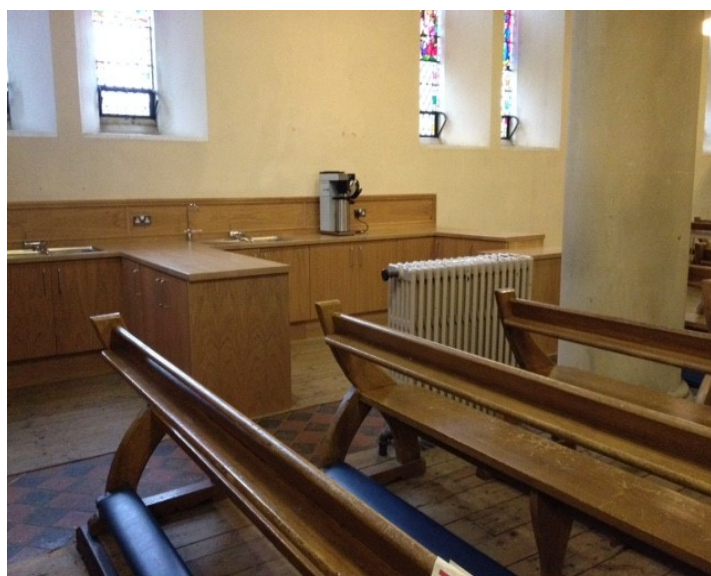


DAC application process goes online

The faculty simplification process identified that an online system was the clear request from parishes. The process



involved parliament approving changes to the faculty rules which will reduce administration. New rules came into force on 1st January 2016 and thereby changed the application procedures. The new process has set standardised permission lists and developed an online portal.

Under the previous system the permission guidelines were set locally however there is now a new national list of work. The new List A clarifies and expands the minor work that may be carried out without any permissions. The new List B process has simpler paperwork and can be agreed by the Archdeacon (with consultation from the DAC) outside of meetings. The Archdeacon will seek the advice of the DAC and if agreed a letter will be issued to the parish which will need to be kept in the church Log Book (with a PCC resolution). Copies will go to the DAC Secretary and the Registry. The lists appear on each application and so please tick none of the above if A or B lists don't apply and to go to a faculty form.

What is on the national A & B List?

List A – works that can be carried out without permissions from the diocese. The routine maintenance and repair not affecting the fabric of the church or sensitive equipment; the introduction or removal of items of no liturgical or conservation significance; and routine maintenance in churchyards.

List B - more substantial works that may be carried out without a faculty if the Archdeacon gives written approval. These include routine maintenance or repair of historic fabric arising from a quinquennial inspection; exterior or interior decoration; replacement of boilers; installation of AV equipment; introduction, repair or replacement of various church fittings; introduction of benches in churchyards and repair of churchyard walls.

Anything not listed will require full faculty permission

Drop in Session Dates

Need help with filling in the online application — come to one of the online system drop in sessions at the Diocesan office.

Wed 2nd March—10am-12pm

Wed 6th April—10am-12pm

Wed 4th May—2pm—4pm

Wed 1st June— 2pm-4pm

Wed 6th July— 10am—12pm

Evening session can be arranged on request.

Applying for a Faculty

Once registered you can start a faculty application, save the form and return to this. The form asks for a summary of work, statements and for a petition form to be completed (previously this was sent out by the registrar but is now completed before the case goes to the DAC). Once the submit button is pressed the application is sent to the DAC for approval at their next meeting. Don't forget to include:

- A clear summary of what work is planned and why.
- Any relevant plans or designs, including a ground plan of the church or churchyard. (Please make sure you click the upload button as well as attaching a file).
- Any relevant photographs, with clear annotations (these are often essential in aiding understanding).
- A reference to a quinquennial inspection report or other inspection if relevant.
- Any other relevant material supplied by architect, surveyor, craftsman or contractor.
- An indication of expected cost and details of how this funding will be achieved.
- If necessary, a statement that the church's insurers have been or will be notified of the work.
- Any consultation with local amenities societies.

Frequently Asked Questions - Online System (OFS)

1) What if our parish does not have internet access?

A paper copy can be sent and the DAC Secretary can complete the online process on behalf of parishes.

2) Can members of the public access Faculty applications using the online system?

No. The Online Faculty System is for registered users only. You must have a specific role e.g. PCC. The Online Faculty System is as secure as the UK Government's own planning portal.

3) How can I attach and read architectural drawings online?

Architectural firms can supply their drawings as Adobe PDF files upon request (no more than 5MB in size please). Users zoom into specific areas of an architectural drawing, or print documents on A3 size paper.

4) What happens if I need online help?

Online Help-text banners and pop-ups are available next to individual form questions which guide users through. A Frequently Asked Questions section is available online.

☐ Step-by-step guides (or user manuals) are available on the main website to download.

5) Will the Registrar be notified (and how) when the public notice period has expired?

The OFS automatically sends the Registrar an email at the end of an application's public notice period.

The parish is also reminded to send the Certificate of Publication through the post – signed and dated – to the Registrar at the end of the public notice period.

6) What happens if the Registrar receives letters of objections?

It was decided not to incorporate the public objections process to the online system. Objections from members of the public will be dealt with in the same way as they are now.

Pulpit at St Peter's Southsea

A **Pulpit** is available for use in another church. It will be given to another church without any cost, but the new user must collect it.

The octagonal oak pulpit, combines late Gothic tracery with line fold panelling. Contact Alan Lihou alan.lihou@portsmouth.anglican.org



Portsmouth to host 2017 DAC conference

An annual conference of DAC secretaries and Chairs takes place annually in September each year.

This provides training on various aspects of the DAC's work and includes visits to local churches. The conference is hosted by a different Diocese each year and will be coming to Portsmouth in September 2017. We will be looking to arrange visits to the Cathedral and parishes.

USEFUL WEBSITES

The Churchcare website has info for repairs and conservation, also give guidelines on procedures - www.churchcare.co.uk

EIG advise on church health & safety matters - www.ecclesiastical.com

The SPAB website has training days/advice on looking after your church - www.spabfim.org.uk

http://portsmouth.anglican.org/what_we_do/property_dac_finance/dac/

Meeting dates 2016

(site visits can be arranged by contacting the DAC Secretary)

	Agenda Close	Meeting
March	29/02/2016	10/03/2016
April	04/04/2016	14/04/2016
May	03/05/2016	12/05/2016
June	31/05/2016	08/06/2016
July	04/07/2016	14/07/2016
Sept	30/08/2016	07/09/2016
Oct	03/10/2016	13/10/2016
Nov	31/10/2016	10/11/2016
Dec	28/11/2016	08/12/2016