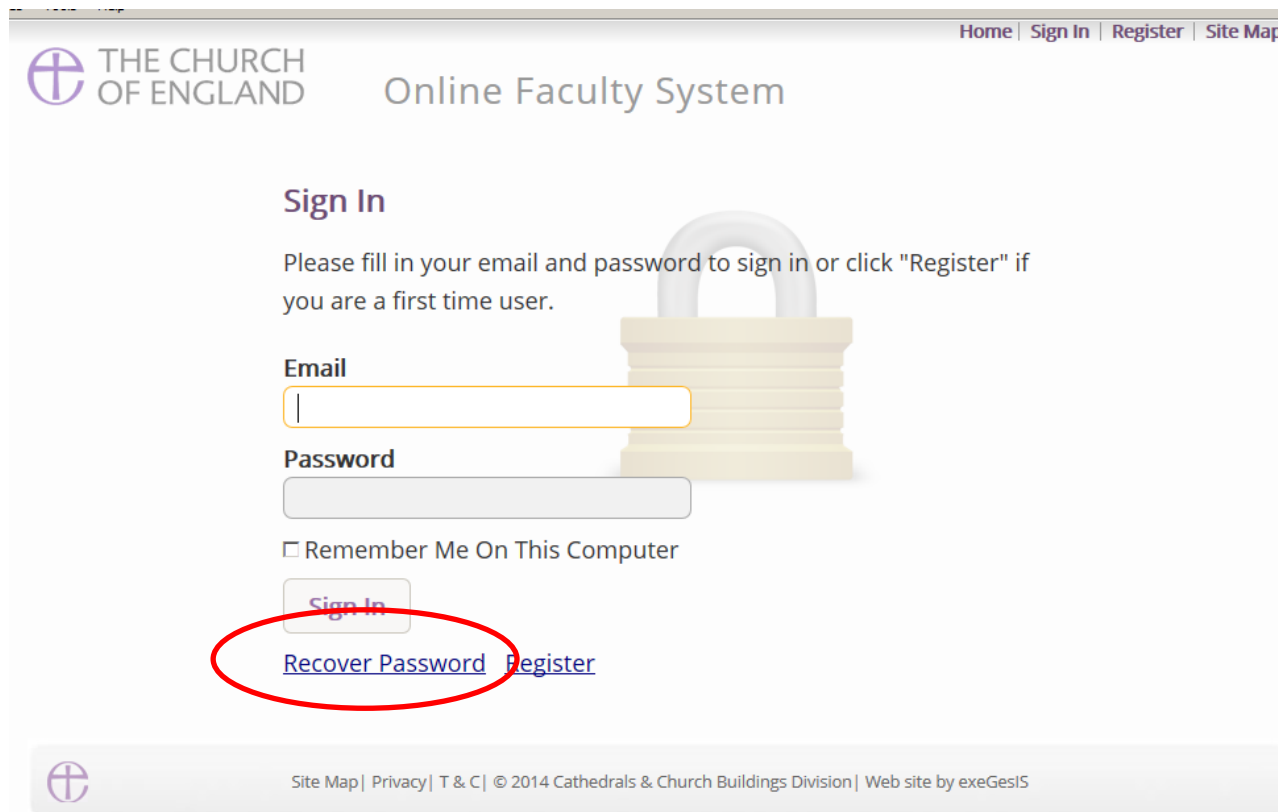
Settings Edit 🔒

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Settings

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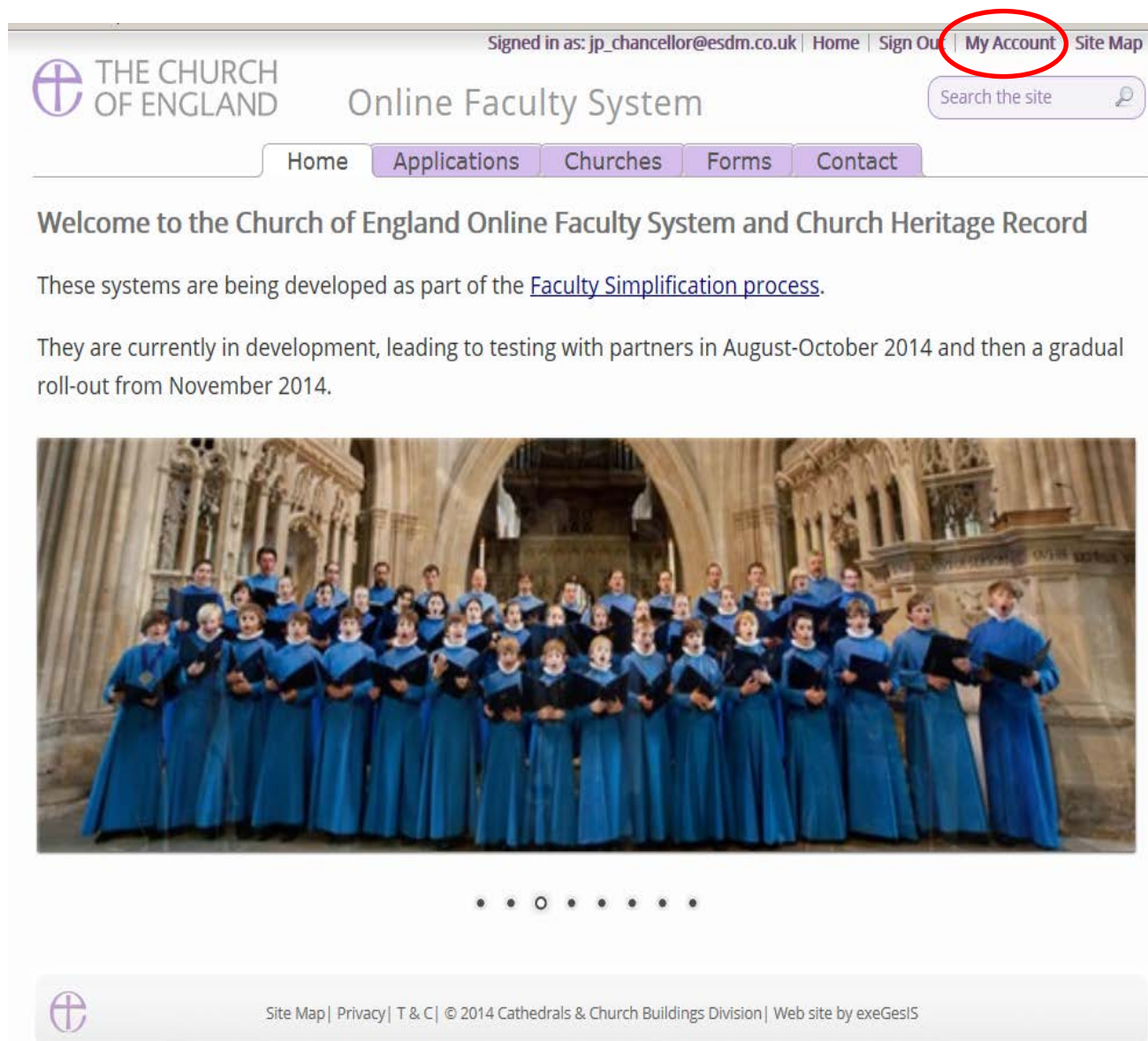
Managing your Account

Being able to manage your account is important. It gives you the opportunity to update your email address and contact details if they change. It also allows you to change your password and modify the way 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.

THE CHURCH
OF ENGLAND   Online Faculty System   Search the site 🔍

Home   Applications   Churches   Forms   Contact

My Account

Security/Identity   Profile

Display Name	jp_chancellor@esdm.co.uk	❷
User ID	JP Chancellor	
Email Address	jp_chancellor@esdm.co.uk	❷

Update   Change Password ❷

...ap| Privacy| T & C| © 2014 Cathedrals & Church Buildings Division| Web site by exeGesIS

> 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.

My Account

Security/Identity   Profile

Created	22/07/2014 13:01:36
Time Zone	(GMT) Greenwich Mean Time : Dublin, Edinburgh, Lisbon, London ▾
Title	Mrs
First Name	Julie
Last Name	Patenaude
Daytime telephone	020 7898 1860
Alternative telephone	
Address	Church House
Great Smith Street
London
Postcode	SW1P 3AZ
Email preference ❷ Edit	○ Daily summary
⦿ Everytime something happens
Total Posts	0

View my profile as others see it.

Update   Change Password ❷

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

> 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

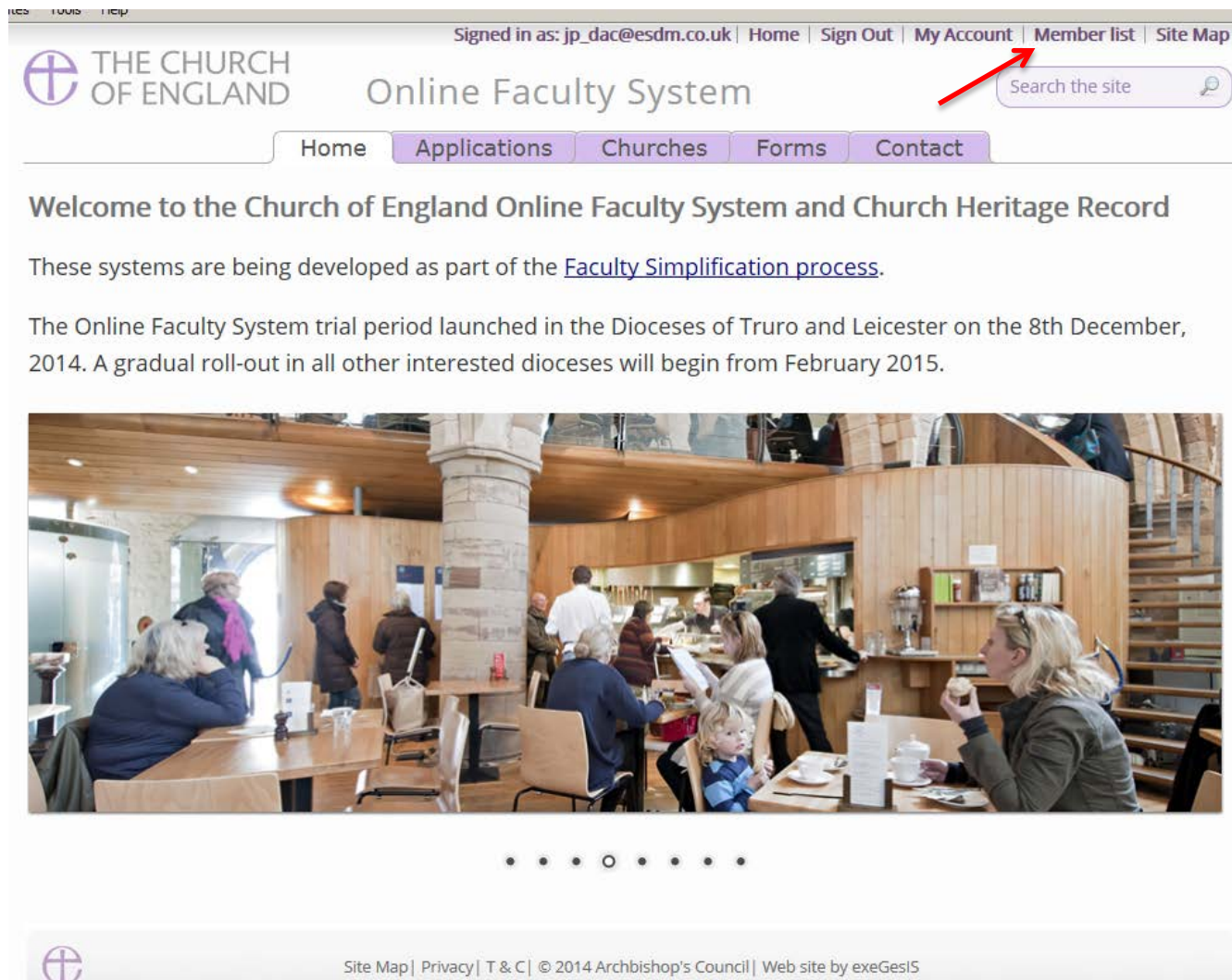> **Do not forget** to update your changes

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 ▐████▌   ⓔ Edit

Email Address ▐██████████▌   ⓔ 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]
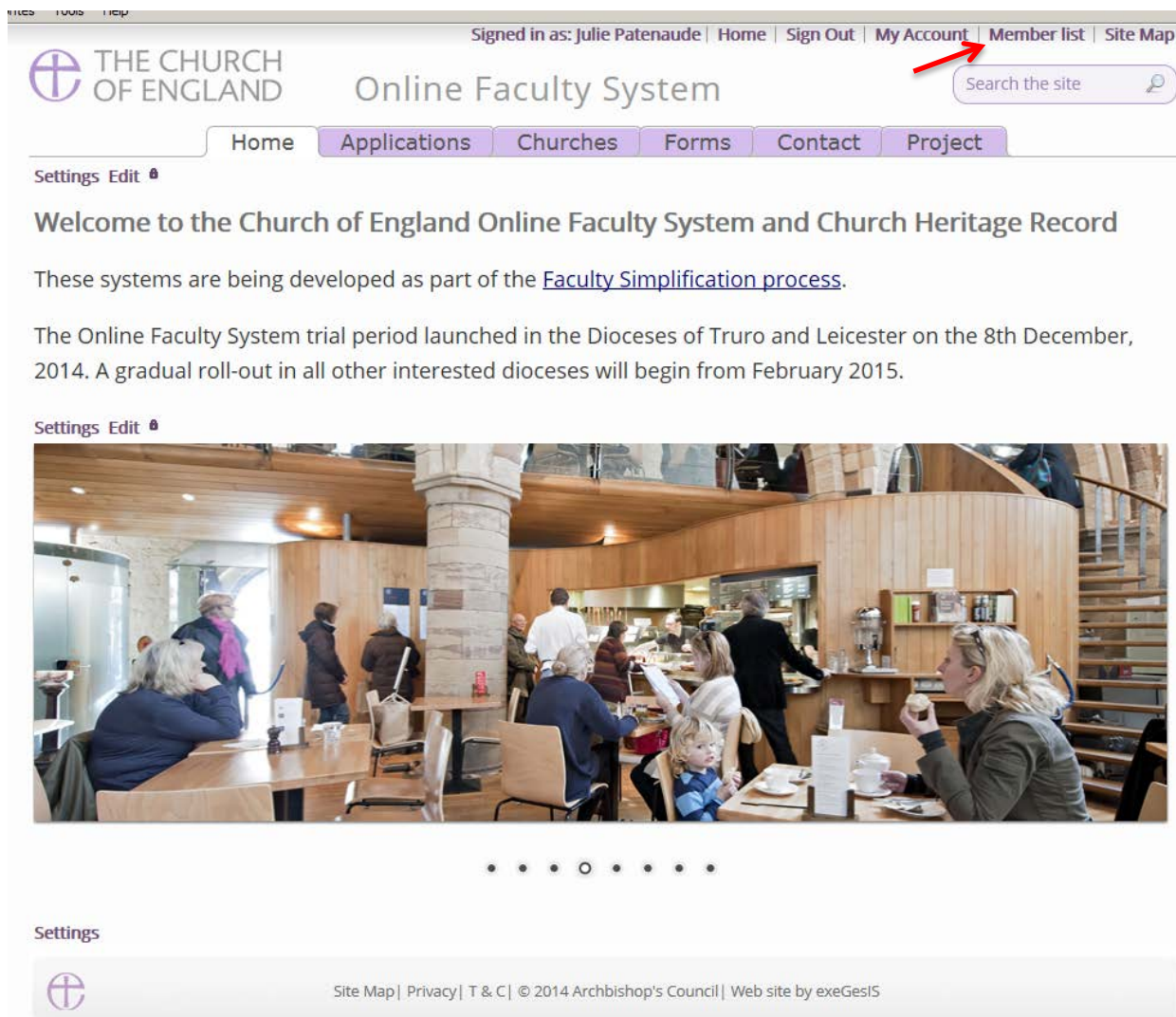
Registration Emails

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**

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

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Option 2

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

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

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

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

First   Previous   Next   Last   Page size: 10 ▼   Page 2 of 2 (16 items)

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

Manage user: Julie Patenaude

Identity   Profile

Display Name	Julie Patenaude	❷ Edit
Email Address	julie.patenaude@churchofengland.org	❷ Edit
Password		❷ Edit
User Must Change Password?	☐ ❷ Edit	
Is Locked Out?	☐ Lock ❷ Edit	
Email Is Confirmed?	☑ Accept this email address as valid Re-send confirmation email ❷ Edit	

Update   Member list

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

Changing a user's password

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

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


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).

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

THE CHURCH OF ENGLAND
Online Faculty System

Search the site 🔍

| Home | Applications | Churches | Forms | Contact |

Online Faculty System dashboard

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

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

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

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

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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

Scroll through the pages to find a specific application

Messages	Applications requiring your action	Active Cases	Archived Cases

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

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

- 10
- 20
- 50
  or
- 100

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

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

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

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

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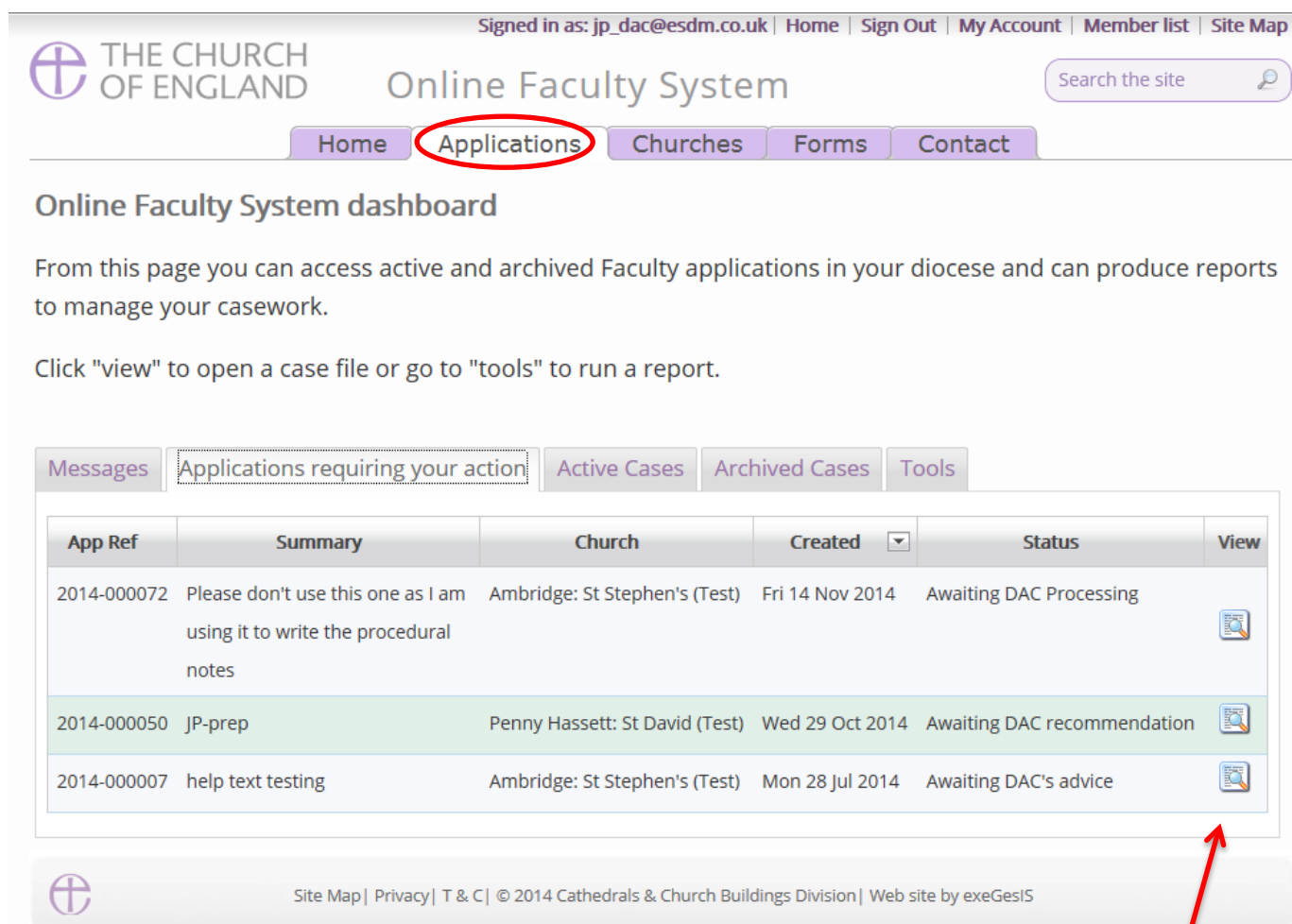
Navigating a Case File

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 cases progresses and stops any form being completed too early or unnecessarily.

Basic summary of an application

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

Application Ref: 2020-000509
Diocese: Borchester (Test)
Status: Registrar to Issue Faculty
Summary: summary 1

Church: Penny Hassett: St David (NotReal)
Archdeaconry: Felpersham (Test)
Logged By: Mr Test Dac (Thu 05 Mar 2020)

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

Summary description of proposed works

Standard Information

DAC Form Selection

Statement of Significance

Statement of Needs

DAC Review Pre-Formal Consultation

Application Formal Consultation Responses

DAC Review Post-Consultation

DAC Review Consultation Changes

Notification of Advice

Petition

Public Notice

Public Notice Certificate

Registrar's remarks to Chancellor

Chancellor's determination and judgment

Faculty

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

Click here to **exit** the case file

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

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

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.

Add a new file

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 only the details of completed tasks (status changes).

Or

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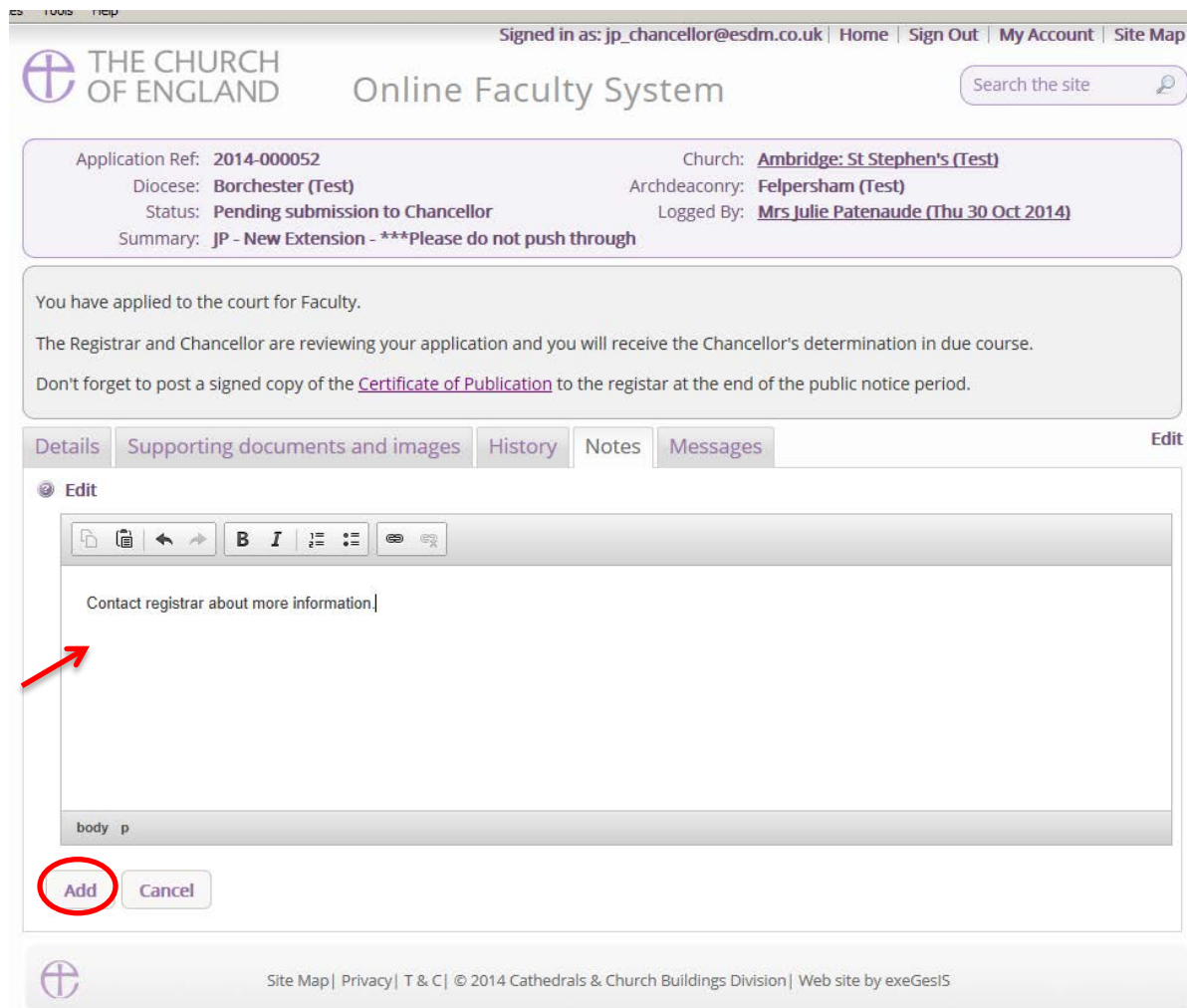
See who worked on this application.

What they did.

And when.

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

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

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	

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

Change how many emails you see at any one time

Navigate through the pages.

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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.

	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

Faculty System: petition ref 2014-000072 is in preparation

Dear DAC

The following Faculty Application is now in preparation:

Reference 2014-000072 concerning Ambridge: St Stephen's (Test) (Church Code 647001).

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 using the My Account page.

Delete   Print

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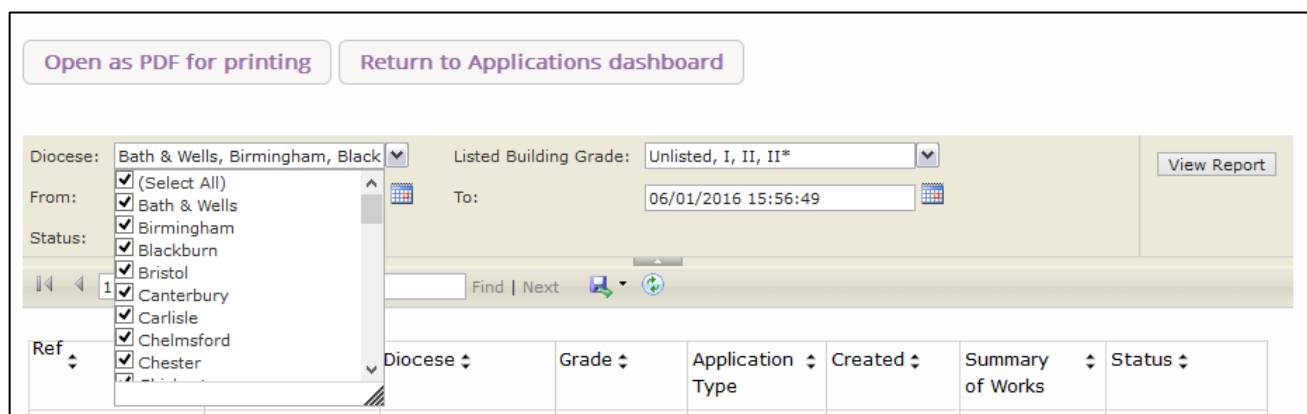
This tool allows you to find out how many applications have come through the Online Faculty System in your Diocese.

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 looks 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 **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.

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.

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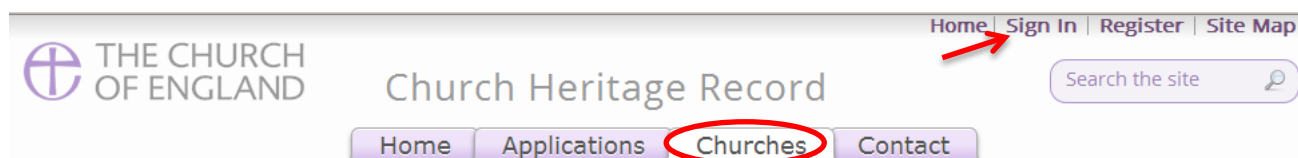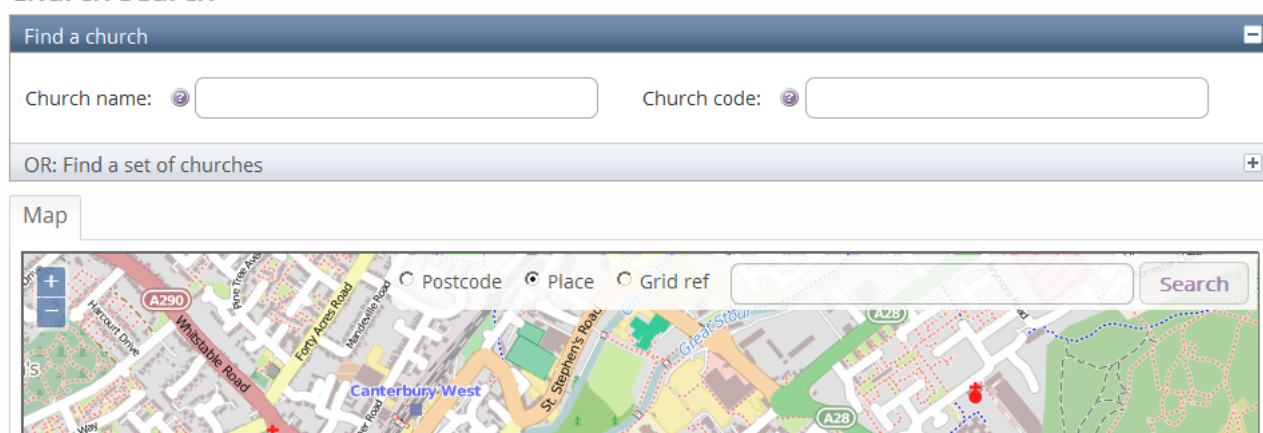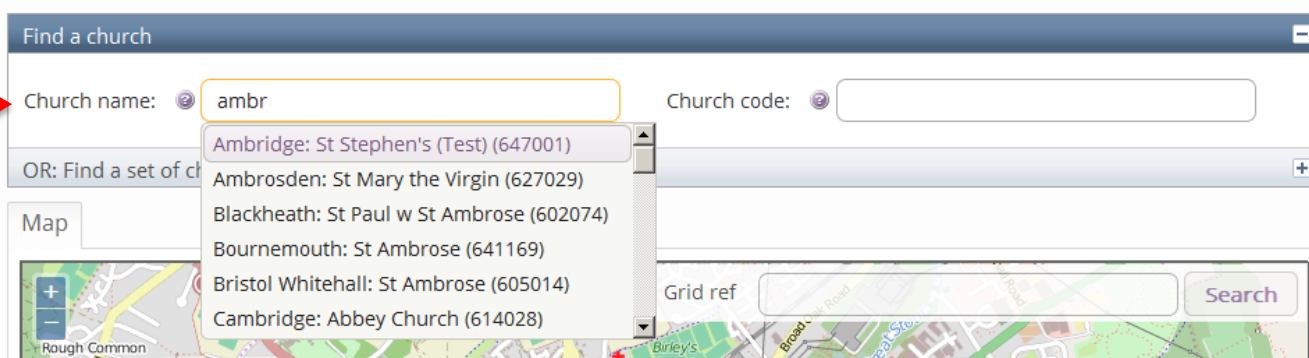
3. Use the Church Search function to locate the specific church building
   a. Select **Find a church**
   b. Enter the church's **name** OR
   c. Enter the church's **code**

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.
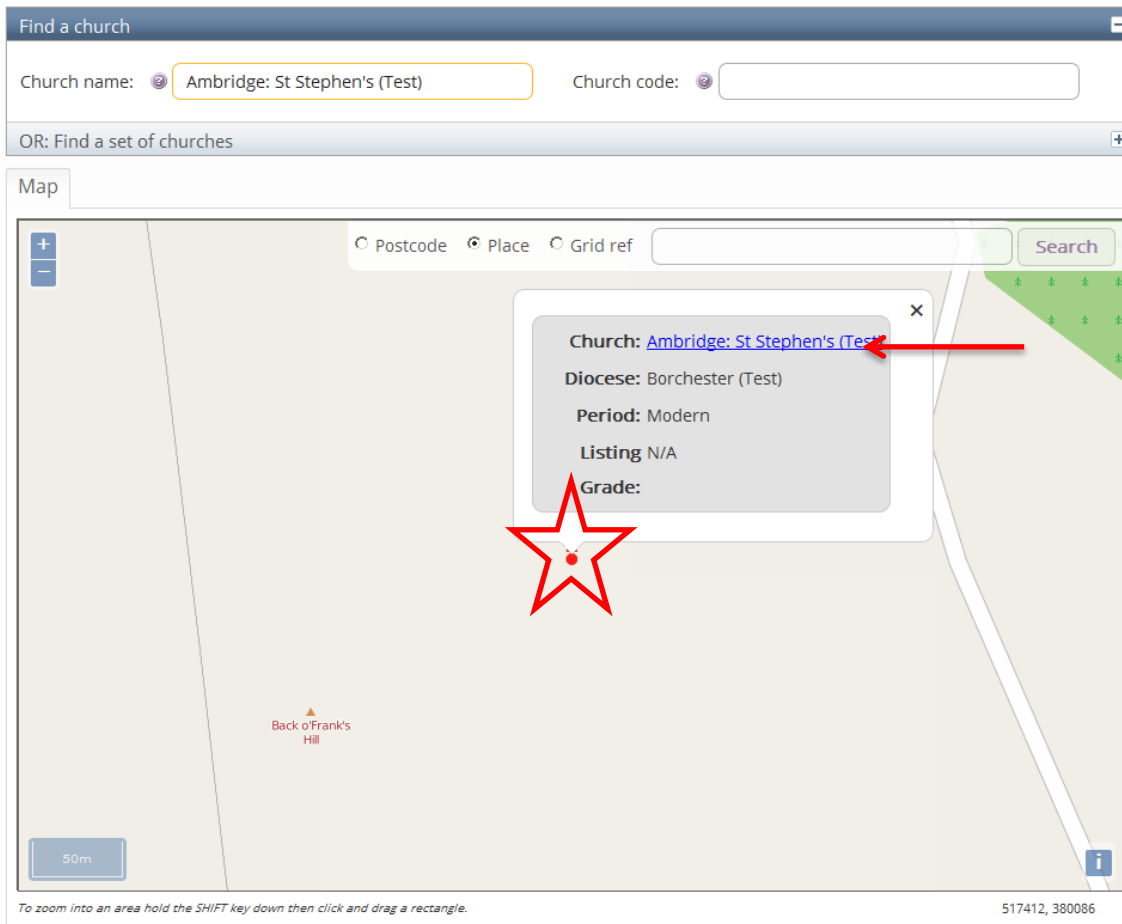
5. In the Church Heritage Record for your specific church building, go to the **Condition** tab
   *Please note that you will only have access to this tab if you are logged in as DAC Secretary.
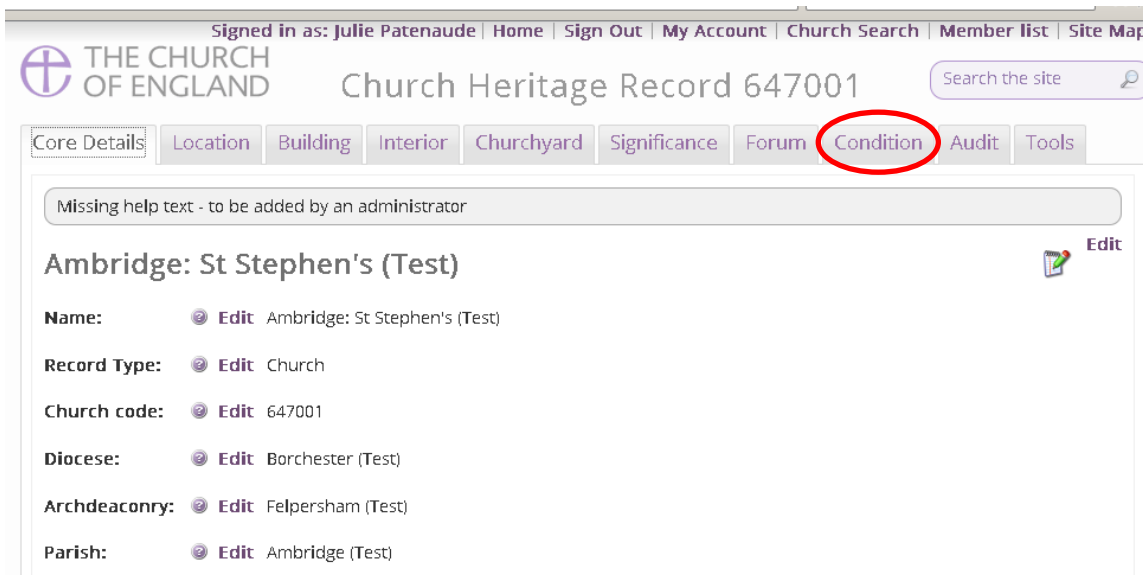
6. Scroll down the page to Event Log (Faculty History)
7. Click **Start a new application**

Event Log (Faculty History)

Start a new Application **Start a new TMRO Application**

App Ref	Summary	Church	Created ▾	Status	View
2020-000529	qwert	Ambridge: St Stephen's (Test)	Thu 26 Mar 2020	Application in formal consultation	🔍
2020-000528	testing	Ambridge: St Stephen's (Test)	Mon 23 Mar 2020	Await applicant completion of the petition form	🔍
2020-000527	Test 1	Ambridge: St Stephen's (Test)	Mon 23 Mar 2020	Faculty works completed	🔍
2020-000526	Test 1	Ambridge: St Stephen's (Test)	Mon 23 Mar 2020	Awaiting List A item selection	🔍
2020-000525	Test 1	Ambridge: St Stephen's (Test)	Mon 23 Mar 2020	Awaiting List A item selection	🔍
2020-000524	Testing	Ambridge: St Stephen's (Test)	Fri 20 Mar 2020	Awaiting List A item selection	🔍
2020-000523	1234	Ambridge: St Stephen's (Test)	Thu 19 Mar 2020	Awaiting DAC advice on List B application	🔍
2020-000522	list b	Ambridge: St Stephen's (Test)	Thu 19 Mar 2020	Faculty works completed	🔍
2020-000521	testing	Ambridge: St Stephen's (Test)	Thu 19 Mar 2020	Await applicant completion of the petition form	🔍
2020-000519	Test	Ambridge: St Stephen's (Test)	Mon 16 Mar 2020	Await applicant completion of the petition form	🔍

First   Previous   Next   Last

Page size: 10 ▾ Page 1 of 27 (262 items)

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

9. Enter a **brief** summary of the works into the **Summary of proposed works box**
10. Enter a contact telephone number into the next box
11. Click **Finish**

Recording a List A matter

Under the 2019 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. includes:
- A1 – Church buildings etc.
- A2 – Musical instruments
- A3 – Bells etc.
- A4 – Clocks
- A5 – Church content
- A6 – Church halls and similar buildings

Churchyard includes:
- A7 – Churchyard
- A8 – Trees

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

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

Case file

Application Ref: 2020-000526
Diocese: Borchester (Test)
Status: Awaiting List A item selection
Summary: Test 1

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

Step 1 > Step 2 > Step 3 > Step 4

(A1-1)

(a) Works of maintenance, not involving repair or substantial replacement of material, carried out as part of the regular course of care and upkeep of the building.

(b) Works of repair not materially affecting the fabric or any historic material.

Specified conditions:

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

(A1-2)

Repairs and replacement of fittings in existing kitchens, lavatories, office accommodation and other ancillary rooms.

(A1-3)

Like for like repairs to window glass.

Specified conditions:

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

(A1-4)

The repair or like for like replacement of wire mesh window guards.

Specified conditions:

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

(A1-5)

The treatment of timber against beetle or fungal activity where the church is not a listed building.

Specified conditions:

- The works do not involve the replacement of timber.

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

(A6-3)

Replacement of material covering the roof where neither the church nor the church hall or similar building is a listed building.

(A6-4)

The introduction of a defibrillator in a building which is not a listed building.

None of the above

Previous | Save & come back later | Cancel | Next

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

Awaiting List A classification

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

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

Step 1 > Step 2 > Step 3

You selected an item of work from "List A". Works on this list do not require any permission. You may proceed without further ado.

If in doubt, contact your DAC Secretary http://www.churchcare.co.uk/churches/church-buildings-council/who-s-who/dacs/dac-contact-details

Edit

Previous   Save & come back later   Cancel   Finish

Site Map | Privacy | T & C | © 2014 - 2016 Archbishops' Council | Web site by exeGesIS SDM | Rev. 1.0.5842.28744

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

Step 1 > Step 2 > Step 3

You selected an item of work from "List A". Works on this list do not require any permission. You may proceed without further ado.

If in doubt, contact your DAC Secretary http://www.churchcare.co.uk/churches/church-buildings-council/who-s-who/dacs/dac-contact-details

Edit

Previous   Save & come back later   Cancel   Finish

Site Map | Privacy | T & C | © 2014 - 2016 Archbishops' Council | Web site by exeGesIS SDM | Rev. 1.0.5842.28744

Applying for a List B matter

Under the 2019 legislation change, a number of new items have been included under List B. The new list is available here and we would strongly recommend that this list is reviewed in full. There is now no longer a requirement that requested works have 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:
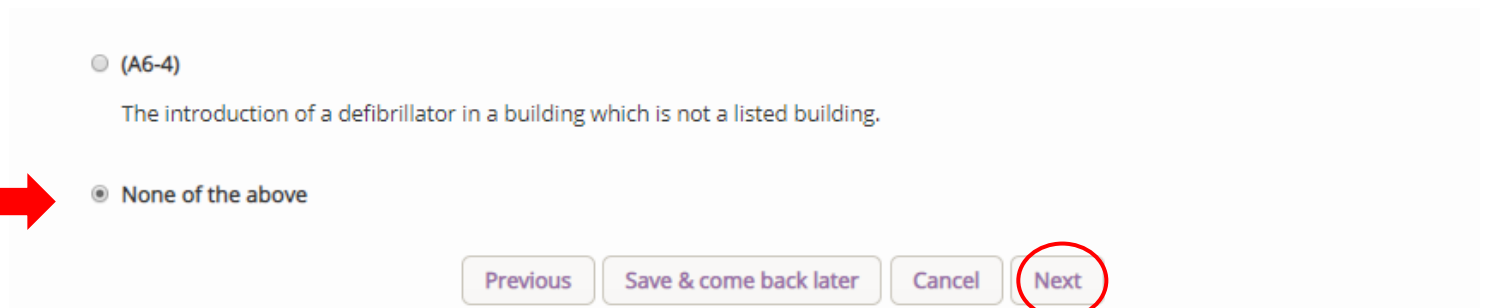
Church buildings etc. includes:
- B1 – Church buildings etc.
- B2 – Bells etc.
- B3 –Clocks.
- B4 – Church Contents
- B5 – Church halls and similar buildings

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

Step 1 > **Step 2** > **Step 3** > **Step 4**

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

◉ **(B1-1)**

Works of repair affecting the fabric or historic material.

Specified conditions:

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

○ **(B1-2)**

The installation of a wall offertory box.

Specified conditions:

- The installation does not affect historic fabric.

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

○ **(B5-1)**

The introduction of a defibrillator in a building which is a listed building.

○ **None of the above**

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

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

	Edit
Details Supporting documents and images History Messages	
Summary description of proposed works	✅ 🔍 📝
List A or List B classification	✅ 🔍 📝
List B application details	⏳ 🔍 📝
[Submit] [Return to Applications dashboard] [Abandon]	

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

	Edit
Details Supporting documents and images History Messages	
Summary description of proposed works	✅ 🔍 📝
List A or List B classification	✅ 🔍 📝
List B application details	⏳ 🔍 📝
[Submit] [Return to Applications dashboard] [Abandon]	

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

Application Details

Missing help text - to be added by an administrator

Edit

Details of your proposal ❓ Edit

Additional information that the Archdeacon might need

Cancel   Finish

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

Edit

Details Supporting documents and images History Messages

Summary description of proposed works   ✔ 🔍 📝

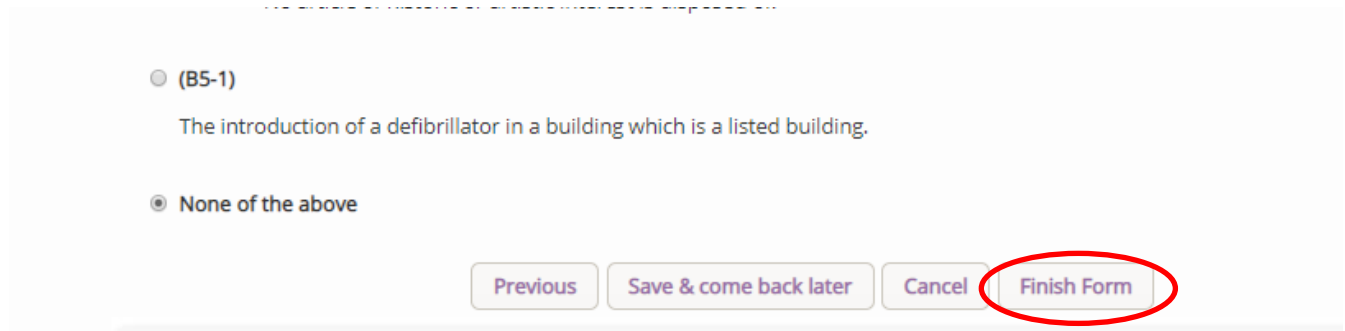List A or List B classification   ✔ 🔍 📝

List B application details   ✔ 🔍 📝

Submit   Return to Applications dashboard   Abandon

Applying for Full Faculty

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**

○ (B5-1)

The introduction of a defibrillator in a building which is a listed building.

◉ None of the above

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

You have successfully begun a new faculty proposal for the 2019 legislation and have created a case file.

For those who have processed applications under the 2015 legislation, a number of changes have been made for the 2019 set up. Each case will now begin by the Petitioner enterering two forms and then submitting it to the DAC secretary for review and the selection of the relevant forms.

For reference, a new process has been adopted for all cases submitted through the online system from the 1st April 2020 onwards. All cases that sit between the public notice period and the chancellor issuing their determination, will be made available publically. This will be through a new page listed on the main website under the Public Notice page. All legal documents, including the Petition form, will be made available to members of the public. These forms are already legally required to be shown to members of the public who request access to view them in person, and under the new legislation, these forms will be made digitally availalbe. 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 the church building's record have already been completed by the DAC or the CCB, this information will automatically fill in the Standard Information Form for you. There have been some changes to Form 1, so please review each question.

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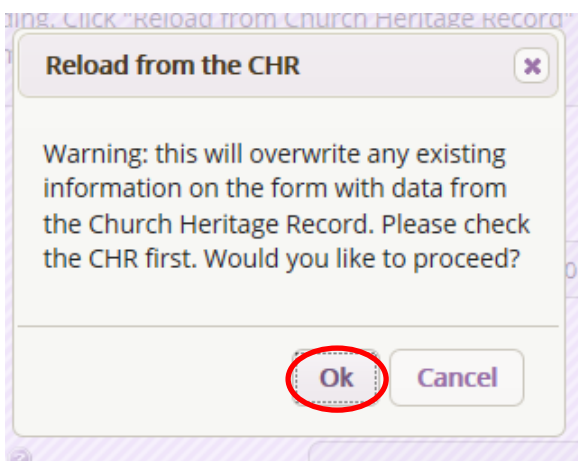
4. Insert any missing information manually, and **click Next** to continue on to the next page. At any time, you can save your work and return to it another day by clicking **Save & come back later**

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

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

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

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

Form 1A

xxx xvdfsdf sd

1 > 2 > 3 > 4

Is the churchyard or burial ground consecrated? (whether closed or not) ⊙   ⦿ Yes   ○ No

Has it been used for burials?   ⦿ Yes   ○ No

Is it still used for burials?   ⦿ Yes   ○ No

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

If it has, please give the date of the Order ⊙   [   ]

Are there any graves that are identified as war graves by the Commonwealth War Graves Commission? ⊙   ⦿ Yes   ○ No

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

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

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

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

Form 1A

xxx xvdfsdf sd

1 > 2 > 3 > 4

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

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

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

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

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

8. The form is now complete

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

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

Proposal in preparation

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

Summary description of proposed works

Standard Information

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

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 the proposal to the DAC if a form is still pending completion (hourglass icon). If a form is not complete:
   a. Click the Edit icon on that particular form
   b. Go to the form's last page
   c. Click the Finish button

3. Once you are certain that you are ready to seek DAC advice, Click **Submit**

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

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

Proposal in preparation

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

Summary description of proposed works

Standard Information

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

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.

4. As DAC, you will receive an email to inform you of this application
5. 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**

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 uploaded yet (you can delete it by click on the trash can next to it)
7. Click **Upload**

8. The file has 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 successfully attached

THE CHURCH OF ENGLAND

Online Faculty System

Search the site 🔍
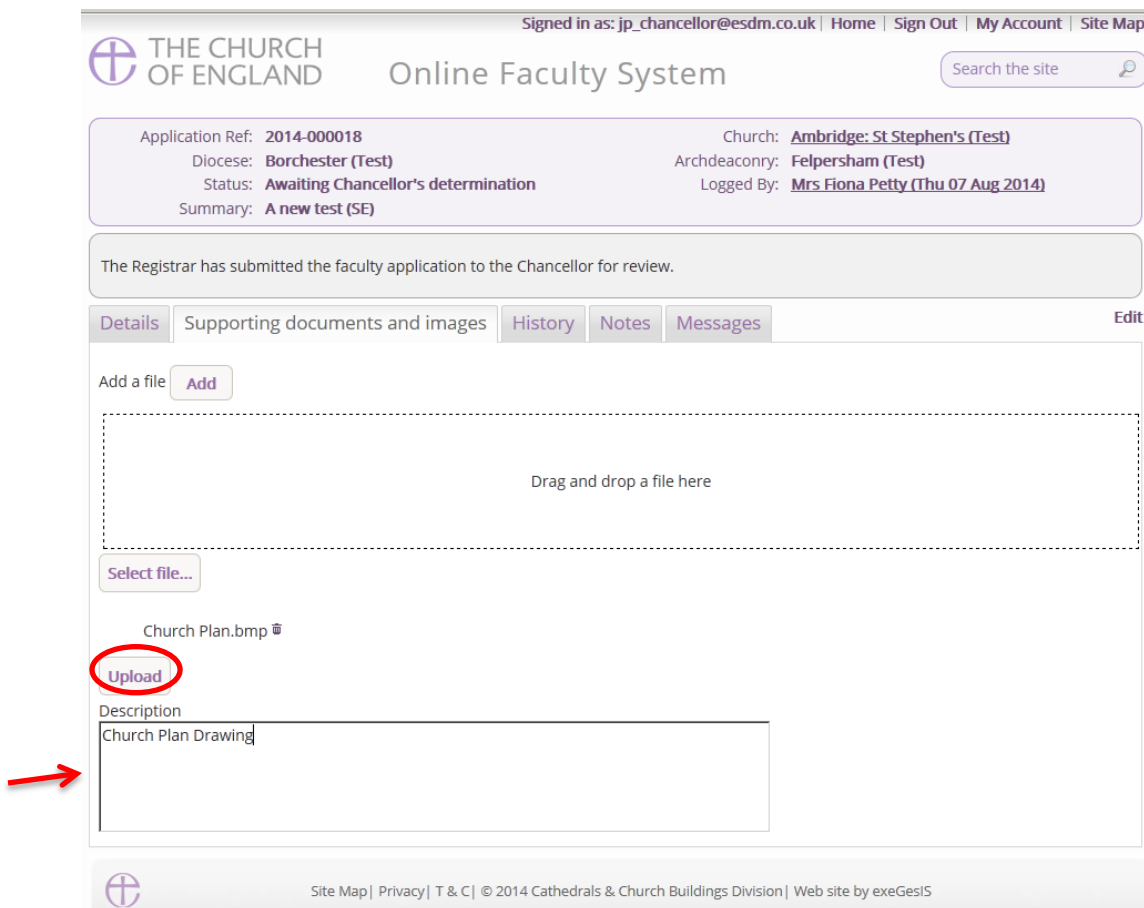
Application Ref: **2014-000018**	Church: **Ambridge: St Stephen's (Test)**
Diocese: **Borchester (Test)**	Archdeaconry: **Felpersham (Test)**
Status: **Awaiting Chancellor's determination**	Logged By: **Mrs Fiona Petty (Thu 07 Aug 2014)**
Summary: **A new test (SE)**	

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

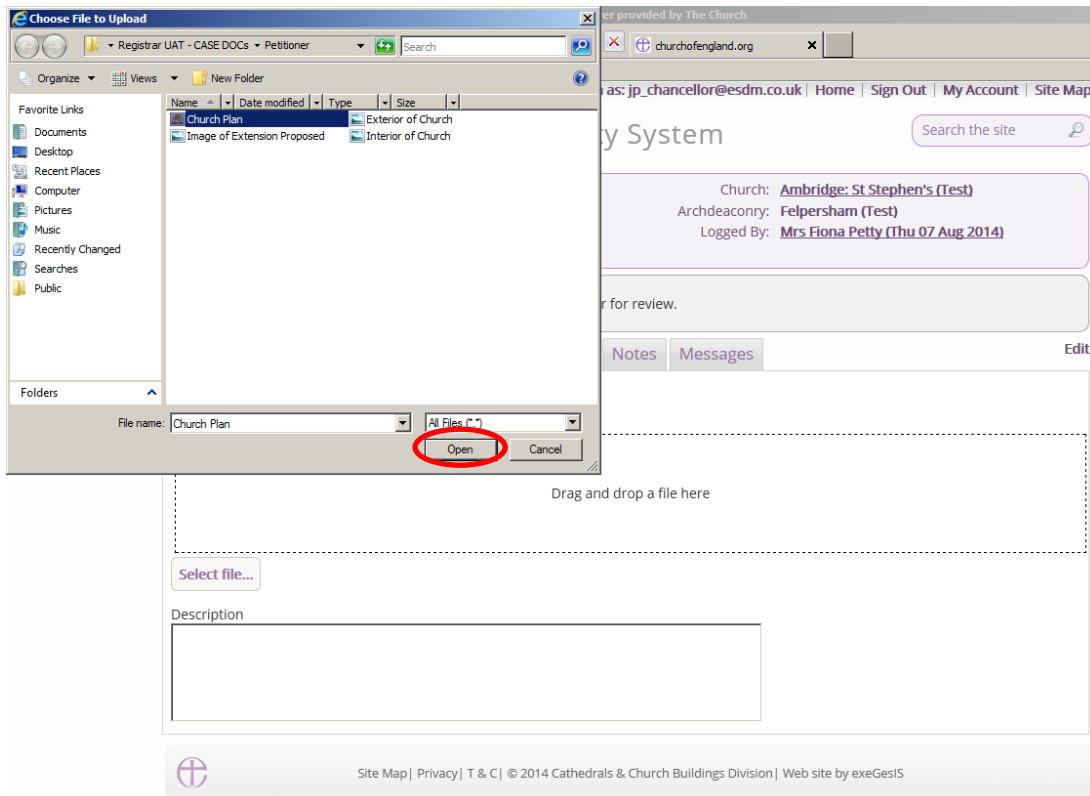Details | **Supporting documents and images** | History | Notes | Messages   Edit

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

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.

1. To access the application, **click** the link
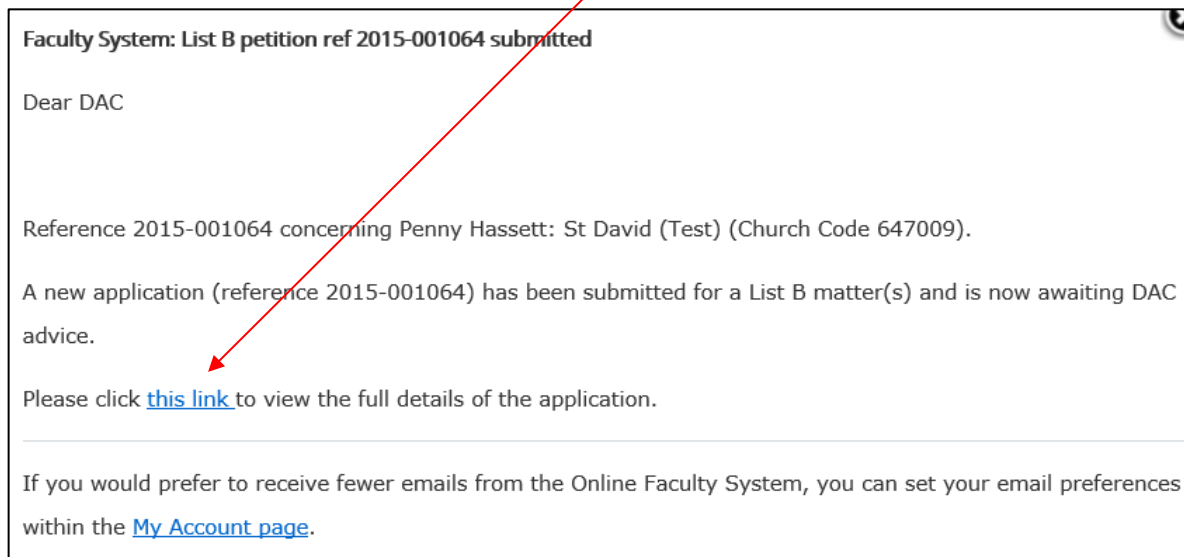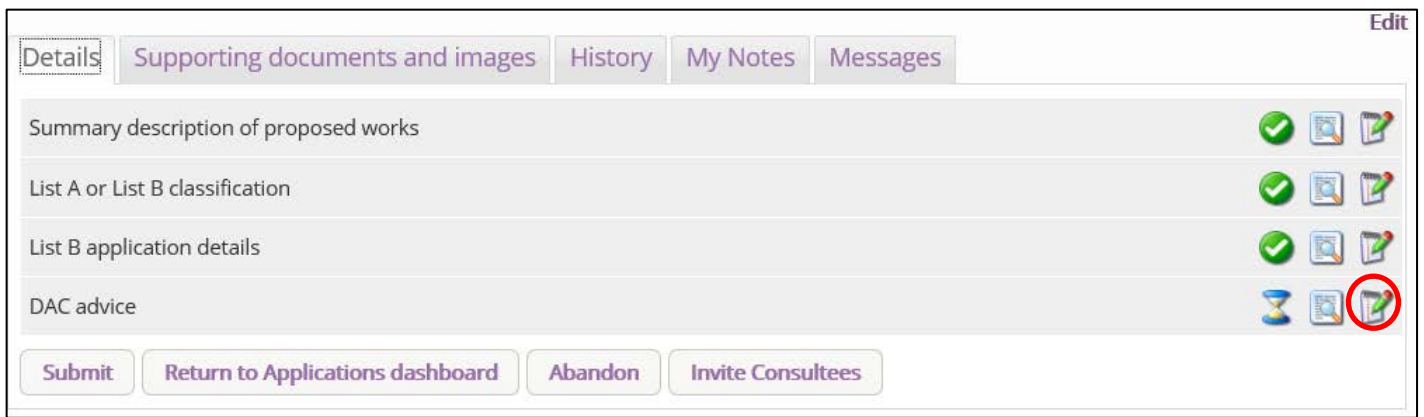
You will arrive at the List B case file
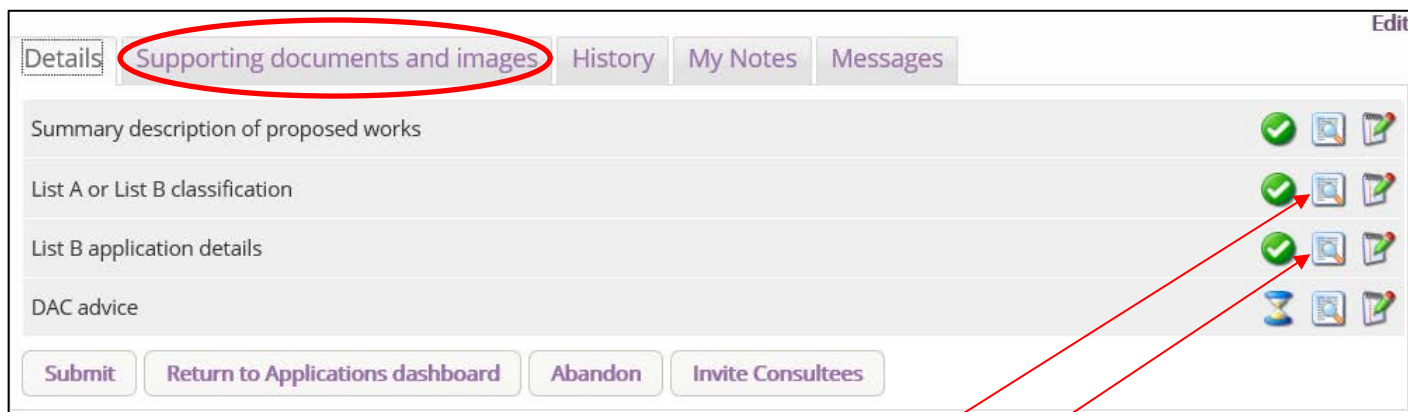
2. Click here to find out which **List B matter** was selected

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

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

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

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

Initial DAC review

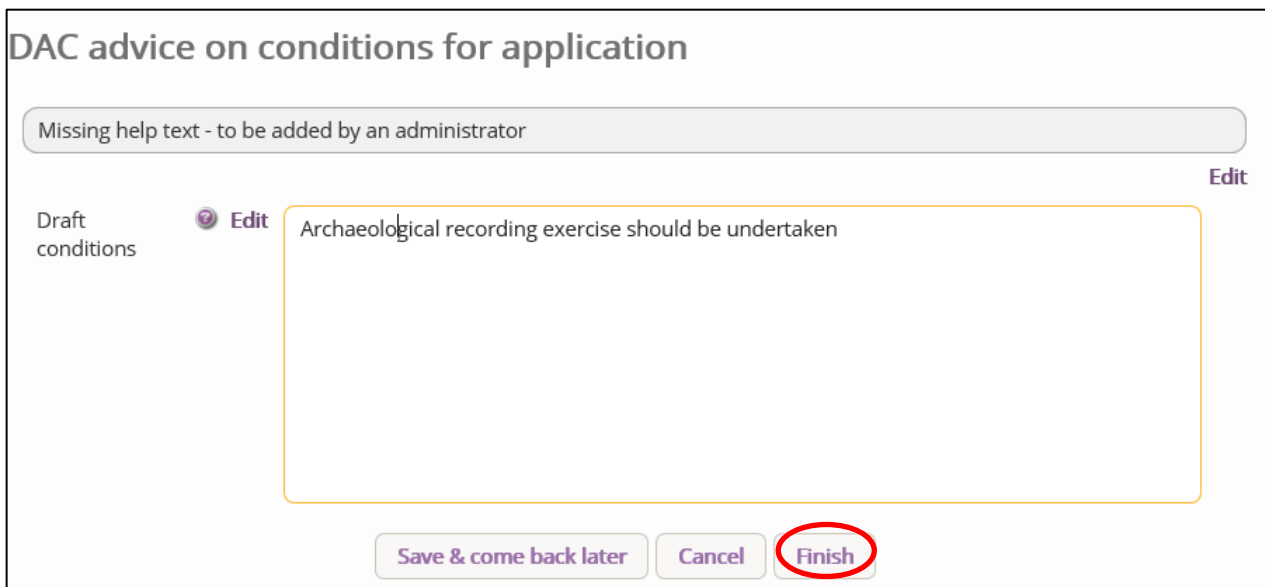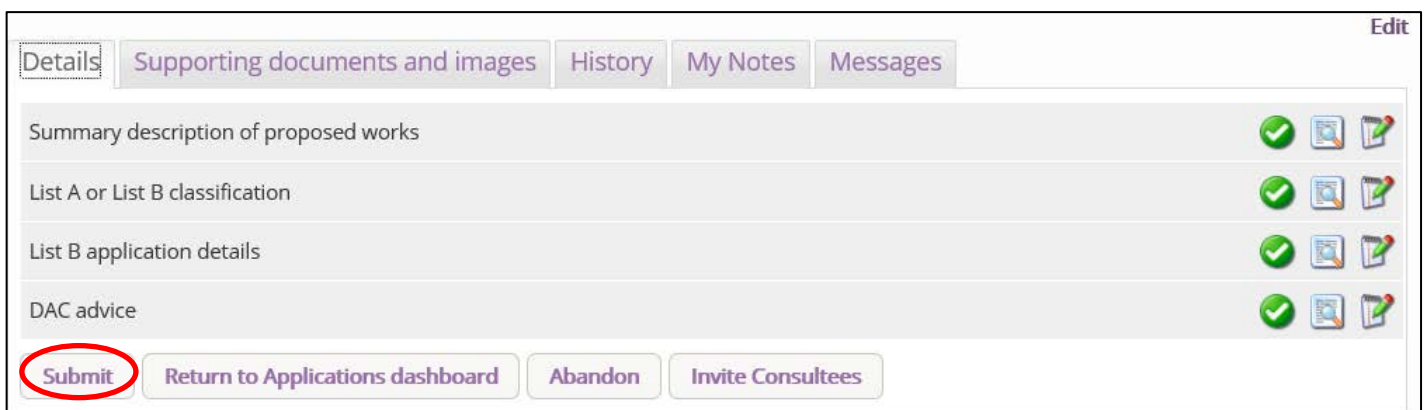Each Faculty case that will be submitted to you will start in the same way, as an informal application, whereby you will decide how the case will progress and what information is required for external consultees and your own Diocesan Advisory Committee to review.

The first part of the application that a petitioner will be able to complete is the summary description and standard information (Form 1). Once an application has been submitted to the DAC secretary, you will be able review both of 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 within the Standard Information form, select No, add any necessary comments in the feedback text box, and press finish form. If you No is selected, when the form is submitted onto the next stage, the application will be sent back to the petitioners for them to edit.
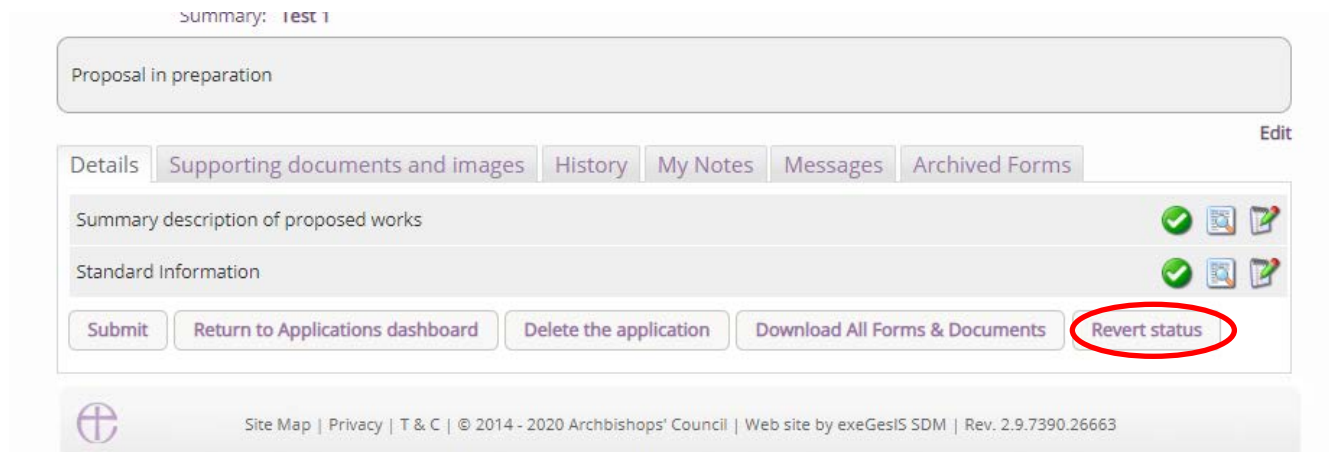
The petitioners will receive an email notifying them that application has been sent back to them, and any comments added in the feedback will be sent to them. It is in this status, that the DAC Secretary role can also edit the Standard Information. Importantly, if the application is not a Faculty, but is a List A or List B item under the 2019 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 accidently 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 to be moved forward, 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.

To finish the form, press **Finish Form**, to then create the necessary Green Tick on the main application dashboard and press **Submit** to move the case forward.

DAC selection of forms

Once the Standard Information form is complete and is confirmed by you, 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 an 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.

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

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, 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 DAC selection of forms, 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, as well as the petition details, which includes the first three pages of Form 3. These three pages provide an outline of who the applicants are; the outline of the proposed works; whether they have engaged with their architect; and whether they have the finances to afford to do the works. The statement of significance has also been extended to ask more focused question. You are able to complete these forms on behalf of the parish, should it be necessary, and below are the extracts necessary from the petitioner's guidance notes.

Petition details

In this section, you are asked to fill in the first three pages 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 onto the next page.

Page 2 asks for the details of 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 onto the next page.

Form 3A

1 > 2 > 3 > 4 > 5
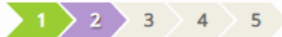
We petition the Court for a faculty to authorise the following...
Please describe the works or other proposals for which a faculty is sought in the way recommended by the Diocesan Advisory Committee in its Notification of Advice

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

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 onto the next page.

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

Previous   Save & come back later   Cancel   Next

Page 4 asks questions around 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 filed 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 is page in and navigate to the bottom of the page and press **next** to move onto 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 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

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 in 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

For those who are used to processing applications under the 2015 legislation, changes have been made to the form, and this has been expanded to include more relevant questions. 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 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 usually the questions required to be filled in for both the DAC and the external consultations will be explained in the email sent by the DAC secretary prior to this stage. Please follow this guidance, but should you wish to enter the text for each question, these will be saved for future applications.

The second page of the new Statement of Significance asks questions around 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 onto the next and 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

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

body p

1.2 The Living Churchyard

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

body p

1.3 Social History

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

body p

Use the web-editing tools to format your text:

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

1.5 The church building in detail ⊙

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

body p

1.6 Contents of the Church ⊙

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

body p

1.7 Significance for mission ⊙

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

body p

| Previous | Save & come back later | Cancel | Next |
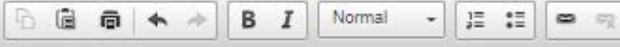
The third page asks further questions around the significance of the area affected by the proposal, where you are asked to identify the parts that will be affected directly and indirectly by the proposed works and then set their individual significances. Once the relevant questions have been entered, navigate to the bottom of the page, and press **next** to move onto the next and page.

Statement of Significance Form

1 > 2 > 3 > 4 > 5 > 6 > 7

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

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

| 🗋 📋 🖨 ↩ ↪ | **B** *I* | Normal ▾ | ☷ ☰ | 🔗 ⊗ |

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

body p

2.2 Set out the significance of these particular parts. ❓

| 🗋 📋 🖨 ↩ ↪ | **B** *I* | Normal ▾ | ☷ ☰ | 🔗 ⊗ |

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

body p

[Previous] [Save & come back later] [Cancel] [Next]

The fourth page asks further questions around 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 onto the next and page.

Statement of Significance Form

1 > 2 > 3 > 4 > 5 > 6 > 7

Section 3: Assessment of the impact of the proposals

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

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

body p

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

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

body p

Sources consulted ⊙

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

body p

Previous   Save & come back later   Cancel   Next

Pages fifth page 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.

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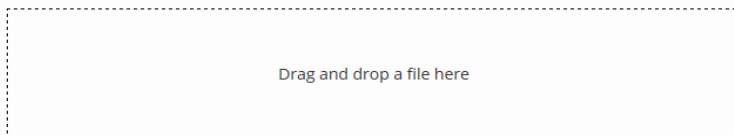
Once you have uploaded the image, press **Next** or **Finish** to move onto the next page or to finish the form

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 in 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 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 you 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 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 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 from, 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 from, selecting the third option and then pressing **Finish form**, and **Submit** will achieve this.

Formal Consultation

Under Part 4 of the new legislation, **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 for 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.

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

[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	☐
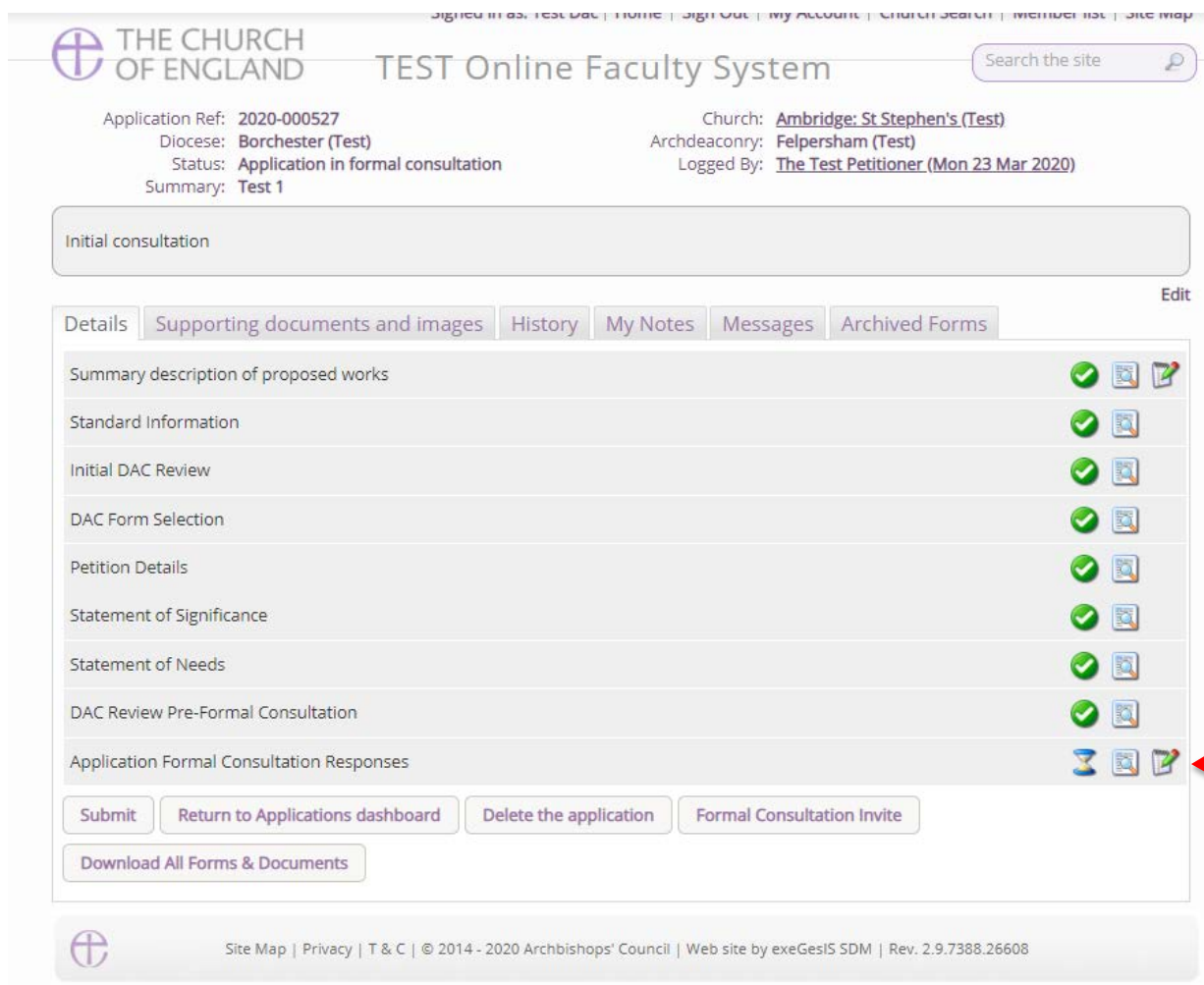
[First] [Previous] [Next] [Last]   Page size: 10 ▼ Page 1 of 2 (16 items)

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 following example. Here you will see that four bodies were requested to consult. Each have 42 days to respond and none of these bodies have yet to provide a response.

Formal Consultation Responses

Missing help text - to be added by an administrator

Edit

Add a response ❷ Edit

[Add a response]

Responses ❷ Edit

No responses found

Invited Consultees ❷ Edit

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

[Back to Application Details] [Finalise Consultation iteration]

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.

Selecting this button will provide the following interface.

Add a response ✖

☐ I would like to upload my response as a PDF

Iam responding on behalf of a Statutory Body

| Not applicable ▾ |

Consultation response:

[toolbar: 🗐 🗎 | ↶ ↷ | **B** *I* | ≟ ≣ | 🔗 🔗]

Submit response   Decline to comment   Cancel

A response can be uploaded via the supporting documents tab if required, but it needs to be marked as such through the tick box function available in this form. You will also need to select the relevant body in the dropdown list under the *I am responding on behalf of a Statutory Body* field. Here you will select the relevant body. Once selected, you can press either *Submit Response* or *Decline to Comment*. If you select **Submit Response**, the response table in 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 corresponded 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
The Gardens Trust	1	24/03/2020 15:19	1	42
Test Consultee	2	24/03/2020 15:19	1	42
FAS Consultee10	0	24/03/2020 15:19	1	42
FAS Consultee 13	0	24/03/2020 15:19	1	42

[Back to Application Details] [Finalise Consultation iteration]

If you press this during the 42-day period, the consultation will end. **DO NOT PRESS THIS UNTIL THE CONSULTATION IS COMPLETE.** As soon as this is pressed, no further consultee will be able to add their response through the online system. If you have ongoing consultations, and are waiting on responses, and end this consultation period prior to 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 onto the next stage by pressing the **Submit** button.

Please also be aware that the DAC have 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 on 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 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 onto 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 the 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 page remains the same as the 2015 legislation. If the DAC recommends the works or proposals, select the first option. 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 later point due to spelling mistakes or a change in advice, the form is editable until the Public Notice is produced.

The third page remains the same as the 2015 legislation, with the exception that the question around rule 9.9 has been expanded to include publication on a publicly accessible website, in this case the Online Faculty System. 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. If this Yes option is pressed, the application will be highlighted as such on the Public Notice page. As the legal right to decide this lies with the Registrar, the Registry are able to edit this at a later point.

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

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]

Lastly, the new 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 decided that works should go ahead, and an objection as raised to which the DAC disagree with, a justification will need to be given. In the last two section, 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 precedent 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 selection to be made public.

If the case is complex and has being 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 was selected, a green tick will appear next to the file.

Repeat as necessary and then press finish form to return to the applications dashboard. Should you find that you made a mistake or require other documents to be shown at 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 onto 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 that the petition form 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 the 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.
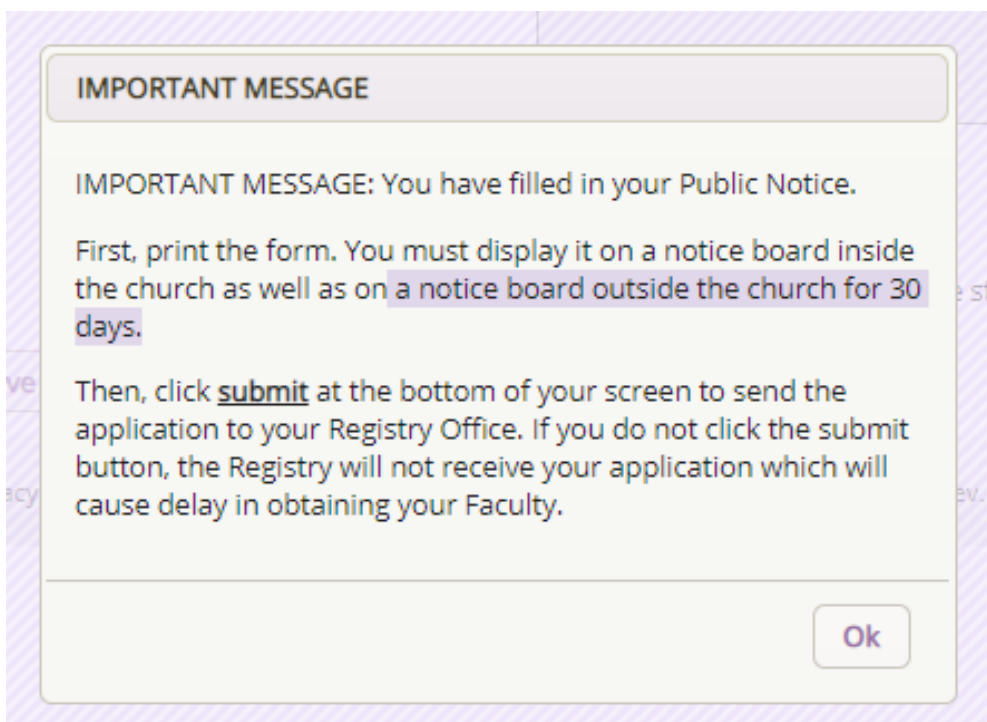
To **print** and/or access your Public Notice form:

1. Click the **View** icon

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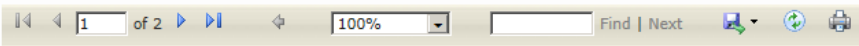
   *Please note that this function will only work if you have installed Adobe Acrobat Reader software on your computer. This software is free to download and can be obtained by clicking this link http://get.adobe.com/uk/reader/

THE CHURCH
OF ENGLAND

Online Faculty System

Search the site

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

Open as PDF for printing   Return to application details

1 of 2   100%   Find | Next

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

Form 4B

(Rule 5.2)

Public Notice

(building included in list under Care of Places of Worship Measure 1999)

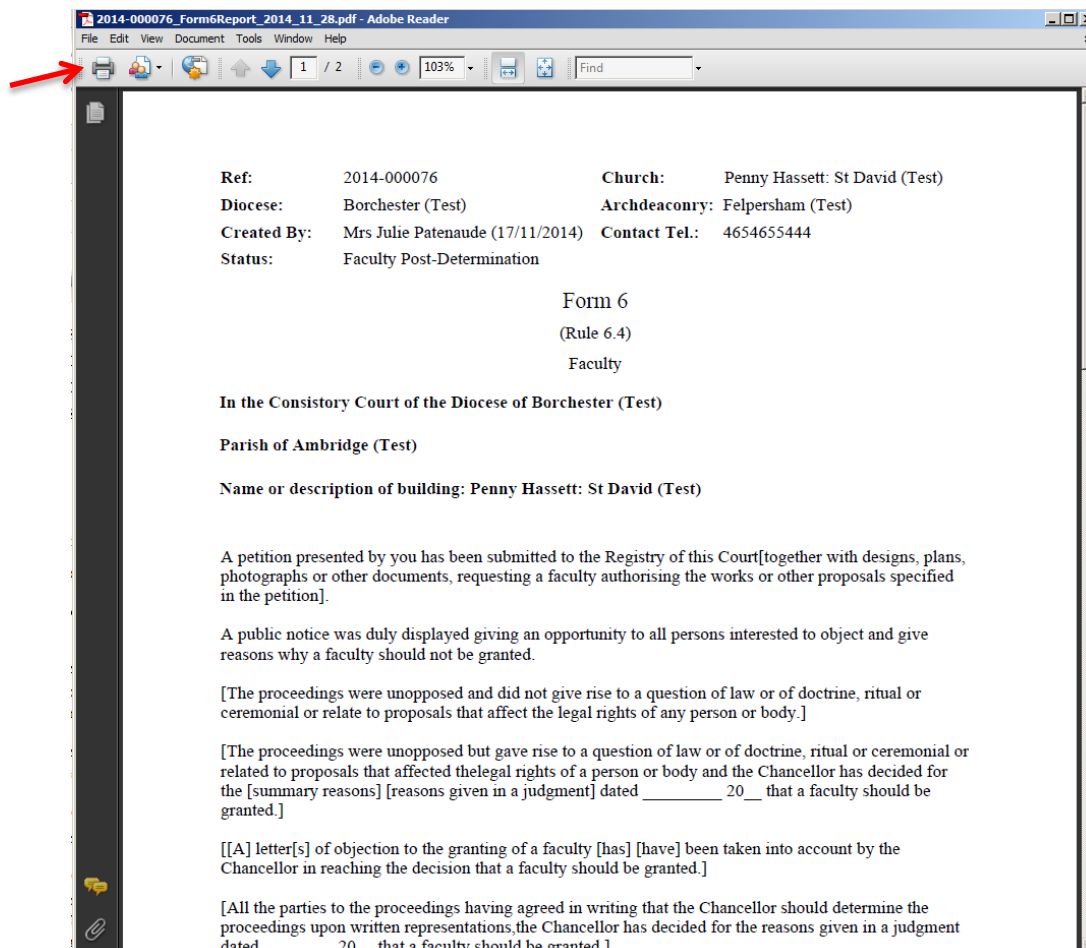**In the Consistory Court of the Diocese of Borchester (Test)**

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

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

Copies of the relevant plans and documents may be examined at

23 Beverly Road
Bromley, Kent
BR1 8LP

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

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

1.

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

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

   *Please note this process might be slightly different according to individual computers and operating systems.
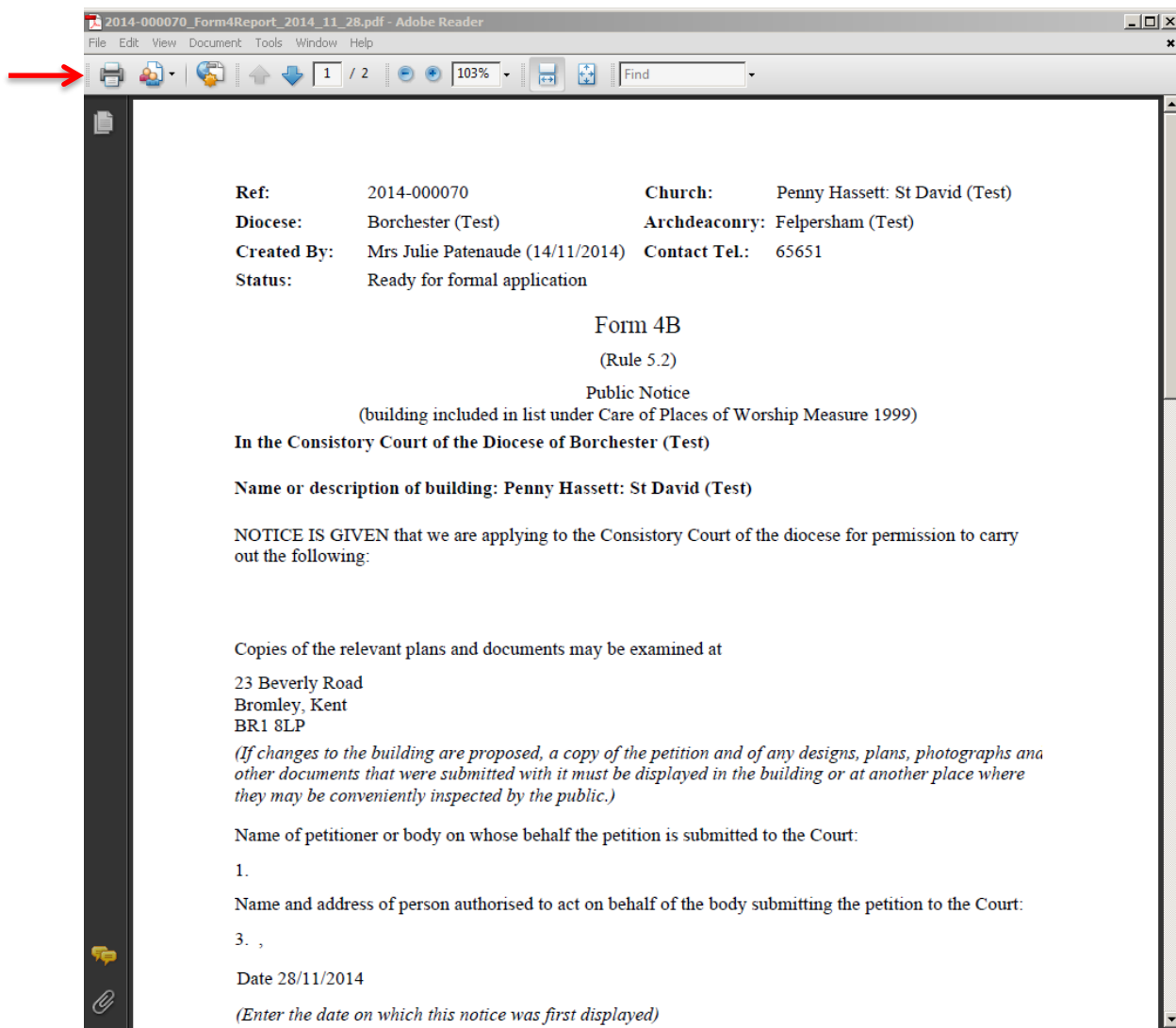
Once printed, do not forget to click **submit** and send your application to the Registrar.

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 into 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 into 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 into 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, selected 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 some one 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 onto 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 woks.

The third page asks whether or not the faculty granted was completed in full, or whether part of the works were 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.

Practical Completion Form

Missing help text - to be added by an administrator

Edit

1 > 2 > 3 > 4 >

An area to upload documents produced e.g. survey/excavation reports ? Edit

➕ Add document

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

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Once the form is complete, press Finish Form, and then on the main page, press the Submit button to notify the Registrar that the form and case is now complete. Once pressed, this application will be viewable on your Archived Cases tab within your Applications dashboard.

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

Summary description of proposed works	✅ 🔍
Standard Information	✅ 🔍
Initial DAC Review	✅ 🔍
DAC Form Selection	✅ 🔍
Statement of Significance	✅ 🔍
Statement of Needs	✅ 🔍
DAC Review Pre-Formal Consultation	✅ 🔍
Application Formal Consultation Responses	✅ 🔍 📝
DAC Review Post-Consultation	✅ 🔍
DAC Review Consultation Changes	⌛ 🔍
Notification of Advice	✅ 🔍
Public Notice File Selection	✅ 🔍
Petition	✅ 🔍
Public Notice	✅ 🔍
Public Notice Certificate	✅ 🔍
Registrar's remarks to Chancellor	✅
Chancellor's determination and judgment	✅
Faculty	✅ 🔍
Practical Completion	✅ 🔍 📝

| Submit | Return to Applications dashboard | Download All Forms & Documents |

Getting Help

If you have any problems navigating the Online Faculty System, please read the [Frequently Asked Questions](#) section on the website.

If you cannot find an answer to your question, are experiencing technical difficulties with the Online Faculty System or have an emergency, contact the Digital Projects Officer at the CCB:

james.miles@churchofengland.org

020 7898 1860

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