

Diocesan Advisory Committee for the Care of Churches Checklist to accompany an Application for Advice

Applications with complete documentation can be submitted electronically however 2 paper copies must, in addition, be forwarded by mail .

Before mailing your application please check that you have included:

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- A completed Application for Advice form (*Page 3*)
- A clear statement of the proposed work and why it is being carried out (*e.g. recommended in quinquennial inspection report*)
- Drawings and/or a specification for the proposals
- A floor plan of the church (for interior works)
- A site plan of the church and churchyard (for exterior works)
- Photographs showing the location of the proposed works
- Copies of all relevant correspondence (*e.g. architect/surveyor report, English Heritage grant offer, etc*)

If your church is Listed or unlisted and in a conservation area, and the proposals will make a significant difference to the appearance of the church either inside or outside, then please ensure you have included the following:

- Statement of Significance
- Statement of Need

Copy letters seeking consultation with

- English Heritage
- The local authority
- Amenity Society
(*please state which - e.g. The Victorian Society, The Georgian Group*)

Please note that incomplete documentation will result in delay to your application.



Diocesan Advisory Committee for the Care of Churches Information Required for an Application for Advice

Applications with complete documentation can be submitted electronically however 2 paper copies must, in addition, be forwarded by mail .

Listed below are the minimum details and documents which must accompany this application for advice:

- a) A clear statement of the proposed work
- b) Drawings, specifications and photographs as appropriate (*see below*)
- c) Copies of all relevant correspondence, including any reports or advice from the architect or any specialist who has been consulted

The information provided should be sufficient for the Committee to understand fully what is proposed.

In all cases you should send:

- a) A site plan of the church on which the location of the proposed work should be marked
- b) Photographs of the areas which will be affected by the proposed work
- c) A summary of the reasons for carrying out the work (*eg recommended in quinquennial inspection report*) and of any discussions/consultations that have taken place

If the proposals involve a significant alteration to the fabric or internal layout of the church you should provide:

- a) Drawings and elevations of the church as existing and as proposed
- b) Specification for the materials and methods to be used

If the proposals are for the introduction of a new item you should provide:

- a) Photographs of the item it is to replace (*if any*)
- b) An illustration (*eg photograph, drawing, catalogue picture*) of the new item, indicating dimensions and materials *and in the case of a work of Fine Art (particularly pictures and coloured glass windows)*
- c) A description of the iconography and the inspiration for the design

Notes:

- 1 Each document sent must be listed on page 3 in the box **List of Plans, Photographs, etc.**
- 2 Failure to describe the proposals properly and supply all the relevant information may well lead to difficulty or delay.
- 3 If you submit this form to the DAC Secretary by the 15th day of the month it will be discussed by the Committee early in the following month. Dates of meetings (*every month except August*) have been circulated to Incumbents/Priests in Charge. Any requests not received in time will be dealt with at the next meeting.
- 4 The DAC Secretary will be pleased to advise on any matters relating to the work of the DAC, the procedures and the rules involved.
- 5 Please bear in mind that your project may need planning permission or building regulation approval, or both – it is your responsibility to check whether you need permissions other than a faculty.



Office use

Application for Advice from the Diocesan Advisory Committee for the Care of Churches

Parish Name: Church Name:

Location:

Name of person who carries out
Quinquennial Inspections of this church:

Name of Architect/agent for proposal(s)
(if different from above):

Tel: Email:

Description of Proposals (Please read page 2 of this form and adhere to the minimum requirements)

List of Plans, Photographs & Documents Included (see information on page 2 of this form.) 2 copies of each should be provided.

Is the church a listed building?* YES / NO GRADE:
Is the church in a conservation area?* YES / NO
Do the proposals affect trees covered by a tree preservation order? YES / NO

Details of applicant (please print)

Name/Position
(incumbent etc.)

Address
and Postcode

Contact Tel No Date

Diocesan Advisory Committee for the Care of Churches Notes to accompany an Application for Advice

If your church is a Listed building (Grade 1, II, II*), or is Unlisted but in a conservation area, and the changes you are proposing are significant or are a material alteration to the fabric of the church, then you must provide the following statements on a separate A4 sheet (please refer to the booklet *Making Changes to a Listed Church*):

A Statement of Significance (*Paragraph 4.1, page 4 - Making Changes to a Listed Church*)

This is “a document which summarizes the historical development of the church and identifies the important features that make major contributions to the character of the church” (Faculty Jurisdiction Rules 2000).

A guidance note is available on the diocesan website at www.manchester.anglican.org on the ‘Church Care’ page².

You can also find further detailed guidance on the EIG/Church of England Church Care website at www.churchcare.co.uk (A-Z of church maintenance).

A Statement of Need (*Paragraph 4.3, page 5 - Making Changes to a Listed Church*)

A statement of need sets out the reasons why the needs of the parish cannot be met without making changes to the building. You will need to provide support for the changes by explaining the current and future needs of the congregation and evidence of support from within the congregation. Again, more detailed guidance is available on the EIG/Church of England Church Care website noted above.

If you have completed the above Statements you may also be required to consult English Heritage, the local authority and any amenity society (eg Victorian Society) which may have an interest in your church.

Notice that consultation is required must be given in a letter to relevant bodies requiring a response in 28 days. **2 copies of all relevant documentation regarding the proposals must be forwarded with the request for consultation.**

If consultation is undertaken, copies of the consultation letters must be forwarded to the DAC Secretary.

If you are unsure whether you need to provide the above ‘statements’ please contact the DAC Secretary.

* If you are unable to access the internet please contact the DAC Secretary and a copy of the Manchester Diocese guidance note on Statements of Significance will be mailed to you.

