



# A guide for PCCs applying to be registered with the Charity Commission: Completing the online application

## Document Control

Version number	Revision Date	Summary of changes
2	June 2024	Amended wording for clarity on submitting trustee details and using associated forms.

**Disclaimer:** This document is intended as guidance only. The unique nature of parishes means it is not possible to give a generic response to all questions. If you have any queries about what information you should provide, please contact the [Charity Commission Helpline on 0300 066 9197 \(9am to 5pm Mon – Fri\)](tel:03000669197), or your diocese.

## Contents

Contents.....	1
Background.....	3
PCCs as charities.....	3
When to register with the Charity Commission.....	3
Using this guidance.....	3
Guide to Registration.....	5
Preparing to apply for registration.....	5
Information about your PCC as a charity.....	5
Information about your PCC members as trustees.....	5
Charity Commission Trustee Eligibility Declaration.....	6
Getting started— setting up online registration.....	7
Completing the online application— guidance by section.....	8
About charity: Governing document.....	8
About charity: Charity name.....	8
About charity: Structure and purposes.....	9
Income.....	11
Classification: What.....	12
Classification: How.....	12
Classification: Who.....	13
Classification: Where.....	13
Public benefit: Religion.....	15
Public benefit: Benefits.....	19
Public benefit: Grant making.....	19
Public benefit: Membership.....	20
Property.....	21
Contact for this application.....	22
Organisation contact— Commission use only.....	22

Organisation details .....	23
Other regulators .....	23
Income and bank details .....	24
Funding .....	25
Connections: Employment .....	27
Connections: Goods or services .....	27
Connections: Other personal benefits .....	28
Connections: Connections .....	28
Trustee details: Managing risks.....	29
Trustee details: Trustee numbers.....	29
Trustee details: Trustees.....	30
Attached documents .....	30
Data protection.....	30
Declaration .....	30
Trustee Details Capture Form (data capture only) .....	32
Trustee Details Capture Form: Notes.....	33

## Background

### PCCs as charities

Parochial Parish Councils (PCCs) are charities as established by **The Parochial Church Councils (Powers) Measure 1956 as amended**<sup>1</sup>. Currently, PCCs with an annual income of £100,000 or less are ‘excepted’ charities<sup>2</sup>, which means they are not required to register with the Charity Commission or submit annual returns. However, whilst a PCC might not be required to register ([dependent upon income](#)), they must still comply with charity law, with their trustees (members of the PCC) having the same responsibilities as trustees of any other charity. ‘Excepted’ charities do not have a charity registration number.

### When to register with the Charity Commission

A PCC is **required** to be registered with the Charity Commission when their annual financial income **exceeds £100,000**. However, any PCC with an annual income of over £5,000, can voluntarily apply to be registered. PCCs registered as charities will have a charity registration number— which can be beneficial when accessing banking facilities and special rates on services aimed at the charity sector.

**As of 31 March 2031, all PCCs with an annual income of over £5,000, will be required to be registered with the Charity Commission. The process for this is likely to start in 2026. More information will be provided nearer the time.**

### Using this guidance

It is recommended that you use this guidance to prepare most of your responses in advance of starting the form. A started form will automatically be deleted upon 3 months of inactivity. However, log in at any time to resume your application and the 3 months period will restart.

This guidance has been produced in collaboration with the Charity Commission. Whilst for many questions there will be a recommended response, due to the diversity of parishes, there will be some variation, especially in reference to [outreach and activities](#), as this depends on the mission and ministry of your

---

<sup>1</sup> Defines the principal function, or purpose, of the PCC as “promoting in the parish the whole mission of the Church”. [The Parochial Church Councils \(Powers\) Measure 1956 as amended](#)

<sup>2</sup> [The Charities \(Exception from Registration\) \(Amendment\) Regulations 2021](#)

church. You should answer in a way that best fits your church's activities and be prepared to answer any supplementary questions that follow. However, the Charity Commission have indicated any one of the listed options in this guidance is consistent with a charity advancing religion.

The guidance has been devised as follows:

### Questions and actions

A question on the application is indicated starting with prefix "**Question.**" And the question text in **bold**.

An action, for example, to attach a document, or check a name, is indicated with the prefix "**Action.**" Followed by the requested action in **bold**.

### Answers

Select:

[Choice]

This indicates the **recommended** selection for a multiple-choice question or list, as agreed with the Charity Commission.

"Respond"

This indicates the **recommended** response for a free text question, as agreed with the Charity Commission. You should copy and paste the text from inside the box to your online application.

"Suggested" response

These answers are where there is no exact wording, however, it is expected that the suggested response will be sufficient for the purposes of the application. You may copy and paste the text from inside the box to your online application.

"Example" response

These answers will vary depending on your context. The wording provided is an example of previously accepted answers by the Charity Commission. In many circumstances they would be sufficient for the purposes of the application, though you may wish to amend or add information relevant to your church.

Where there is no generic recommended answer, suggestion or example, guidance on how to respond is provided. Please read this carefully and answer accordingly.

# Guide to Registration

## Preparing to apply for registration

Before starting the application, you should gather the required information and documents. This includes:

### Information about your PCC as a charity

- PCC's bank or building society details (sort codes, account/roll numbers)
- PCC's public contact details (postal address, phone number, email address)
- Church's contact details— often similar to those above (address, email, and website addresses)
- A PDF of the [Governing Documents of Parochial Church Councils summary](#)
- A PDF of the [Statement of Faith](#)
- Last set of accounts for your PCC, including the Trustee's Report, as a PDF
- The information for each member of the PCC (as listed below)

### Information about your PCC members as trustees

- The full name of each member of the PCC, including first name and surname
- Their full address and post code
- Any previous names, including previous married names. If a person has more than one previous name, ensure you know which name was given at birth
- Date of birth
- Contact details, including an email address\*
- Date of appointment, which is the start of their current continuous period of office (will have been recorded in the meeting minutes for the APCM)

\*The Charity Commission requests that all trustees provide an email address as this is integral to linking trustees to the My Charity Commission Account (MCCA).

You may wish to use the [Trustee Details Capture Form](#) & [supporting notes](#) attached to the end of this guidance as a way of collecting information so that you have it to hand when needed for the online application. This form is to assist you with **data collection only** and **should not** be attached to your application.

All PCC members should have completed a [Trustee Eligibility and Fit and Proper Persons Declaration](#). Check your records for these, to ensure that no PCC member is disqualified or barred from being a charity trustee as you will need to confirm

eligibility during the application process. However, note these **should not** be attached to your application form— whilst they are a requirement of an individuals' presence on the PCC, they do not form part of this application process.

## Charity Commission Trustee Eligibility Declaration

Once you have established your PCC members are eligible to be trustees, you will need to complete and sign the [Charity Commission Trustee Eligibility Declaration](#). This needs to be physically signed by **all** PCC members and will need to be uploaded to your online application.

### Important information for completing the declaration:

1. PCCs do not have corporate trustees so you should leave the tick box blank.
2. Insert the total number of trustees (PCC members) into the box as indicated.
3. There are four trustee signature spaces per form, therefore print as many as you require to capture the signature of each of your PCC members.
4. The Charity Commission **does not** accept electronic signatures. You will need to print the form for it to be read and signed by each individual, then scanned and saved (if you have used multiple pages, they should be **collated as one document**) as PDF file ready to be uploaded as a supporting document.

## Getting started— setting up online registration.

Firstly, read the guidance provided by the Charity Commission on [How to register your charity \(CC21b\)](#). A third of the way down the page there is a link to [Start or continue a charity registration application](#).

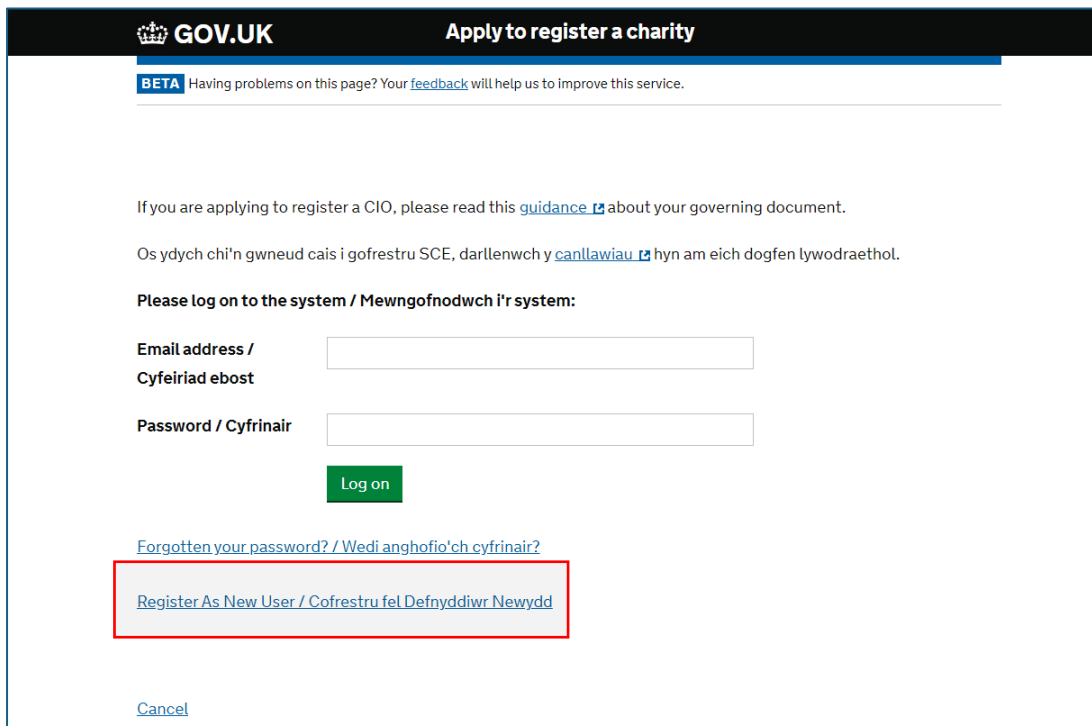
### How to apply to register a charity

Use the Charity Commission's 'Apply to register a charity' service.

If you are applying to register a new CIO please ensure its name does not [require Companies' House approval](#).

[Start or continue a charity registration application](#)

You will see a screen asking for your login details (as below). Assuming you do not already have a user account, you will first need to register as a new user.



**GOV.UK** Apply to register a charity

**BETA** Having problems on this page? Your [feedback](#) will help us to improve this service.

If you are applying to register a CIO, please read this [guidance](#) about your governing document.

Os ydych chi'n gwneud cais i gofrestru SCE, darllenwch y [canllawiau](#) hyn am eich dogfen lywodraethol.

Please log on to the system / Mewngofnodwch i'r system:

Email address /  
Cyfeiriad ebost

Password / Cyfrinair

**Log on**

[Forgotten your password? / Wedi anghofio'ch cyfrinair?](#)

[Register As New User / Cofrestru fel Defnyddiwr Newydd](#)

[Cancel](#)

Once you have completed the registration process and set up a password, return to the login screen and enter your email address and password as indicated.



## Completing the online application— guidance by section

### About charity: Governing document

**Question. Select the organisation’s governing document type:**

Select:

Other

**Question. Has the governing document been issued by an organisation or umbrella body (often referred to as an approved governing document)?**

Select:

Yes

**Question. Which organisation has issued the governing document?**

Respond:

Church of England

**Action. Attach:** You will need to attach your governing document. For the purposes of registering a PCC, you can download a PDF summary of the [Governing Documents of Parochial Church Councils](#)<sup>3</sup> from the Parish Resources website. You will then need to upload it to your application at this point.

### About charity: Charity name

**Question. The Organisation’s name:**

This should be “The Parochial Church Council of the Ecclesiastical Parish of...” Complete with the name of the ecclesiastical parish— not the benefice. This might be a dedication and geographical location, for example:

“The Parochial Church Council of the Ecclesiastical Parish of St Someone, Anytown, in the Diocese of Somewhere”

As given in the above example, to avoid potential confusion with similar sounding PCCs, add the diocese name at the end. If you are unclear as to the correct name for your parish, you should contact your diocesan office.

---

<sup>3</sup> The Charity Commission have agreed that for the purposes of agreeing ‘governing documents’, PCCs are governed by two pieces of legislation: The [Parochial Church Councils \(Powers\) Measure 1956 as amended](#) and [The Church Representation Rules \(contained in Schedule 3 to the Synodical Government Measure 1969 as amended\)](#).

**Action. Check name:**

Click on the “check name” box to ensure that this is a unique charity name. You should receive a pop-up saying there are no charities with a similar name. Click “OK” to dismiss the message and continue.

**Question. Is the organisation known by any other names?**

You may wish to enter a shortened version of the previous answer, for example, “St Someone’s PCC, Anytown”, or an alternative if your church is known locally by another name, as this will make it easier for the public to identify you— as with the previous answer, remember to consider uniqueness. Select your response accordingly, if you select “Yes” you will be prompted to add the alternative working name.

**Question. Do any of the organisation’s names contain acronyms, initials, made-up or non-English language words?**

If you have used any acronyms (in your working name) such as PCC, CofE etc. you should select “Yes”, and you will be prompted to provide more details.

**Question. Do any names contain words that require consent from another body?**

The expected answer is “No”, but you may wish to expand the information listing words which may need consent to confirm.

**Press save and continue** to continue to the next page of the application.

**About charity: Structure and purposes****Question. Organisation’s governing document:**

Respond:

“The Parochial Church Councils (Powers) Measure 1956 as amended and The Church Representation Rules (contained in Schedule 3 to the Synodical Government Measure 1969 as amended).

**Question. Enter the date the organisation’s governing document came into effect (dd/mm/yyyy):**

Respond:

02/01/1957<sup>4</sup>

**Question. Enter the organisation’s purposes (also known as ‘objects’) exactly as they are written in its governing document:**

Respond:

“Promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.”

**Press save and continue** to continue to the next page of the application.

---

<sup>4</sup> This is the date that The Parochial Church Councils (Powers) Measure 1956 as amended, came into effect, and the use of this date has been agreed with The Charity Commission.

## Income

**Question. Enter the organisation's gross annual income:**

Enter your PCC's annual income figure from its last audited annual accounts.

**Question. What proof of income are you attaching?**

Select:

- Latest annual accounts

**Action. Attach:** Upload your latest Trustees Report and Financial Statements<sup>5</sup> as a single PDF file.

**Press save and continue** to continue to the next page of the application.

---

<sup>5</sup> The Trustees Report and Financial Statements (independently examined) should have been approved by the PCC, and signed by the Chair of the meeting at which they were presented for approval.

### Classification: What

**Question. What is the organisation set up to achieve? (select all that apply):**

Select:

Religion

Christianity

Church of England

**Press save and continue** to continue to the next page of the application.

### Classification: How

**Question. How does the organisation achieve it? (select all that apply):**

Select:

Provides buildings/facilities/open space

Makes grants to organisations\*

Provides services<sup>6</sup>

\*If your PCC provides external giving to other charities.

### Religion:

Select any of the following options as relevant for your parish/church:

Place of worship

Generally advancing the religion

Educating people about the religion

Pastoral care, outreach

Missionary, evangelical

Interfaith activities

Providing or maintaining a building used for religious practices

Conducting religious ceremonies such as the celebration of marriages or funerals

Maintaining public churchyards and other public religious burial

**Press save and continue** to continue to the next page of the application.

---

<sup>6</sup> This does not refer to worship services.

### Classification: Who

#### Question. Who does the organisation help? (select all that apply):

Select the following options:

- The general public/ Mankind
- People living in a specified geographical area

Though your church will likely help further groups listed, these two options selected cover all groups and should be sufficient for the purposes of the application.

If you have specific activities focused on the other groups listed, you may opt to select them if you wish, but note it may request further input of information later in the application process that is not covered in this guidance.

#### Question. Religion:

Select:

- Adherents of a specified religion

**Press save and continue** to continue to the next page of the application.

### Classification: Where

#### Questions. Where does the organisation operate? (select all that apply)

Select:

- Specific areas in England & Wales

#### Question. Does the organisation operate in England?

Select:

- Yes

#### Question. Does the organisation operate in Wales?

Select:

- No\*

\*Note: the expected response to this question is no, unless your parish is one of the handful whose geographical boundaries cross the national border. In which case, answer accordingly.

**Press save and continue.**

This will cause options to appear under the question **Does the organisation operate in England?**

**Press save and continue** to continue to the next page of the application.

## Public benefit: Religion

**Question. What are the beliefs and practices of the faith the organisation promotes?**

Respond:

As stated in the Preface to the Declaration of Assent (set out in Canon C15 of the Canons of the Church of England): “The Church of England is part of the One, Holy, Catholic and Apostolic Church worshipping the one true God, Father, Son and Holy Spirit. It professes the faith uniquely revealed in the Holy Scriptures and set forth in the catholic creeds, which faith the Church is called upon to proclaim afresh in each generation. Led by the Holy Spirit, it has borne witness to Christian truth in its historic formularies, the Thirty-nine Articles of Religion, The Book of Common Prayer and the Ordering of Bishops, Priests, and Deacons.”

**Action. Attach:** You now need to attach a copy of the [Statement of Faith as a PDF](#), available from the Parish Resources website. This is a repeat of the text entered above but must be uploaded in PDF format before you can continue with the application.

You are now asked a few questions relating to the options you selected about **how** your charity achieves its purpose. You may find the following examples useful as a guide to how you might answer.

### **Providing a place of worship**

**Question. Where is this provided?**

Example response:

Inside the church and church hall.

**Question. How is it advertised?**

Provide details on how you communicate your schedule of worship i.e. newsletter, noticeboard. If your church’s website or A Church Near You page which gives details of the schedule for worship and services, include a link in your response.

**Question. Who can attend?**

Example response:

Worship is open to the general public for all to attend.



**Question. When is it open for worship?**

Provide details of your services, including a link to any webpages that provide this information. For example: "Sunday 10.00 – 12.00, Wednesday 10.30 – 12.30"

**Question. Are there any fees payable for those wishing to attend?**

Respond:

No

**Conducting religious ceremonies such as the celebration of marriages and funerals.****Question. Where is this provided?**

Example response:

In the church building.

**Question. How is it advertised?**

Provide details of how you communicate the availability of your church for these ceremonies, for example, through local funeral directors or parish noticeboard. If your website or A Church Near You page refers to marriages or funerals, include a link in your response.

**Question. Who leads the ceremony and how are they selected for that?**

Example response:

The Priest in charge.

**Generally advancing the religion****Q. How is this carried out?**

Example response:

Community outreach and services.

## **Educating people about the religion**

### **Question. Where is this provided?**

Example response:

In the church building and hall.

### **Question. How is it advertised?**

Provide details of how you communicate with your community, for example, the parish noticeboard, magazine, or social media. If applicable, include a link to your church website or A Church Near You page in your response.

### **Question. Who can attend?**

Example response:

Open to all.

### **Question. How often is it provided?**

Provide a general frequency of activities or services that aim to educate people about the religion. For example, "At least twice per week".

### **Question. Are any fees payable for those wishing to attend?**

It is expected that the response to this will be "No." However, if you run any courses, classes or events that incur a fee, you should select "Yes," and you will be prompted to outline the details of the fees and the activities to which they relate.

### **Question. Who provides the education?**

Example response:

Clergy and lay leaders

## **Pastoral care, outreach**

### **Question. Exactly what is provided?**

Example response:

Visits to care homes, hospitals, and housebound parishioners.

**Question. How do the trustees identify who will receive this pastoral care/outreach?**

Example response:

Information and requests received from friends, relatives, or carers.

**Question. Who provides the pastoral care/outreach?**

Example response:

Priest, Lay Reader, Pastoral care team.

### **Interfaith activities**

**Question. How is this carried out?**

Example response:

Through fellowship and education activities. E.g. Shared community meals (Multifaith), open day at local Mosque (Islam), Walk of Witness on Good Friday (Ecumenical).

Under the subheading **adherent of a specified religion**

**Question. It is solely restricted to the adherents?**

Select:

No

This will cause a new box to appear:

**Question. Explain who else can benefit and how.**

Suggested response:

Worship and services are open to all members of the public to attend, although taking Holy Communion is restricted. The admission of Holy Communion is restricted by law (see Canon B 15A of the Canons of the Church of England: <https://www.churchofengland.org/about/policy-and-thinking/canons-church-england/section-b>).

**Press save and continue** to continue to the next page of the application.

## Public benefit: Benefits

### **Question. What are the benefits of the organisation's purposes?**

Suggested response:

The PCC's charitable objects ("promoting in the ecclesiastical parish the whole mission of the Church") are primarily focused on the advancement of religion, which is recognised as a charitable purpose having public benefit. All regular public worship is provided free of charge and open to all. In addition, the PCC's activities as listed above have further public benefits; for example, teaching and taking assemblies offer advancement of education which is recognised as a charitable purpose having public benefit. Donations to other charities and our own projects provide public benefits in the relief of poverty and need, whether within or outside the ecclesiastical parish, often for minority groups with particular needs such as the elderly.

**Action. Attach:** It is **not** recommended to attach anything further to this statement.

### **Question. Who can benefit from the organisation's purposes?**

Select:

- Available to everyone

**Press save and continue** to continue to the next page of the application.

## Public benefit: Grant making

### **Question. Is the organisation a grant maker?**

Answer accordingly for your PCC. If your PCC makes financial donations to other charitable organisations you may opt to select yes, which will prompt a further question as follows:

### **Question. What criteria will the organisation use to select individuals or organisations to receive grants?**

If your PCC has a grant making policy, briefly refer to the criteria in your response. Alternatively, use this suggested response:

The PCC does not have a formal grant making policy, or business plan. It will consider its charitable purpose when determining who might receive a grant.

**Action. Attach:** If you have answered that your organisation is a grant maker, you will be prompted to attach any document, such as a grant making policy, which explains this.

**Press save and continue** to continue to the next page of the application.

### Public benefit: Membership

**Question. Do people or organisations have to be members of the organisation to benefit from its purpose?**

Select:

No

**Press save and continue** to continue to the next page of the application.

## Property

**Question. Does the organisation have use of land or property?**

Select:

Yes

**Question. Does the organisation own the land or property?**

A PCC will not normally own the church or churchyard as these are vested in the incumbent as a corporation sole, as is the parsonage. However, some PCCs do own land. For example, a PCC may own a church hall or residential property e.g. Curate's housing. A PCC may own the building where worship takes place if it is a licensed building and not a consecrated church. Where a PCC does own land, this is vested in the diocesan authority under section 6(2) of the Parochial Church Councils (Powers) Measure 1956 as amended, while the PCC members have the management of the land and are the charity trustees. This is also the case for property that is held on permanent trusts by the PCC. If you are in doubt on how to answer, contact your diocese for support. Select 'Yes' or 'No' accordingly.

**Question. What is the land or property used for?**

Suggested response:

Worship and community activities.

**Question. Will any land or property used by the organisation benefit from Business Rate relief?**

Select:

No

**Press save and continue** to continue to the next page of the application.

## Contact for this application

This section asks you to provide details for the main contact for this application.

**Question. In what capacity are you submitting the application? (select one)**

If you are completing this form, you are most likely to be a Trustee, Volunteer, or Employee. Select according to your position.

**Question. Is the contact for this application an individual or an organisation?**

Select:

Individual

You will be prompted to add personal contact details for the application, including:

- **Title**
- **Given names (First name(s))**
- **Family name (Last name)**
- **Suffix (e.g. M.A.)**
- **Date of birth (dd/mm/yyyy)**

**Press save and continue** to continue to the next page of the application.

## Organisation contact— Commission use only.

In this section you are asked to provide details of the contact the Charity Commission can use to get in touch with about the charity. It must be an individual rather than the organisation. It is recommended that the contact should be the PCC Secretary, as the Church Representation Rules 2022 as amended, require every PCC to have one: see [rule M20\(1\)](#).

**Question. Position in the organisation**

Respond:

PCC Secretary

## Organisation details

In this section you are asked to provide the organisation's **public** details. **This information will be made publicly available on the Charity Register.**

You will be asked to provide the following details for your organisation:

- **Address Line 1**
- **Address Line 2**
- **Postcode**
- **Organisation website**
- **Organisation Telephone number**
- **Organisation email address**

**Question. Does the organisation operate from this address?**

Select:

Yes

**Press save and continue** to continue to the next page of the application.

## Other regulators

**Question. Are you registered with any of the following regulators? (select all that apply)**

Do not select any of the options listed.

**Question. Do you have a gift aid number from HMRC (HM Revenue and Customs)?**

Most PCCs will be registered with HMRC for Gift Aid. If this is the case for your PCC, select:

Yes

**Question. What is your gift aid number?**

Provide your gift aid number, the PCC Treasurer, or Gift Aid Officer should be able to provide this. However, the provision of an HMRC number is not crucial for registration.

**Press save and continue** to continue to the next page of the application.



## Income and bank details

### **Action. Please attach the organisation's latest accounts**

You should already have attached PDF copy of your latest PCC accounts; you **do not** need to do so again and can move onto the next question.

### **Question. Estimated gross annual income**

Insert a financial figure based on previous years amount or your budget for the current year.

### **Question. Year to date income**

Insert a financial figure based on your financial statements for the current year to date. The PCC Treasurer should have this information.

### **Question. Does the organisation have a bank account?**

Select:

Yes

### **Question. Is the organisation's main account a bank or building society account?**

Select the relevant option based on the type of account your PCC holds and provide the requested details that follow, which will include:

- **Sort code**
- **Bank name**
- **Account number**
- **Account name**

**Press save and continue** to continue to the next page of the application.

## Funding

The information requested in this section will be made publicly available on the Charity Register.

**Question. Next financial year end date (dd/mm/yyyy)**

Respond:

31/12/yyyy\* (\*current financial year at time of completing application)

**Question. Please explain how the organisation is or will be funded in the future (select all that apply)**

The most common selections and supporting answers are as follows:

- Public donations

**Question. Please tell us what procedures the trustees have put in place to identify and verify the donors and consider any conditions attached to any donations?**

Suggested response:

The primary source of income is the giving of church members, together with Gift Aid & GASDS received on these donations. This is either through planned giving, church collections or other donations. Being a local church, we know our regular donors, and the giving of visitors is at a low level in relation to our overall income.

**Question. Do you intend to claim Gift Aid on these?**

Select:

- Yes

- Legacies

**Question. Please tell us what procedures the trustees have put in place to identify and verify the donors and consider any conditions attached to any donations?**

Suggested response:

From time to time, we may receive a legacy. Being a local church, this is likely to come from someone with a long-standing connection with our church. Any restrictions on gifts would be considered by the PCC before accepting the gift.

- Grants

**Question. Please advise who is providing the grants**

Suggested response:

From time to time, we may apply for grants for maintenance of our building to English Heritage, the Listed Places of Worship Grant Scheme, or some other heritage grant maker. We may also apply to the Diocese or other grant makers for support with other projects the PCC wishes to undertake in furtherance of its charitable objects.

**Question. Other than Public Donations that are eligible for Gift Aid, do the trustees intend that the proposed charity will take part in any other arrangement which might reduce the amount of tax payable by any other person?**

Select:

- No

**Question. Is it intended that the organisation will hold any funds or assets in overseas investment companies or trusts?**

Select:

- No

**Press save and continue** to continue to the next page of the application.

## Connections: Employment

**Question. Does or is it likely the organisation will employ:**

- **a trustee**
- **its founder**
- **a person related to a trustee**
- **a person related to the founder**
- **an organisation connected to a trustee**
- **an organisation connected to the founder**

Connected people are defined as a spouse or partner, siblings, a brother- or sister-in-law, parents, or a business partner. If any members of the PCC are employed by the PCC, you should select “Yes” and provide further information as requested. You will be asked to attach a copy of the minutes of the meeting where this employment was agreed.

In the event of the employment taking place prior to trusteeship, e.g. someone was employed as a youth worker, and was then subsequently elected to the PCC, The Charity Commission may contact you for further information. In these circumstances, providing a copy of minutes either authorising or ratifying the employment will be sufficient. The PCC is then responsible for managing any conflicts as per the Charity Commission’s guidance on [Conflicts of interest in a charity](#).

**Press save and continue** to continue to the next page of the application.

## Connections: Goods or services

**Question. Does or is it likely the organisation will buy goods or services from:**

- **a trustee**
- **its founder**
- **a person related to a trustee**
- **a person related to the founder**
- **an organisation connected to a trustee**
- **an organisation connected to the founder**

It is expected that the response will be “No,” however check with your PCC and select your answer, accordingly, providing further information as prompted.

**Press save and continue** to continue to the next page of the application.

### Connections: Other personal benefits

**Question.** Are there any close links which the organisation has, or is likely to have, with any other person or body, which might be relevant to the work of the organisation? This would include:

- Any contract or relationship with a value which represents a significant proportion of the organisation's income or expenditure
- Any directorship, trusteeship, shareholding, membership interest or partnership held by the organisation or by any of the trustees
- Any position of political or public authority held by any of the trustees
- Any other arrangement or circumstance which might give rise to a conflict of interest for one or more of the trustees.

Select you answer accordingly. If you select "Yes," you will be prompted to add the details of the organisation, the personal benefit provided and the relationship.

**Press save and continue** to continue to the next page of the application.

### Connections: Connections

**Question.** Is the organisation linked to, or has it been established by a non-charitable organisation?

Select:

No

**Press save and continue** to continue to the next page of the application.

## Trustee details: Managing risks

**Question. Does the organisation work with children or vulnerable people?**

Select:

Yes

Upon answering yes, you will be asked to confirm that the trustees have read, understood, and are following [The Charity Commission's safeguarding guidance](#). It is recommended that the guidance is circulated to **all** PCC members. PCCs are expected to adopt the Church of England's safeguarding strategy which ensures that the PCC is complying with the Charity Commission's guidance.

When you have ensured that “**Trustees have read, understood and are following the Charity Commission's safeguarding guidance,**” tick the box to confirm.

**Press save and continue** to continue to the next page of the application.

## Trustee details: Trustee numbers

**Question. How many trustees does the organisation have? (total)**

Enter the number of trustees on your PCC, including ex-officio members.

**Question. What is the minimum number of trustees the organisation's governing document says it must have?**

The simplest answer to provide here is 5, which is the minimum size for the Standing Committee as stated in the Church Representation Rules [General Provisions s14(a)].

**Question. Are there any special circumstances for the organisation that require all the names of the trustees to be kept off the public register (please see guidance for examples)?**

Select:

No

**Press save and continue** to continue to the next page of the application.

## Trustee details: Trustees

Add the details for each trustee separately. You can use the [Trustee Details Capture Form](#) & [supporting notes](#) at the end of this guidance to help you gather the details you need to complete this section if you have not already done so.

**Action. Attach your completed and signed trustee declaration. If you do not have one you can print a completed one here and get the trustees to sign it:**

Upload your [Charity Commission Trustee Eligibility Declaration](#) which you completed in the preparation stage at the start of this [guidance](#).

**Action. You need to confirm that the details provided in this section are correct:**

Confirm that all the details you have provided are correct by ticking the box.

**Press save and continue** to continue to the next page of the application.

## Attached documents

You should see confirmation of the following documents you have attached to your application.

- Governing documents of Parochial Church Councils PDF
- Statement of Faith PDF
- Trustees Report & Financial Statements PDF
- Trustee Eligibility Declaration PDF

Note when prompted to “attach” supporting documents, the online form will only accept a single file for each request. E.g. if you have used multiple copies of the Trustees Eligibility Declaration to capture all your PCCs members signatures, these need to have been saved as one multi page PDF file.

## Data protection

Read the information provided.

## Declaration

**Question. Do you want to attach any supplementary documentation?**

Select:

No

**Question. Is there any additional information that the Charity Commission should take into account?**

Select:

No

### **Submitting your application for charity registration**

The last section on this page asks you to certify that all information provided has been checked by the trustees and is correct and complete to the best of your knowledge and all trustees agree to this submission and have read and accept the commission's privacy notice.

Tick this box:

I certify that:

- all information provided has been checked by the trustees and is correct and complete to the best of my knowledge
- all trustees agree to this submission and have read and accept the commission's privacy notice

Read all the detail on this page.

Once you are satisfied with the content of the application form, **make a note of your application reference number** as you will need to quote this on any follow up correspondence.

If you wish to, you can print a copy of the application for your records.

**Submit your application.**



## Trustee Details Capture Form (data capture only)

### Information Required

Please print your details using BLOCK CAPITALS. Only information in the box below will be shown on the public register of charities.

Title: \_\_\_\_\_ First (& Middle) Name(s): \_\_\_\_\_  
Surname: \_\_\_\_\_

**Are you a Trustee of any other charities?** Yes  No

If yes, please name them, (and give the charity numbers):

\_\_\_\_\_  
\_\_\_\_\_

The following information will **not** be shown on the public register of charities.

Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (dd/mm/yyyy)

If you have ever used a different name, please give further details here:

**Name at birth:** First (& Middle) Name(s): \_\_\_\_\_

Surname: \_\_\_\_\_

**Other previously used:**

Title: \_\_\_\_\_ First (& Middle) Name(s): \_\_\_\_\_

Surname: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of appointment as a Trustee: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (dd/mm/yyyy)

If you feel that you have good reason **not** to have your name published on the public register of charities, please explain why below. The Charity Commission is not obliged to concur with a request for a waiver and will only normally do so in the interests of the safety of the individual concerned.

**Please return this form to the person responsible for registering your PCC**

## Trustee Details Capture Form: Notes

### Notes for members of the PCC

You are being asked to complete this form as a member of a PCC which is required to register with the Charity Commission. As a PCC member you are a trustee of your PCC, and the Charity Commission requires details of all trustees at registration.

#### **Trustee Eligibility**

As a member of the PCC, you should have completed a [Trustee Eligibility and Fit and Proper Persons Declaration](#). If you have not done so, or there has been a change in your circumstances effecting your eligibility to become a trustee, please contact the person who is processing your PCC's registration with the Charity Commission as soon as possible.

The Charity Commission requires full details of each trustee (PCC member) including:

- all personal names (also known as first or given names)
- all family names (also known as surnames)
- your date of birth
- your home address and postcode
- your telephone number and email address

You may enter honours/qualifications that you would like to appear after your name (e.g. BA, OBE). You can enter a preferred name for the trustee, for example, John Doe instead of Mr John James Doe. This will be the name displayed on the Commission's website. If a preferred name is not given the title (if given), full name and honours/qualifications (if given) will be used in that order.

Please note that unless a dispensation is granted, a trustees' names will appear on the public register of charities, which can be viewed on the Charity Commission's website. Trustees' addresses and other personal details will not be made public.

#### **Other names**

The Charity Commission need to know all previous and any other current names that a trustee uses. This is required for the purposes of the checks the Charity Commission make on trustees. They will not keep a permanent record of 'other names' and they will not be displayed to the public.