

Seeking Advice from the Diocesan Advisory Committee

If you have any questions please contact the Diocesan Advisory Committee (DAC):

DAC Secretary (Mrs Christine Marshall)
Diocesan Office
5th floor, Church House
90 Deansgate
Manchester
M3 2GH
Tel: 0161 828 1419
Fax 0161 833 2751
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For more information about the care of churches visit the DAC pages on the Diocese of Manchester's website: www.manchester.anglican.org



The Petition and Public Notice

When the Certificate is sent it will be accompanied by a **Petition and Public Notice**.

The **Petition** is the form used to apply to the Chancellor for a faculty and must be submitted to the Diocesan Registry.

The **Public Notice** allows objections to the proposals to be made.

The Public Notice must be displayed at the church for 28 days.

You should not start any work until the faculty has been received from the Diocesan Registrar.

You should allow approximately 3 months from the date of application to the date when it is likely a faculty will be issued.

During this period your plans must be displayed in the church.

After you have submitted your application

The DAC Secretary will review all applications for advice to ensure the necessary information has been submitted. Incomplete applications will be returned.

Only complete applications will be reported to the DAC.

The views of the DAC will be given in the form of a Certificate. This will be issued after discussion of the proposals. It will state whether the Committee Recommends, or has No Objection, or does Not Recommend the work, and may contain provisos.

Where work is not recommended the Committee's reasons will be given on the Certificate.

The Certificate may also recommend that you consult English Heritage, the Local Authority or an amenity society (where significant changes are proposed).

Introduction

These notes are for parishes thinking about applying for a faculty for permission to carry out work on a church building or in a churchyard.

The Diocesan Advisory Committee for the Care of Churches (DAC) is an advisory body on matters affecting places of worship and churchyards in the Diocese.

It gives advice to the Chancellor, the Archdeacons and parishes on such matters as:

- grant of faculties
- architecture, archaeology, art and history of places of worship
- use, care, planning, design and redundancy of places of worship
- the use and care of the contents of places of worship
- use and care of churchyards and burial grounds

The DAC endeavours to respond promptly to all applications for advice. As the nature and complexity of proposals varies widely advice can be given about some applications more quickly than others. This may become evident when other official bodies (eg English Heritage, the local authority) need to be consulted about proposals.

Obtaining Advice

If you are considering applying for a faculty you should contact the DAC Secretary at the earliest opportunity with your proposals. Do this well before any decisions are made on the work you hope to carry out.

The Committee normally offers informal advice before detailed proposals are submitted.

Professional advisers

Parishes should also engage professional advisers - such as architects or other consultants - at the earliest opportunity.

Initial discussion which includes parish, professional advisers and the DAC will often save time and unnecessary expense in the long term.

Preparing and Submitting Applications

The first step in seeking advice is to obtain an **Application for Advice form**.

Following any initial consultations, if you proceed to apply for a faculty, the DAC will supply you with a certificate giving its views of the proposals.

Application requirements

Your completed application form should be returned to the DAC Secretary with supporting information.

This will include:

- a factual description and summary of the proposal
- details of the proposal, together with relevant drawings, plans, designs, specifications, photographs (please label) and other documents
- names of the architect and person (or firm) who will carry out the work
- a 'Statement of Needs' and a 'Statement of Significance' if your church is listed or in a conservation area and you plan significant changes (refer to the booklet Making Changes to a Listed Church)
- completion of the 'Check List for Applications'

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

In all cases you will need to send:

- a site plan or floor plan of the church on which the location of the work is marked and
- photographs of the areas which will be affected