

Checklist for Application for the Approval of Works under List B

Please submit this form together with any supporting documentation with your application

This form is intended to assist you in ensuring that all necessary information is provided with your List B Application and to avoid delay in the determination of your application wherever possible. The Archdeacon and Diocesan Advisory Committee can usually deal with each application within four weeks and are often able to deal with applications more swiftly than that. Nevertheless, each application is unique and will be dealt with on its own merits and as such no guarantee can be given about the time it will take to determine your application. If the type of works you propose are not referred to in the checklist below you may seek advice from the DAC office (01722 438654/ catherine.bennett@salisbury.anglican.org) if you need guidance about the information required with your application.

The list of works which may be authorised by the Archdeacon to be undertaken without a faculty is in Table 2 of Schedule 1 of the Faculty Jurisdiction Rules 2015 which can be found at: <http://www.legislation.gov.uk/uksi/2015/1568/schedule/1/made>

Matters listed under r.3.5 of the Faculty Jurisdiction Rules 2015 cannot be undertaken without a faculty even if they fall under List B: <http://www.legislation.gov.uk/uksi/2015/1568/article/3.5/made>

1	Which paragraph(s) of List B (Schedule 1, Table 2) does your proposal fall under?		
2	Does any element of your proposal fall under the excluded matters listed in rule 3.5 of the Faculty Jurisdiction Rules?		Y/N
3	Have these works been identified by the Inspecting Architect or Surveyor* as routine maintenance or repair?		Y/N
	Has he or she been informed of this application?		Y/N
4	If the answer to Q3 is Yes, have you included an extract from the last Quinquennial Report or subsequent condition report?		Y/N
Please complete the following sections where relevant to your particular application			
5	Please provide details of the following proposed materials:		
	a) roofing	confirm existing materials including any underlay (if known: see footnote 1)	
		confirm proposed roof covering, battens, fixings, underlay	
		confirm thickness of any replacement lead	
		was material to be replaced introduced without permission?	Y/N
		are bats present (see footnote 2)?	Y/N
	b) redecoration	confirm existing paint material (if known: see footnote 1).	
		are historic wall paintings known to exist?	Y/N
		confirm colour of proposed decoration	
		confirm proposed paint material	
		confirm proposed plaster mix for minor plaster repairs	
	c) repointing	confirm existing material including mortar (if known: see footnote 1)	
		confirm proposed mortar mix and finish of pointing	

	d) timber repairs/ treatment	is bat-friendly treatment proposed?	Y/N
		is any timber replacement is proposed?	Y/N
	e) electrical or gas works : see footnote 3	confirm Inspecting Architect or Surveyor* will agree cable routes and fixings	Y/N
		confirm electrical or gas works will be undertaken by a suitably accredited contractor	Y/N
		confirm cable/pipe type	
6	Protection	confirm protection of organ and/or monuments	Y/N
7	CDM Regulations	confirm arrangements for compliance with CDM legislation	Y/N
8	Insurance	has the church's insurer been notified of the proposed works?	Y/N
		if scaffolding is required, has the insurer's advice been followed?	Y/N
9	Groundworks	is there to be any new disturbance below ground level?	Y/N

Footnotes

1. Where an existing material is not known, the PCC may wish consult its Inspecting Architect or Surveyor.

2. Before confirming if bats are present, the PCC is advised to refer to Church Care advice at https://www.churchofengland.org/sites/default/files/2018-11/CCB_Bats-in-churches_Undertaking-work_Aug-2016.pdf

3. Electrical works should comply with the DAC Electrical Work Guidelines.

*Sometimes a parish may choose to employ an architect or surveyor other than the one used for the Quinquennial Inspections (if, for example, the usual professional is unavailable within the parish's timescales). For that reason, references to your Inspecting Architect or Surveyor should be read to include another suitably qualified and experienced professional.