

## **SALISBURY DIOCESAN ADVISORY COMMITTEE FOR THE CARE OF CHURCHES (DAC)**

### **Please read these NOTES before completing the application for a DAC *NOTIFICATION OF ADVICE***

Under the *Care of Churches and Ecclesiastical Jurisdiction Measure 1991*, Church of England places of worship are exempt from the need for *Listed Building Consent* which applies to secular listed buildings. Instead the Church of England regulates work to its church buildings, their contents and churchyards under Faculty Jurisdiction. A faculty is a licence to carry out work.

Some work can be carried out without a faculty, subject to specified conditions. Generally, the works involve routine maintenance and repair and certain minor matters. Please contact the DAC office if you think the work you propose may be eligible.

#### **Obtaining a faculty**

The first stage in obtaining a faculty consists of seeking 'formal' advice from the Diocesan Advisory Committee (DAC) about proposals and this advice is given on a certificate called a *Notification of Advice*. When issued, the *Notification of Advice* will be tagged to supporting and sent to you, together with *public notices* (which must be displayed for a continuous period of not less than 28 days, not counting the day it was put up and the day it was taken down) and a *Petition* (application form) for faculty. You will also receive *notes* giving advice about how to proceed with in second stage of the process. The Diocesan Registry is responsible for processing the petition for faculty.

#### **Applying for a DAC *Notification of Advice***

Applications are considered at DAC meetings, which are held ten times during the year. A list of meeting dates is published - please note the agenda closing date.

**Please do not hesitate to contact the DAC office if you need advice about completing the application (tel: 01722 438654/ e.mail: [dac@salisbury.anglican.org](mailto:dac@salisbury.anglican.org)).**

#### **1. Application papers**

The application papers can be downloaded from the Diocesan website – go to 'Church Buildings – DAC' under the 'Parishes' tab, or papers can be posted to you. The application papers consist of:

- DAC *Notification of Advice* application form
- Standard Information Form
- 'Architect/Surveyors Advice' form

The incumbent and both churchwardens should normally be the applicant unless an outside organisation is involved, in which case the applicants should be a representative of that organisation. During an interregnum, the rural dean can be asked to sign the application form in place of the incumbent.

Once the *Standard Information Form* has been completed the form will be kept on file by the DAC and can be used again for future applications, provided the information contained in the form has not changed

The completed *Architects/Surveyors Advice* form is required when proposals affect/impact on the fabric of the church or churchyard.

#### **2. Supporting papers**

In addition to completing the above forms, full details of proposed works are required, the details include:

- any relevant designs
- any relevant plans and \*architect's/surveyor's drawings
- any relevant \*specifications
- a general range of photographs and also showing areas affected by proposals/works
- any advice or other material relating to the environmental implications of the proposals/works
- catalogue details/specifications/illustrations of equipment, fittings or furniture proposed
- sample of fabrics or floor covering where applicable
- any other documents giving particulars of the works or proposals

\*please provide 4 copies of architect's/surveyor's drawings and specifications

Also –

- An extract of the PCC minutes supporting the application
- A copy of the parish brief to the architect or surveyor is helpful for re-ordering, extension or development is proposed
- A brief description of the church and churchyard - **or where proposals involve changes to a listed building:**

*A Statement of Significance and a Statement of Need*

The **Statement of Significance** is a document which describes the significance of the church or other building in terms of its special architectural and historic interest (including any contribution made by its setting) and any significant features of artistic or archaeological interest that the church or other building has – so as to enable the potential impact of the proposals on its significance, and on any other such feature, to be understood.

The **Statement of Needs** is a document setting out the justification for the proposals. If the proposals are likely to result in harm to the significance of the church or other building as a building of special architectural or historic interest, this document must set out the basis on which it is said that the proposals would result in public benefit that outweighs any harm

(for **guidance on writing these Statements** go to [www.churchcare.co.uk](http://www.churchcare.co.uk) )

**Statutory Consultations** with Historic England, amenity societies and the local planning authority are required in certain cases, where works:

- a) involve demolition of a listed building or its alteration or extension to such an extent as would be likely to affect its character as a building of special architectural or historic interest;
- b) are likely to affect the archaeological importance of a building or archaeological remains within the building or its curtilage
- c) involve demolition affecting the exterior of an unlisted church in a conservation area

Please note: you may ask Historic England and certain amenity societies to reply within 28 days to ensure their views can be considered by the DAC (draft letters are available from the DAC office).

**Consultation with Historic England** is required:

- a) in the case of a grade I or II\* listed building where works involve demolition of a listed building or its alteration or extension to such an extent as would be likely to affect its character as a building of special architectural interest
- b) in the case of a grade II listed building where works comprise the demolition or removal of all, or a substantial part, of the structure of the interior (including any principle elements such as staircases, galleries, load-bearing walls, floor or roof structure and major internal fixtures such as pews, screens and organs)
- c) where works are likely to affect the archaeological importance of any building or archaeological remains within the building or its curtilage

**Consultation with National Amenity Societies**

Any national amenity society which is likely to have an interest in the works should be consulted where works:

- a) involve demolition of a listed building of any grade or its alteration or extension to such an extent as would be likely to affect its character as a building of special architectural interest, or
- b) involve demolition affecting the exterior of an unlisted building in a conservation area

Whether a national amenity society is likely to have an interest in works will depend on the age of the building (or relevant parts of it) and the likely effect of the proposed works

**Consultation with the local planning authority** should take place where works

- a) involve demolition of a listed building of any grade or its alteration or extension to such an extent as would be likely to affect its character as a building of special architectural interest;
- b) are likely to affect the archaeological importance of a building or archaeological remains within the building or its curtilage; or
- c) involve demolition affecting the exterior of an unlisted building in a conservation area

**Consultation with the Church Buildings Council** should take place where works involve:

- a) the introduction, conservation, alteration or disposal of an article of special historic, architectural, archaeological or artistic interest
- b) the alteration, extension or re-ordering of a church in a way that is likely significantly to affect the setting of an article of special historic, architectural, archaeological or artistic interest; or
- c) the movement or removal of an article of special historic, architectural, archaeological or artistic interest such that the article might be adversely affected unless special precautions are taken

**Building Regulations and Planning Permission** - faculty does not replace the general planning laws; Building Regulations will apply, and planning permission may also be required when alterations affect the exterior of a church, the churchyard or the change of use of part of the church. Copy correspondence and consents/permissions should be provided with the application

**Historic England or Heritage Lottery Fund grant aided churches** if the church has received grant aid from these bodies, a condition of the grant may include the requirement to consult these bodies when further work is proposed

**Insurance** please note, it is important, in cases where work is proposed to the fabric of the church or involves the supply of gas, water or electricity, to inform the church's insurance company of this work and to obtain a letter showing the company's approval or other letter of reply. This is because nearly all such work affects the security and safety of the building. ***Copy correspondence will be required by the Diocesan Registry with the Petition for Faculty***

## APPENDIX

### (Other information required for specific proposals/aspects of the work)

**Archaeology (below and above ground)** marked up plan/s and photographs of areas affected by work and excavations. Please also include trenching routes, depth of ground works and method of excavation. Also, an archaeologists' reports and recommendations, if available

**Permanent Audio-Visual systems** full details of proposals, catalogue illustrations/specifications of equipment, marked up plans and photographs indicating location of equipment and full details of electrical work (see below). A Statement of Need is also helpful

**Bats** if bats use any part of the church and the proposals might harm or disturb them or their roosts, the advice of Natural England should be obtained and copies of correspondence/reports provided

**Bells and bell frames** age of bells, inscriptions, age and construction of the bell frame(s), bell hanger's reports and proposals (it is recommended that more than one bell hanger's report is obtained for comparison), specifications for any associated work affecting the fabric of the building or the clock. Please note: if work affects a bell or bell frame listed by the Church Buildings Council as being of historic significance, its views on the proposals must be obtained before the application to the DAC is submitted

**Churchyards** please note: external lighting, floodlighting, alterations to paths, entrances etc. may need planning permission in addition to faculty

**Conservation of tombs, headstones and memorials** a conservation report and proposals, photographs and plan of churchyard showing location of item/s. If work is to a grave or memorial maintained by the Commonwealth War Graves Commission, its agreement to proposals should be sought

**Headstones (new, outside of the Chancellor's Regulations)** design drawings and specifications, inscription details, type of letter cut and font, photographs and site plan showing location, surrounding area and other headstones in the churchyard. The Diocesan Chancellor's 'out of court' advice should also be obtained prior to the application

**Clocks** contractor's report, full repair specifications and estimates (note: this is essential, not least to avoid the risk of unexpected additional work and costs arising after work has begun). Details of any associated work affecting the bell installation are also required

**Electrical work** (please refer to the current DAC guidance note)

**Heating and lighting** details and photographs of existing arrangements. Full details of electrical work (see above), catalogue details of fittings with marked up plan and photographs showing position, details of work affecting the fabric of the building or churchyard, including depth of trenching/groundworks (see 'archaeology, above). A Statement of Need is also helpful.

**Licences and other legal agreements** a plan and photographs of the area affected and a copy of the draft licence. Please seek the Diocesan Registrar's advice about the licence or agreement before applying for faculty

**Memorials inside the church** design drawings and specifications, including letter cut and font, inscription, fixings, photographs showing proposed location, surrounding area and other memorials in the church. (Please note: the Diocesan Chancellor's 'out of court advice' must be obtained for memorials inside the church prior to submitting your application to the DAC).

**New fixtures, furniture and fittings** design details (drawings/specifications) or catalogue illustrations/specifications of item/s and details of fixings, photographs and plan of the interior of the church, also focussing in on the location of new items/changes and full details of any proposed plaque or inscription on items (see also 're-ordering', below)

**Organs** historic detail of the instrument, photographs and site plan, organ builder's report/recommendations (Please note: it is necessary, in most cases, for a DAC organ adviser to inspect an organ to assess an application fully. Every effort will be made to arrange a site visit promptly to avoid delays in the progress of the application)

**Re-ordering** full details as stated above, specifications for work affecting the fabric of the building. If an item is to be removed, details of disposal e.g. sale, storage, re-use or other. Details of Archdeacon's Temporary Licence if granted

**Stained glass/windows** for a new window, full details of the artist and the design, design drawings, installation specifications, photographs of the proposed location, the surrounding area and other windows in the church, historic detail of the window affected and all other windows, details of inscription/memorial plaque if included. (It is recommended that DAC informal advice is sought about proposals at an early stage when a new window is proposed).

For repairs/conservation please provide a condition report and proposals, historic detail of the window affected, floor plan and photographs showing window/s affected

**Textiles, frontals etc.** for new items include details of the artist, design drawings, fabric and thread samples, photographs of the interior of the church indicating location of item. For conservation and repairs, include conservation reports and estimates and photographs of the item

**Trees** (felling) photographs of the tree/s, the surrounding area and a site plan showing location. Include the tree surgeon's report, if available. If the tree is subject to a Tree Preservation Order and/or is in a Conservation Area advice seek advice about the need for planning permission from the local authority