

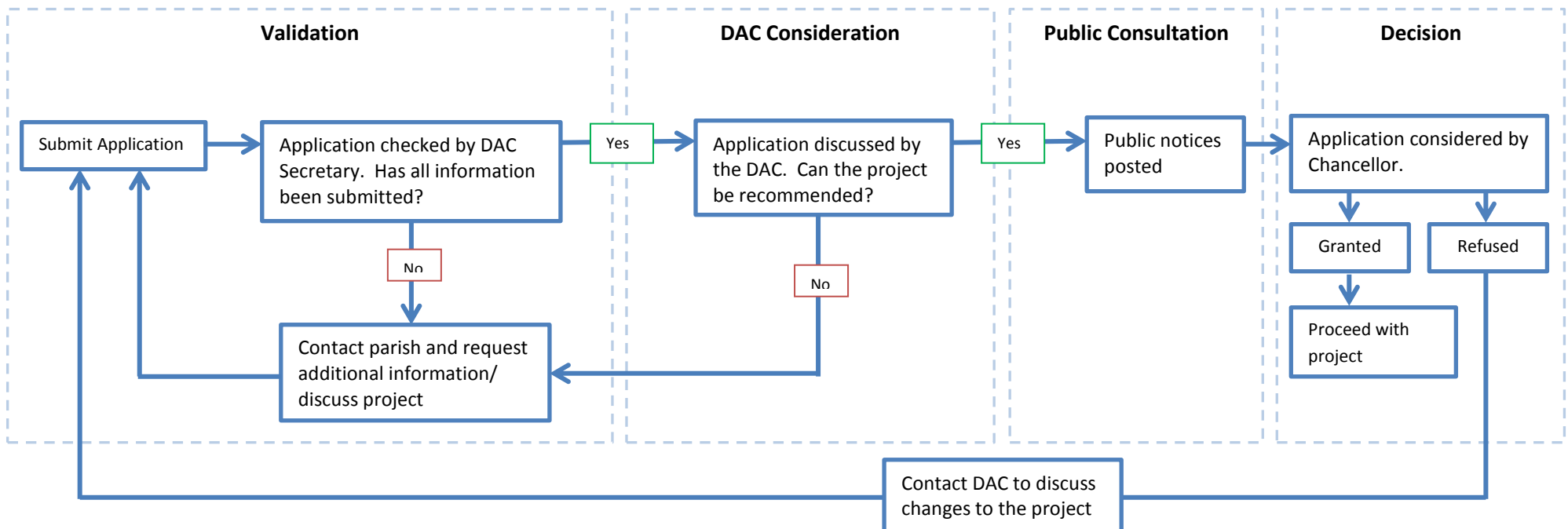
Submitting a Faculty Application

Submitting a faculty application can be a daunting prospect, particularly if you have never submitted one before. This guidance document outlines the faculty process and explains what documents you will need to provide. The DAC Secretary and her team are there to help you through the process so if you have any questions please ring or email using the details on the [website](#).

The Faculty Process

Getting faculty approval will usually take at least 2-3 months, however for large or controversial projects it will often take longer. The DAC is only one part of the process and it is ultimately the Chancellor (Mark Hill) who will grant or refuse your application. When you are thinking about undertaking work in your church you will need to plan carefully and ensure that the time taken to secure faculty approval is factored into your project.

A faculty application usually goes through four 'stages' as explained in the diagram below. The validation stage is a key part of the process and is most likely when you will have contact with the DAC secretary and her team. Submitting the right information with your faculty application will ensure that the other three stages progress smoothly.



Validation

What information do I need to provide?

As explained above the DAC need to understand what impact the work will have on the character, appearance and mission of the church. You will need to submit enough information so that the DAC can understand what the church looks like now and what it will look like after the work has taken place. This is often provided by architect/surveyors plans, as well as photographs and manufacturers details. Without this basic information the DAC cannot come to a view about whether the project is right for the building.

You will also need to submit statements of significance and need. These are really important documents and it is worth spending some time getting these statements right. They are your opportunity to explain what is significant about the church, why you want to undertake work to the building and why you think the work will be a good thing.

If your work involves digging in a churchyard where there have been burials, has an impact on trees, bats or other specialist areas you will also need professional reports.

There are over 650 churches in our diocese and the DAC cannot have detailed knowledge of all church buildings. The information you submit must be sufficiently detailed so that someone who has never been to the church can understand what you are wanting to do and the impact it will have.

The level of information you need to submit will vary with each application, but the list below provides a summary that is suitable for the majority of faculty applications. Our detailed checklist should be used before submitting an application.

Essential Information	Additional information
<ul style="list-style-type: none"> • Existing and proposed plans (to scale); • Detailed specification of the works; • Petition form; • Statement of significance; • Statement of need; • A set of good photographs; • PCC minutes. 	<ul style="list-style-type: none"> • Specialist reports (eg archaeology, ecology); • Manufacturers details (eg speaker design);

If you do not include the information listed above your application will not progress to a DAC meeting. If you have questions about what information you should submit please [contact](#) the DAC Secretary or one of her team.

Do I need to involve my architect/surveyor?

The answer to this question is almost always 'yes!'. Your church architect/surveyor has detailed knowledge of the church and is skilled in understanding historic buildings. Any work that affects the fabric, fittings and furnishings of the building (walls, roof, pews etc) must be done in consultation with your architect/surveyor and they will need to be involved in your faculty application. A faculty application will not be able to proceed to the DAC without a specification from your architect/surveyor or their detailed comments about the work.

Involving your architect/surveyor at an early stage can be a key part of a successful faculty application. Your architect/surveyor should provide you with clear, accurate and scaled plans and a written specification of the work.