Church Buildings Guidance Notes

Documents required for List B and Faculty

These notes cover;

Useful documents to support a List B or Faculty

Document specification

Useful information including Church Building training session information, DAC contact details, Local planning departments, Conservation areas, Tree Preservation orders, Archaeology services, Ecology and churchyard advice, and links to the Church of England.

N.B. We recommend that these guidance notes are read in conjunction with the advice published on the Online Faculty System 'Help' section. Their advice can be found on the following web pages:

https://facultyonline.churchofengland.org/faqs

List B and Faculty applications

When you submit an application for a List B or full faculty, it is helpful to include documents about your church and project so that the Diocesan Advisory Committee (DAC), Registrar, and Chancellor can make an informed decision about your request. It is important to remember that the Registrar and Chancellor in particular will know little or nothing about your church, so the more information you can include, the better. The following list of documents are useful to include. Whilst not all of them may be relevant to your application, it is a good indicator as to the level of detail required.

Useful documents to support a List B or Faculty application:

- A copy of the PCC resolution, or PCC meeting minutes (redacted if need be) which show clear agreement for the work to be carried out. The PCC resolution should state which quote is being accepted, and therefore which contractor you are proposing to work with. It is also helpful to indicate numbers of the PCC present at the meeting, and numbers voting for and against the proposals.

- Details of the contractor and copies of their quote. If work is going to be over £10,000 it is good practice to obtain three quotes to upload with your application.

- Depending on the level of advice required; a detailed tender report, simpler specification of the work, or as a minimum, a letter of support from your architect.

- Details of whether the work was highlighted in your most recent Quinquennial Inspection (QI) Include the QI with a page reference for the relevant section.

- Existing and proposed plans or drawings of the building (these must be to scale)

- Details about materials, dimensions, manner of fixings etc.

- Photos of the area where the work is proposed.

- A letter of approval for the work from your insurance company.

- A Statement of Significance (A further guidance note for writing this is available from the CBO team or web page)

- A Statement of Need (A further guidance note for writing this is available from the CBO team or web page)

- A copy of your church maintenance plan (or church hall maintenance plan if the work is to be done on a church hall) NB. A maintenance plan template is available from the Church Buildings Officers (CBO) team or the webpage.

- If the work is to be on trees, details of any Tree Preservation Orders (TPO) for individual trees, and evidence of permission from the council for the work to be done. This can often be completed by the arborist contractor, so it is worth asking if this is part of any quote.

- If work is in a churchyard, and if appropriate to the proposed work, professional reports on how the work will affect burials, trees, bats, or other protected wildlife.

- Evidence that you have been in contact with the relevant DAC advisor (e.g. emails or letters giving support to the proposed work)

Documents specification for the Online Faculty System (OFS):

In order to successfully upload documents on to the OFS, they must adhere to the following parameters:

Architects drawings: Architectural firms can supply their drawings to you in any format you want. Ask for:
- PDF files
- No larger than 5MB
- A3 size
- Colour

If you need to scan written documents (e.g. Letters), make sure that:
- The file is no larger than 5MB
- The file is saved either in a PDF or a TIFF format
- The document is scanned in Black and White
- The document is scanned at a resolution of 300 dpi

If you need to scan photographs, make sure that:
- The file is no larger than 5MB
- The file is saved either in a PDF or a JPEG format
- The photograph is scanned in Grayscale or Colour
- The photograph is scanned at a resolution of 200 dpi

Useful Information and Links:

Church Buildings Training Sessions:
Training sessions are available for help with Maintenance Plans, the Online Faculty System, writing a Statement of Need, and writing a Statement of Significance. Please check the diocese website or contact the CBO team for details: email cbo@sheffield.anglican.org

DAC contact:
If you need guidance as to the level of permission you need for a piece of work or new project, please contact the Diocesan Advisory Committee (DAC) by emailing dac@sheffield.anglican.org

Local Planning departments:

https://www.sheffield.gov.uk/planning-development

https://www.doncaster.gov.uk/services/planning/planning-department

https://www.rotherham.gov.uk/planning

https://www.barnsley.gov.uk/services/planning-and-buildings/

https://www.derbyshire.gov.uk/environment/planning/planning-applications/planning-applications.aspx

https://www.peakdistrict.gov.uk/planning

https://www.eastriding.gov.uk/planning-permission-and-building-control/applications-for-planning-and-building-control/

https://www.lincolnshire.gov.uk/planning/find-planning-application

Conservation areas:

https://www.sheffield.gov.uk/planning-development/conservation-areas

https://www.doncaster.gov.uk/conservationareas

https://www.rotherham.gov.uk/planning-development/heritage-natural-environment/1

https://www.barnsley.gov.uk/services/conservation/conservation-areas/

Conservation areas cont…

https://www.derbyshire.gov.uk/environment/conservation/conservation-areas/conservation-areas.aspx

https://www.peakdistrict.gov.uk/planning/advice/conservation-areas

https://www.eastriding.gov.uk/planning-permission-and-building-control/conservation-areas-and-listed-buildings/conservation-areas/

https://www.lincolnshire.gov.uk/planning/find-planning-application

Tree Preservation Orders:

https://www.sheffield.gov.uk/planning-development/protected-trees

https://www.doncaster.gov.uk/services/planning/protected-trees-and-woodlands

https://www.rotherham.gov.uk/conservation-regeneration

https://www.barnsley.gov.uk/barnsley-maps/tree-preservation-orders/

https://www.derbyshire.gov.uk/environment/conservation/trees-and-woodland/tree-preservation/tree-preservation-orders.aspx

https://www.peakdistrict.gov.uk/looking-after/tree-works-advice

https://www.eastriding.gov.uk/planning-permission-and-building-control/tree-and-hedge-protection-and-regulations/tree-protection-and-regulations/

Details on the relevant district council website:
https://www.geopunk.co.uk/council/north-lincolnshire

Archaeology services:

Covering Barnsley, Doncaster, Rotherham, and Sheffield:
https://www.sheffield.gov.uk/planning-development/south-yorkshire-archaeology-service

https://www.sheffield.gov.uk/planning-development/south-yorkshire-archaeology-service/find-an-archaeological-contractor

Archaeology services cont…

Peak Planning: https://www.peakdistrict.gov.uk/planning/your-application/application-forms/archaeology-and-planning

Lincolnshire: https://www.heritagelincolnshire.org/

Derbyshire: https://www.derbyshire.gov.uk/environment/conservation/archaeology/archaeology.aspx

East Riding: https://www.eastriding.gov.uk/planning-permission-and-building-control/conservation-areas-and-listed-buildings/heritage-guidance/

Ecology and churchyard advice:

Bat Conservation Trust (BCT): https://www.bats.org.uk/advice/information-for-places-of-worship

Natural England: https://www.gov.uk/government/organisations/natural-england

Caring for God's Acre: https://www.caringforgodsacre.org.uk/

A Rocha: https://arocha.org/en/

A Rocha Eco Church: https://ecochurch.arocha.org.uk/

Wildlife Trusts: https://www.wildlifetrusts.org/

Muddy Church: https://www.muddychurch.co.uk/

Green Christian: https://greenchristian.org.uk/

The Church of England:

Central Church of England webpage: https://www.churchofengland.org/

ChurchCare: https://www.churchofengland.org/resources/churchcare

Our Churches: https://www.churchofengland.org/about/our-churches

Church of England Environment programme: https://www.churchofengland.org/about/church-england-environment-programme

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