

GUIDANCE ON SUPPORTING INFORMATION REQUIRED TO ACCOMPANY A FACULTY APPLICATION

Introduction

The Faculty Application must be supported with an appropriate level of detail, so that the precise nature of the works and their impact are clear to the DAC, Diocesan Chancellor, statutory consultees and the wider public.

The following is the minimum required and the application is likely to be delayed if any of them are omitted. If in any doubt, the applicant should contact the DAC Secretary for guidance.

1. General

A summary of the reasons and need for carrying out the work (e.g. recommended in the Quinquennial Inspection report) and brief schedule of the works covered in the application. A large scheme should include a design statement from the church architect or surveyor.

Full and clear detail of exactly what is proposed, and how any church fabric will be affected (e.g. cable runs, fixings).

The amount and nature of detail provided will be appropriate to the Listing status (where this applies), the significance of the area affected by the works, the significance and sensitivity of the existing fabric or items, and the scale and level of potential impact from the proposals.

2. Photographs

Photographs of all the area(s) affected by the proposed works - both close-ups and longer contextual shots so that the impact of the proposals is absolutely clear. A comprehensive set of photographs is normally essential in allowing the DAC and Chancellor to understand the nature and context of a specific proposal. For repairs (e.g. stonework, tiled floors) photographs should illustrate the existing condition of the item(s) to be repaired.

3. Appearance

Details of how the proposal will look (e.g. catalogue photographs of loudspeaker/projector/projector housing with clear indications of any proposed colour or finish options) and how it will be physically fixed in place (e.g. the nature and location of the fixings for a new handrail, projector screen or loudspeaker). Drawings or photographs of affected existing and proposed new items (e.g. light fittings, speakers, radiators, plaques, chairs and furniture, wrought iron, textile designs, stained glass etc).

4. Drawings

Where including any external works and works to the exterior:

Overall plan of the churchyard ('site plan') showing the church and its boundaries, identifying the location of the works, normally at a scale of 1:200.

For works to the exterior and internal works:

Overall scaled plan, showing the location and extent of the area affected by the work, as existing and as proposed, normally at a scale of 1:100.

A set of drawings at appropriate scale(s), illustrating the scope and detail of the proposed works, generally prepared by a suitably qualified architect/building surveyor for all but the most minor works. Drawings should include plans, sections and elevations of affected areas, as necessary to describe the works adequately.

In limited situations it may be possible to use marked up photographs instead; however, these should clearly show a similar level of detail as would be found on a drawing.

5. Specification

A full works specification prepared by the architect, building surveyor or specialist contractor, covering both workmanship and materials. This will cover details of fixings, mortar specifications, stone selection, roofing materials etc., as applicable.

For large schemes (such as extensions, re-orderings, toilet facilities, lighting schemes, repairs to historic fabric, repointing of stonework, spire repairs, entirely new heating systems) this will include necessary clauses about insurance, supervision and compliance with regulations including CDM Regulations.

Smaller schemes (such as handrails, disabled access ramps, minor re-orderings) will normally still need architect's/building surveyor's drawings, particularly if the church is listed at Grade I or II*.

Applications in respect of very minor schemes (such as like-for-like replacement of a church boiler or radiators) should include a contractor's quotation as a minimum, providing details of the proposed works, and supported by a sketch or photographs.

Applications regarding historic fabric shall illustrate appreciation of and compliance with general good practice in building conservation (e.g. ICOMOS principles etc).

6. Samples

Samples of materials or products, as appropriate to show colour, texture and finish (e.g. carpet, stone).

7. Structural repairs or alterations

Major structural repairs will normally need a report from a suitably qualified and experienced structural engineer, to supplement the architect's/building surveyor's specification.

8. Conservator's Report

For items of special historic or artistic significance (e.g. historic murals, stained glass) the application will need to include Conservation Report, by a suitably qualified specialist.

9. New items

If the proposals are for the introduction of a new item the application should include:

- a) Photographs of the item it is to replace (if any)
- b) An illustration (e.g. photograph, drawing, catalogue picture) of the new item, indicating dimensions and materials.
- c) In the case of a work of Fine Art (particularly pictures and coloured glass windows), a description of the iconography and the inspiration for the design.

10. Consultation

Where the application is not entirely based on the Architect/Surveyor's documentation, the application shall be supported by a report from the Architect/Surveyor providing detailed support for each item on the application.

Comments received on the proposal from statutory consultees such as English Heritage, the amenity societies and the local planning authority as appropriate. Consult with English Heritage in cases where there has previously been grant aid.

Rarely will a faculty application not to involve some degree of consultation if the church building is listed. In cases where an extension or significant internal alteration is proposed to a Grade I or II* building, it will be expected that the PCC will undertake a consultation with English Heritage, the appropriate amenity societies, the Church Building Council and any other relevant amenity bodies, prior to a formal Faculty application being considered.

Consultation with the local planning authority in cases where there is any external change to a listed building.

11. Correspondence

Copies of all relevant correspondence, including any reports or advice from the architect, surveyor or any specialist who has been consulted (e.g. architect/surveyor report, English Heritage grant offer, etc).

12. Organ works

For applications for faculty for work on organs, a copy of the schedule of work from the organ builder should be submitted.

Organ Builders usually follow a set pattern for their schedules as worked out by the Institute of British Organ building (IBO). This is usually considered sufficient unless the plans are for a major restoration project or include tonal or other alterations or plans to move the instrument.

The introduction of a new instrument or a transplant from another building would require significant planning, and plans and drawings from architect/ surveyor as well as the organ builders.

A 'major restoration' project is defined by the Diocese as being where an organ is in bad condition which renders it difficult or impossible to play and/or where more than about 20% of the pipework has suffered serious damage needing to be made good and the instrument is to be conserved as close to present condition as possible. It would also include cases where the instrument has been altered and it is planned to restore it to an earlier condition.

'Tonal alterations' mean the replacement, re-voicing (away from earlier condition) or addition of pipe ranks; whilst other alterations would be changes to action, changes to appearance of casework or console (including replacing visible or historic parts, lights, switches etc with new), addition or revision of playing aids, replacement or revision of wind reservoirs, trunking etc. Moving the organ or changing the way the organ or parts thereof is/are fixed or not to the fabric of the building. Mains electrical work would also need consideration where needed.

For all the works, detailed (not generalized such as 'will be repaired as necessary') descriptions from the organ builders of the work to be done and supporting photographic evidence as well as drawings of visual changes and any redistribution of organ sections (including wind supplies and electrical wiring) will be required.

This level of detail is *not* required for the routine cleaning and refurbishment which is carried out on most organs from time to time. If a parish is in doubt as to the designation or level of the work they intend to carry out, they should contact the Diocesan office and request an advisory visit before making the application.

13. Archaeology

Applications which require alterations to the fabric of a church, and/or the excavation of parts of the churchyard (such as new extensions, insertion of internal toilets, new drainage systems, etc) may impact on both archaeological and historical remains, including human burials.

In such cases the applicant should demonstrate that archaeological advice has been sought and appropriate mitigation measures taken.

Additional guidance on archaeological matters is available from the Diocesan Office.

14. Statement of Need

For larger schemes (such as extensions or major re-orderings, and any significant work to a church listed Grade I or Grade II*) it should follow the detailed guidance on the Churchcare website, otherwise the simpler guidance will normally be sufficient.

Both versions should set out the character of the parish from the points of view of both the worshipping congregation and the wider community, followed by an explanation of how the proposed works are desirable to meet their needs. Evidence of needs should be as specific as possible, e.g. details of patterns of worship and liturgical practice, and numbers attending services.

15. Statement of Significance

This sets out the nature of the fabric or furnishings directly or indirectly affected by the works contained within the application. This is required for all listed buildings. If the significance of the building is likely to be harmed by the proposal, then it is unlikely that approval will be given.

For larger schemes it should follow the detailed guidance on the Churchcare website, otherwise the simpler guidance will normally be sufficient.

16. PCC Resolution

A copy of the PCC Minute(s) relating to the proposals with a note indicating the total membership of the Council, the number present at the meeting(s) at which the proposal was discussed and the voting figures - this is an essential part of the process as it proves majority PCC support for the proposals.

17. Other matters

The issue of a notification of advice recommending this work by the DAC to the Chancellor does not guarantee that a Faculty will be approved. The PCC should be aware that additional consents such as Planning and Building Regulation approval may be required for certain works in addition to the granting of a Faculty.

18. Useful contacts and websites (not exhaustive)

English Heritage, South East Office; <http://www.english-heritage.org.uk/about/contact-us/offices/southeast>

ChurchCare and Church Building Council; <http://www.churchcare.co.uk/churches/guidance-advice>

International Council on Monuments and Sites UK, ICOMOS principles; http://www.international.icomos.org/charters/structures_e.pdf

Institute of British Organ Building; <http://www.ibo.co.uk>