**DAC GUIDANCE NOTE**

**Heating Proforma 2**

This Guidance note has been compiled by the DAC heating adviser to give you a standard way of conveying the required information relating to the proposed heating system. This has been produced to allow the DAC to assess any future proposal. It is the suggested minimal information applicable to any new heating proposal to an existing system.

Before compiling this form, it is important to have followed the [Church Buildings Council Heating Guidance](https://www.churchofengland.org/resources/churchcare/advice-and-guidance-church-buildings/heating) and demonstrated due regard in line with the Faculty Jurisdiction Rules. For further information please see the DAC Heating Guidance.

Parish:

Church:

Application Reference number (if applicable):

Project description:

Having clearly understood the above, please circle all relevant answers.

1. Is the proposal fully developed? Yes No

Is this a tentative enquiry in order to obtain assistance? Yes No

1. Does the current proposal relate to:

A total new system or, Yes No

An amendment to an existing system Yes No

1. Is this a phased proposal in order to work within a budget? Yes No
2. If a phased proposal has the long term aims been considered? Yes No
3. Has the current proposal been costed? Yes No
4. Is the proposal within budget restraints? Yes No
5. Is the proposal based upon consultants’ advice?

Mechanical consultant Yes No

If yes, name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Acoustic consultant Yes No

If yes, name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Electrical consultant Yes No

If yes, name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Architect Yes No

If yes, name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractor Yes No

If yes, name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. For full approval a schematic diagram indicating outputs of heat sources and areas being served from them should be provided, together with the proposed control logic.
2. It is assumed that the location of all plants and equipment, together with heat sources, have been considered in respect of noise, appearance, future maintenance and the areas surrounding the equipment.

Document submitted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_