

The Diocese of Newcastle



The Church in your Care

Guidance notes prepared by the
Diocesan Advisory Committee
for the **Care of Churches**
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Changes to Churches

Basic facts about applying for a faculty

Introduction

Places of worship must be cared for and maintained properly; they also need to be adapted imaginatively and creatively to serve the needs of the church and the communities in which they are set. As the Church Heritage Forum of the Church of England puts it, churches are important not only as “places of worship – as part of the historic environment which is so important to our society”, but also as “a physical focus of community activity”.

Diocesan Advisory Committees (for the Care of Churches) (DACs) play a key role in realising both of these priorities. The DAC has a particular role in advising the Chancellor in respect of applications for faculties , but also has a wide advisory role to bishop, archdeacons, PCCs and diocesan Mission and Pastoral Committees (as diocesan pastoral committees are becoming known, under new legislation) on matters affecting places of worship. This document describes the process through which PCC’s can maintain and adapt their places of worship with the support of the DAC in the Diocese of Newcastle.

The legal position

A Direction from the Chancellor of the Diocese:

‘The existence of the faculty jurisdiction enables the Church of England to continue to enjoy exemption from the requirement of listed buildings consent from the local planning authority. It also provides, through the work of the diocesan advisory committee (the DAC), expert advice to parishes. That advice may address technical issues which can arise even in the context of relatively minor works, but is also available to parishes considering major projects and needing to balance mission, conservation and financial considerations. Parishes are urged to consult the DAC at an early stage in the consideration of a project.’ (See Information Paper 1)

The Church of England is obliged to operate under a set of laws called Measures. Several are relevant to church buildings and include ‘ecclesiastical exemption’ from local authority control for places of worship. It is embodied most recently in the Planning (Listed Buildings and Conservation Areas) Act 1990 para. 60(1), effected by The Ecclesiastical Exemption (Listed Buildings and Conservation Areas) Order 1994.

To remain exempt from local authority control, the Church of England must show that it can treat its buildings with at least as much respect as the secular system might do. This is demonstrated by the consultation required under the Faculty Jurisdiction prior to any work on a church building or churchyard.

The Faculty Process

You need a faculty if your building is:

- the parish church;
- a building consecrated for public worship;
- a building licensed for public worship after February 1993; or
- a building nominated by the bishop for inclusion;

and the work you propose involves:

- alteration;
- addition or disposal or removal ; or
- repair to, or transaction affecting the building, its contents or its land (including boundaries).

There are a number of ‘minor works’ which the Chancellor will allow without the need for application (Petitioning) for a faculty. These are set out in what is called the ‘*de minimis*’ list in the paper from the Chancellor entitled **Faculties: General Directions by the Chancellor (Information Paper 1)**. You should therefore check this list at the outset to discover if what you are proposing falls into this category.

A 'faculty' gives you permission to carry out the work which you are planning. There is not usually an obligation to fulfil the works it specifies, though that is the expectation of all parties involved in its being granted. The document proves permission was properly obtained for the precisely described work. It protects the Petitioners and those they represent against false criticism, which could otherwise lead to costly legal dispute.

The Chancellor or archdeacons decision to issue or withhold faculty will be based on opinion from the DAC or on the advice they are obliged (or choose) to seek from others, and in response to the comments received as a result of Public Notices you will need to display. If the Chancellor receives local or national objections to your proposals he will ask for further information from Petitioners and objectors, and encourage a compromise. In some cases proposals are adjusted in the light of objections or agreement is reached with the objectors. If no agreement is reached or if the Chancellor so orders the Consistory Court sits in public, usually in the church concerned, to resolve the matter. Please be aware that if anyone objects to your proposals you will need to pay a legal fee to the Registrar to cover the costs of each objection. If there are many objections, this sum can start to mount. It is always advisable to try to ensure that the work you propose is as widely supported as possible!

A faculty often carries conditions that echo any proviso on the DAC Certificate. It is usually valid for one year, though there may be a condition that this period be shorter. "Leave to apply" can usually be sought to extend the period.

Despite the Exemption, if you propose to alter the exterior of the church, build in the churchyard, or change the use of part of the building, it is also necessary to have Planning Permission from the local authority (and satisfy Building Regulations if you are carrying out new work). It is normally important to obtain such permissions before applying for a faculty.

Planning your Petition – and the role of the Diocesan Advisory Committee

The first stage in the realisation of a project involving change to a place of worship is imaginative and careful planning and consultation. The brief paper **Changing the Church: How**

_____ is an expanded checklist to help the local church consult with its church architect /surveyor, archdeacon and, if appropriate, the local authority (the DAC secretary can provide guidance on this) and advises it on how to make best use of the resources offered by the DAC. It provides links (in electronic form only and thereby making use of excellent existing resources) to a very wide range of specialist supporting papers concerning many aspects of both buildings and churchyards (including access for disabled people, archaeological matters, architects and surveyors, asbestos, bats, bells, brasses, carpets, electrical wiring, flags, fundraising, glass and windows, health and safety, heating, human remains, internal redecoration of churches, lightning protection, organs, “redundancy” proposals, reordering (liturgical), sale of church treasures, security, seating, sewage, sound systems, telecom installations, textiles, notice-boards and trees).

Further links lead to papers explaining the role of the DAC, churchwardens, archdeacons and church architects/surveyors (**Who is responsible for the Care of Churches?** Information Paper 5) gives a brief guide to day to day building maintenance. (**Looking After your Church: A Guide to Day to Day Maintenance of Places of Worship** Information Paper 6) and offering a brief guide to the law concerning the care of church buildings (**Faculties: General Directions by the Chancellor** Information Paper 1).

Early consultation with the DAC

This is very much to be desired and may take two forms: informal advice and on-site consultations. An informal approach to the archdeacon and the DAC secretary at any stage of the process is warmly to be encouraged (See Information Paper 4). The latter may well suggest an approach to one of the specialist advisers available to the DAC (e.g. if the proposed project involves changes to clocks, glass or an organ), or else to one of the six National Amenity Societies. In conjunction with the church architect/surveyor, he might also suggest suitable contractors, artists or craftspeople from whom a specification for work may be obtained, though the responsibility for selecting its contractor always, of course, rests with the local church.

Submission to the DAC

Once your plans have begun to take shape, and after agreement and a resolution by the PCC, you will need to make a submission to the DAC. In this you will need to supply detailed information about the work you intend to do. The DAC secretary will provide a single-side A4 checklist (Information Paper 9) to help you ensure that as far as possible all the information which the DAC requires can be there when they consider the proposal. That checklist also refers to the production of Statements of Need and Significance in support of the submission. The Statement of Need should set out clearly why the parish has come to the conclusion that the project is needed, whilst the Statement of Significance sets out significant elements in the building, architectural features, location etc. These statements provide the DAC and the Chancellor with a brief picture of the context within which the proposed changes will take place. There is a separate paper giving guidance about **Statements of Need and Statements of Significance** (Information Paper 7). See also **Changing the Church: How to Begin (A Project Planning Guide)** (Information Paper 4).

The DAC will examine your application carefully. They may ask some further questions for clarification, or suggest a site visit. When they are ready to come to a decision, they will issue a DAC Certificate which makes one of three recommendations to the Chancellor:

- recommend your proposal
- raise no objection to it
- not recommend it

Even if the DAC recommends the work you propose, they may state a proviso on it. This is often carried forward as a condition on any eventual faculty.

If the DAC decides not to recommend a set of proposals, the Certificate will state what the committee's grounds for declining to support were. In any event, and within a working week of

the DAC meeting where the decision is reached, the DAC secretary will inform you of the decision.

Petitioning for a Faculty

The DAC offers its advice and issues its Certificate at no cost to the local church. Once you have received the DAC Certificate. You may submit the petition for a faculty. If the DAC has added a proviso, it is helpful if you indicate in the Petition whether or not you accept the proviso. Even if the DAC does not recommend the work, you may still petition but will need to provide full reasons and the Chancellor is likely in such a case to hold a hearing in Court. The forms are available from the DAC secretary and in the near future the diocesan web site. Petitioning for a faculty is a legal process which involves some expense, but the diocese offers parishes one free application for each church building (that is, the diocese itself bears the legal costs) in any twelve month period. This does not, however, cover the cost of objections. As stated above, in each instance this must be borne by the Petitioners.

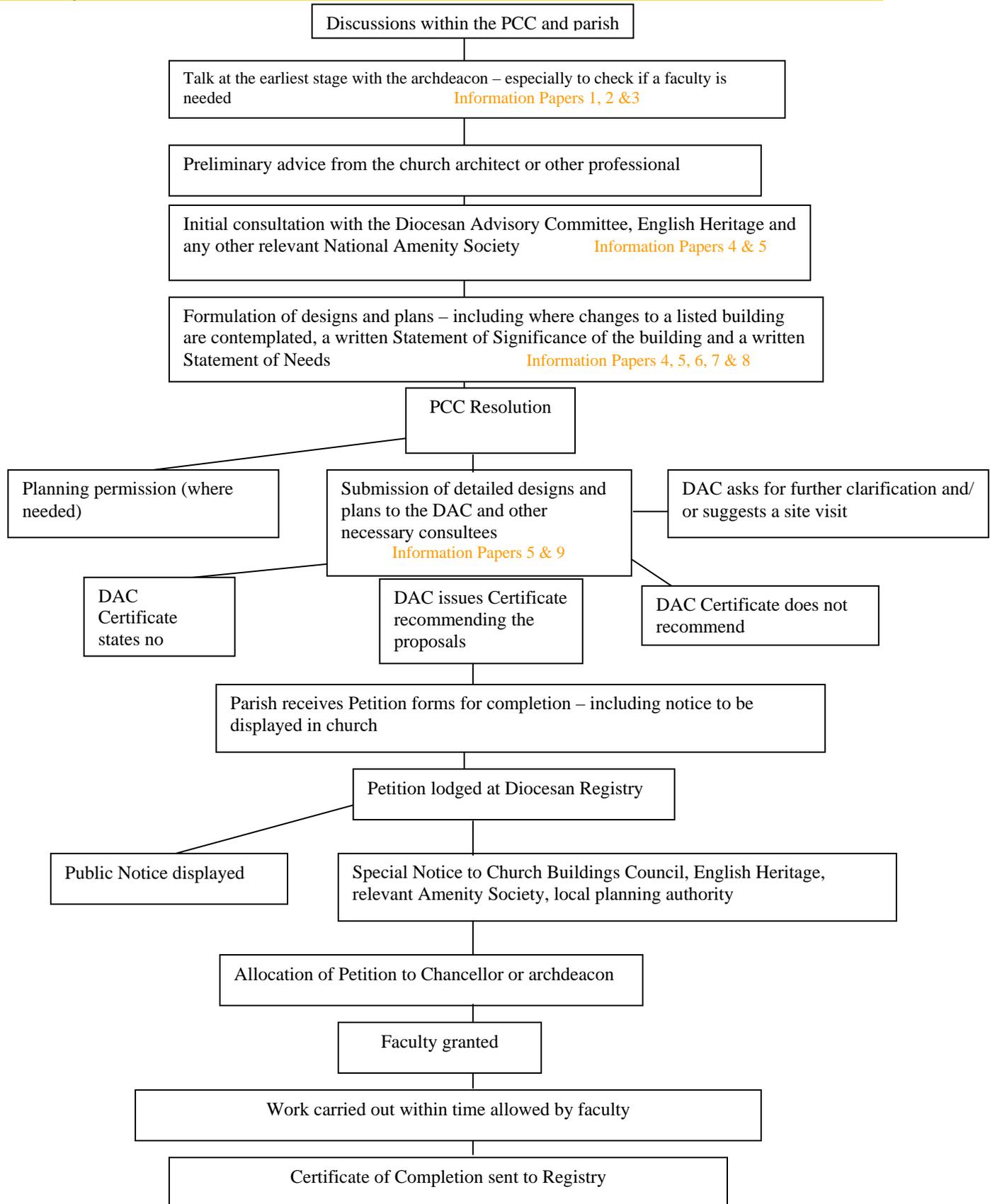
The minister and churchwardens normally Petition for a faculty on behalf of a PCC, but any person or body with a reasonable interest may apply. The extent of the consensus within the PCC needs to be made clear. Send the form with all the necessary supporting documents from you and your contractor or professionals to the Registrar Mrs. B.J. Lowdon at Sintons, The Cube, Barrack Road, Newcastle upon Tyne, NE4 6DB. At the same time, display your Public Notices, which invite written objections to your proposal to be made within a 28-day deadline.

Work completed

When the faculty has been granted and the work completed you will need to send a Certificate of Completion to the Registry to complete the process.

The attached **Flow Chart** sets out the necessary steps in the process in diagrammatic form.

Faculty Flow Chart



Faculties: General Directions by the Chancellor (de minimis)

These directions include Chancellor's written guidance under section 12(8) of the Care of Churches and Ecclesiastical Jurisdiction Measure 1991 to all parochial church councils, ministers and churchwardens within the Diocese as to matters which the Chancellor considers (after consultation with the diocesan advisory committee) to be of such a minor nature that they may be undertaken without a faculty.

1. In general any work to a church or a churchyard requires a faculty. That includes repairs and other works to the fabric of the church building, its contents (the introduction of new items, the removal or disposal of existing items, and re-ordering), and the monuments, paths and walls of the churchyard. This is subject to a number of exceptions set out in these directions.
2. The existence of the faculty jurisdiction enables the Church of England to continue to enjoy exemption from the requirement of listed buildings consent from the local planning authority. It also provides, through the work of the diocesan advisory committee (the DAC), expert advice to parishes. That advice may address technical issues which can arise even in the context of relatively minor works, but is also available to parishes considering major projects and needing to balance mission, conservation and financial considerations. Parishes are urged to consult the DAC at an early stage in the consideration of a project.
3. No decision on a faculty matter affecting a church building can be taken until the DAC has issued a certificate setting out its recommendations to the Chancellor. The Chancellor is not bound to accept the DAC's views and a parish is free to petition for a faculty even if the committee recommends against what is proposed. But equally, any interested person (for example any parishioner, or one of the amenity societies with a special interest in churches from a particular period) may enter an objection. It is very desirable that parishes considering major schemes consult widely to avoid last-minute opposition. The Chancellor makes his decision either on the written material or, exceptionally, after a hearing which is usually held in the church in question.
4. No contract should be entered into for work to be done until a faculty has been granted or express authority given in accordance with these directions.
5. Incumbents and priests-in-charge with churchyards open for burials have delegated authority from the Chancellor under his Churchyard Rules to approve the erection of headstones and the wording of inscriptions. Any case not falling within the scope of the Rules, or about which the incumbent is unhappy, should be made the subject of a faculty petition in the usual way.

6. In this Diocese, the diocesan board of finance meets the legal costs for one unopposed faculty petition per church building in any year, but not the additional costs of dealing with opposed petitions. The legal fees are technically the responsibility of the petitioners as individuals, but in practice the petition should be accompanied by a PCC resolution approving the submission of the petition, and so accepting responsibility for any costs that become payable.

7. There are special considerations applying to particular types of petition, including those seeking permission to exhume human remains and those proposing to place memorial tablets within the church itself. Advice on these matters should be sought from the Secretary of the DAC or the diocesan registry.

Matters for which no Faculty is required:

A. MINOR REPAIRS AND MAINTENANCE

1. Works of routine maintenance on the fabric of the church (not materially altering its appearance) up to the value of £2,500 for the programme of work excluding VAT and the cost of scaffolding, providing that the Archdeacon has been notified and has given his approval in writing for work costing between £1,000 and £2,500 before the contract to carry out the work is entered into. This work includes, for example, replacement like for like of broken roof tiles or slates or window glass; cleaning gutters or downpipes; and treating isolated beetle or fungal activity (except in areas where bats may be affected). It does not include repairs to broken or cracked quarries in historic stained glass, historic glazed windows or historic tiled floors in listed churches.
2. Works of routine maintenance to heating systems, gas, water or other services, electrical fittings or other electrical equipment (by approved NICEIC electricians or CORGI registered fitters) and furniture up to the value of £2,500 excluding VAT. No addition to an electrical system is to be made without a faculty because of the risk of jeopardising the church's insurance policy.
3. External or internal redecoration using the same colours and materials, providing those original colours and materials had been approved by faculty when first used.
4. Treatment of fixtures and furniture against beetle or fungal activity (unless bats may be affected).
5. Repair (but not the initial installation) of flagpoles.
6. Work to lightning conductors by approved NICEIC or EGA contractors.
7. Repair (but not the initial installation) of wire mesh window guards using non-ferrous materials.
8. Works of minor repair *expressly* identified as such in the quinquennial inspection report provided that the specification has first been agreed by the Diocesan Advisory Committee.

B. FURNITURE AND FIXTURES

1. Introduction or removal of:-

- (a) Furniture in church halls, but not items from the church kept in the hall;
 - (b) Furniture, furnishings, office equipment and minor fixtures (excluding wall safes) in vestries, but not so as to change the existing use of the room as a vestry;
 - (c) Small movable bookcases or display stands.
2. With the prior consent of the Archdeacon as to the location and method of fixing of the item concerned, the introduction or removal of:-
 - (a) Fire extinguishers;
 - (d) Hymn boards;
 - (e) Internal notice boards.
 3. With the prior consent of the Archdeacon, the disposal by sale, gift or otherwise of any of the items listed at 1. or 2.
 4. Replacement of carpets or curtains with the equivalent of similar colour, material, pattern and type of backing. (The carpeting of additional areas is not included.)
 5. Additions in an existing style to name boards (excluding war memorials).
 6. The use of a security system recommended by insurers for marking movable items kept in the church.

C. MUSICAL INSTRUMENTS

1. Introduction, storage or removal of portable musical instruments and stands used by music groups.
2. Routine tuning and adjustment, by a qualified person, up to a value of £1,500 excluding VAT, of organs, harmoniums and pianos.
3. Maintenance and repairs to pianos using matching materials.

D. BELLS/CLOCKS

1. Inspection and routine maintenance of bells, bell frames, clocks and clock faces.
2. Replacement of damaged wooden bell stays and bell ropes.

E. MOVABLES

No item may be disposed of unless the Archdeacon has been consulted and raises no objection

1. Introduction, removal, replacement or disposal of:-
 - a. Kneelers, hassocks and cushions (but not a substantial replacement of them).
 - b. Surplices, albs, cassocks, choir robes and vergers' robes.
 - c. Cruets.
 - d. Vases.
 - e. Service books authorised by Canon.

- f. Bibles, hymn books, song books and sheet or bound music (but not disposal of handbound or other valuable books).
 - g. Altar linen (but not frontals or falls).
 - h. Decorative flags and banners used for temporary displays.
 - i. The Union flag, St. George's flag or the diocesan flag.
2. The deposit of parochial registers or other parochial records in the diocesan record office, and the introduction of new registers.

F. CHURCHYARDS

1. Purchase and maintenance of lawnmowers and other churchyard equipment.
2. Routine repair of paths including resurfacing in the same material and colour.
3. Repairs to and repainting in the same colour of a notice board.
4. Minor repairs to fences and gates (but not walls).

DISPENSATION IN OTHER CASES

Where the proposal is of a similarly minor nature, but does not appear in the above list, the Chancellor may be willing to dispense with a faculty, sometimes subject to conditions such as consultation with the Diocesan Advisory Committee. The Chancellor's decision will normally be based upon a letter, to be sent to the Registrar, giving all relevant information about the proposal.

RECORDING OF WORK

Repairs, acquisitions and the disposal of articles in this list should be recorded in the church log book.

Emergency cases

The Chancellor will consider at any time applications for permission to proceed with emergency works not covered by the above list where it is essential to start the work before the faculty procedure can be completed (or in some cases even begun). Examples will be emergency work to deal with storm damage, or other damage causing the church or churchyard to be unsafe, and necessary work to secure a church after a forced entry. The initial approach should normally be to the Archdeacon. Permission is given on the condition that a faculty is obtained in the normal way as soon as practicable. The Chancellor will also consider giving permission on an emergency basis where a faculty has been granted but in the course of the authorised work a problem requiring immediate additional remedial work is discovered; again the initial approach should be to the Archdeacon.

David McClean Ch
26 April 2005

Churchyard Memorials and the Care and Maintenance of Churchyards

Faculties are normally required for any work undertaken in churches or churchyards. This includes alterations to their lay-out, the re-siting or levelling of gravestones, the making of new paths, changing boundaries, and, most frequently, the introduction of memorials to commemorate the departed.

It is important that those requesting an interment be made aware that there are rules which have to be followed if and when it comes to introducing a memorial; and that these are not the same as apply in public cemeteries. Care and sensitivity in explaining the position can save many pastoral problems at a later stage. A locally produced leaflet, consistent with what follows, can be valuable, as those arranging an interment may, because of their natural distress, find it hard for them to hear what is being explained.

The Chancellor of the Diocese has given delegated authority to incumbents, priests-in-charge and team vicars with responsibility for the area in which the churchyard is situated permitting them to allow simple headstones which fall within the Churchyard Rules set out below. Where there is no incumbent, priest-in-charge or team vicar, the Chancellor's authority is delegated to the Rural Dean and it is important to remember that it is exercisable only by him.

In any case of difficulty, even one seeming to be within the Rules, and so within the scope of his delegated authority, the incumbent may insist on the applicant petitioning for a faculty. The incumbent may seek the advice of the Diocesan Advisory Committee for the Care of Churches at any stage.

If a proposed memorial falls outside the scope of the Rules, the applicant may still petition for a faculty. Where an applicant wishes to erect a memorial which differs from the normal standards indicated in the Rules, but which appears to be of good design, the incumbent should encourage the proposal to be sent forward.

PCCs may find it helpful to make local rules in respect of the churchyard in their parish. Such local rules must be compatible with the Chancellor's rules. It is essential that before PCCs make their own rules they should consult the Diocesan Registrar to ensure that this is the case.

Good relationships with local memorial masons can make the administration of the rules much easier.

RULES IN RESPECT OF CHURCHYARDS
made by the Chancellor of the Diocese on [date]

1 Location of graves

No burial may be permitted and no memorial erected within 3.5 metres of the walls of the church except where authorised by faculty. A grave space may not be reserved except by faculty. A memorial in such a space requires the same permission as any other.

2 Procedure for the Introduction of Memorials

Permission must be obtained for the introduction of any memorial. The incumbent may give authority for the introduction of simple memorials in respect of burials complying with the rules set out here; but other types of memorial must be authorised by the Chancellor under faculty.

Every application to erect a memorial should be made in the first instance in writing to the incumbent, with a full description of the proposed work. A minimum period of six months should elapse between the death of a person to be commemorated and the application. Permission to erect a memorial should be obtained before the applicant accepts an estimate or otherwise enters into a contract with a funeral director or stonemason.

3 Dimensions of Headstones

Headstones should be no larger than 1200mm (4ft) high, measured from the surface of the ground, 900mm (3ft) wide and 150mm (6in) thick. They should be no less than 750mm (2ft 6in) high, 500mm (1ft 8in) wide and no less than 75mm (3in) thick (except in the case of slate memorials, which may be thinner but no less than 38mm (1½in thick). These measurements are not intended to define standard proportions of memorials, and memorials may be of any dimensions within the given maxima and minima. (The metric equivalents given above are slightly less than the Imperial dimensions, but are recommended for use by the National Association of Memorial Masons.)

4 Base and Foundation Slab; Kerbstones

A headstone may stand on a stone base, provided that it is an integral part of the design and does not project more than 102mm (4in) beyond the headstone in any direction, except where a receptacle for flowers is provided, in which case this may extend up to 200mm (8in) in front of the headstone. Due regard should be paid to the nature of the ground and the problem of settlement; where a concrete sub-base is necessary for these reasons, it must be below the surface of the ground.

Other methods of fixing the memorial in the ground are not discouraged, and the base of the memorial may be so shaped that it can be inserted directly into the ground at sufficient depth to ensure stability.

Kerbstones are not permitted without a faculty except in parts of churchyards where both the following conditions are met: (a) that kerbstones are already common in that area; and (b) that the introduction of the proposed kerbstones would have no adverse effect on the maintenance of the churchyard.

5 Materials

All memorials should be made of natural stone (in which case they have a polished surface on the front and on the top surface of the base only), or of hardwood. Stones traditionally used in

local buildings, or stones closely similar to them in colour and texture, are to be preferred. White marble, synthetic stone or plastic are not permitted. Black, blue or red granites, and granites darker than Rustenburg grey, are discouraged and are not permitted where they are not already common in the churchyard. Railings, chains, chippings or glass shades are not permitted.

6 Sculpture

Figure sculpture and other statuary must be authorised by faculty.

7 Epitaphs and other inscriptions

Inscriptions must be simple and dignified, but this does not preclude the use of familiar names such as 'dad' or 'auntie'. Words should be incised, or in relief, and may be painted. No new memorials with plastic or other inserted lettering may be introduced. Additions may be made to an inscription at a later date following a subsequent interment in the same grave or for other suitable reason. However, any such alteration must be separately approved. The lettering, lay-out and wording must be consistent with the original inscription.

Photographs or porcelain portraits are not permitted. Where the stone is to bear any embellishment other than lettering, this should be fully described in the application. What is appropriate in a local authority cemetery may not be appropriate in a churchyard, and in case of doubt the incumbent may require the applicant to seek a faculty.

8 Trademarks

No advertisement or trademark should be inscribed on a headstone. The mason's name may be inscribed at the side or on the reverse in unleaded letters, no larger than 13mm in height.

9 Cremated remains

The deposit of cremated remains is permitted in areas designated for the purpose by faculty. The faculty may make provision for some form of memorial stone within the area; individual memorial tablets are not normally permitted. The interment of cremated remains in a casket is a burial and is not within the scope of a faculty authorising the deposit of remains.

10 Commemoration after Cremation

Commemoration in a Book of Remembrance is appropriate, but a suitable addition to an existing memorial stone relating to a close relative may be permitted.

11 Flowers and other objects

Except where the design of a headstone includes an integral receptacle for plants or cut flowers, they may be placed in a removable container (not of glass), which must be sunk completely into the ground.

Wreaths and cut flowers may be placed in such containers or laid on any grave, but must be removed as soon as they appear to be withered. Artificial flowers are not encouraged (except for Remembrance Day poppies), and where they are used they may be removed after three months or earlier if they should deteriorate. Bulbs may be planted in the soil of any grave.

Families sometimes wish to place other objects on a grave, especially where the burial is of a child. This should be gently discouraged, or removal after a stated period agreed.

12 Repair and removal of memorials

The repair of memorials is the responsibility of the family concerned, but PCCs may act if the family cannot be traced or will not act. Action should be taken if a memorial becomes unsafe (for example laying down a tall headstone which is leaning dangerously). No memorial may be removed without a faculty.

Trees in Churchyards

Guidance to all Parochial Church Councils in the Diocese

[s.6(3) of the Care of Churches and Ecclesiastical Jurisdiction Measure 1991]

GENERAL

- 1 Every Parochial Church Council has the responsibility of caring for trees in the churchyard, unless the churchyard has been closed by Order-in-Council and responsibility for its maintenance transferred to the local authority. The responsibility extends to the planting of trees as well as to every aspect of the maintenance of trees and, ultimately, their felling.
- 2 Trees are a traditional feature of churchyards, and are to be valued for their aesthetic and environmental advantages. Some modern uses of churchyards can inadvertently cause damage to the established trees, for example, a parking area close to trees can damage roots near the surface of the ground, as can spillage from a fuel heating tank. Conversely, ill-advised tree planting can give rise to damage from roots spreading to a wall of the church, tombstones, churchyard paths or the highway.
- 3 All this points to the need for the P.C.C. to seek and follow expert advice as to the planting, felling, lopping and topping of trees in churchyards.

EXPERT ADVICE

- 4 Many local authorities employ an Arboricultural Officer, who should be able to give advice as to the safety of a tree in a churchyard and as to the type of maintenance work required. There are also Arboricultural Consultants with special experience in the management and assessment of trees, able to give advice on what work should be undertaken. A Consultant will, however, charge for this advisory work. A tree surgeon will undertake work to a specification prepared by a Consultant or on the basis of his own recommendations.
- 5 The Diocesan Advisory Committee may be able to identify sources of advice. A Directory of Arboricultural Consultants and Contractors (Tree Surgeons) is maintained

by the Arboricultural Association, which is a registered charity concerned with tree care. Listing within the Directory is an assurance that the consultant or contractor has been examined and found to have satisfied a number of standards such as technical knowledge and provision of insurance cover. The address is: Arboricultural Association, Ampfield, Nr Romsey, Hants SO51 9PA

INSPECTION OF TREES

- 6 The need for a full and regular inspection of trees increases with their age. Good practice requires that regular inspections of all mature trees in the churchyard should take place every five years at the time of the quinquennial inspection under the Inspection of Churches Measure 1995 with the tree report annexed to the quinquennial report. This is in fact obligatory in the case of a tree which is subject to a tree preservation order (Care of Churches and Ecclesiastical Jurisdiction Measure 1991 Schedule 3 para 3). Any concern expressed by the inspecting architect or surveyor should be referred to an expert, as identified in paragraphs 3 and 4 above.
- 7 Any specification of work, other than emergency work (which may be authorized by the Archdeacon of the archdeaconry concerned) is to be sent to the Diocesan Advisory Committee for their advice and comments before the work is undertaken. The Archdeacon should notify the Diocesan Advisory Committee of any works authorized by him.

PLANTING

- 8 Before planting any trees the P.C.C. should take advice as to the suitability of any proposed species for the churchyard in question and as to the appropriate location in the churchyard. The P.C.C. must also obtain the consent of the Archdeacon. In any case where a major scheme of planting is proposed, the P.C.C. must seek the advice of the Diocesan Advisory Committee and a Faculty from the Chancellor.

FELLING

- 9 Where the P.C.C. is advised by an expert, as identified in paragraphs 3 and 4 above, that a tree or trees should be felled because of disease or for safety reasons, relating either to buildings or people, a copy of the written report of such expert must be supplied to the Archdeacon for the archdeaconry in question, who may authorise the felling. A photograph of the churchyard with the tree or trees concerned should be taken and retained, together with the expert's advice, with the parish records.
- 10 If the P.C.C. wishes to fell a tree which is sound, then the P.C.C. must seek the advice of the Diocesan Advisory Committee and Faculty from the Chancellor.

LOPPING AND TOPPING

- 11 All trees are capable of shedding deadwood and can consequently be hazardous to persons using the churchyard. Beech, ash and sycamore are especially prone to this. Standard remedial work such as the removal of split and hanging limbs and major deadwood may be carried out as advised by an arboricultural contractor (tree surgeon) in the Directory of the Arboricultural Association or approved by the Diocesan Advisory Committee.
- 12 Other works of tree surgery, for example cable bracing, crown reduction and removal of major limbs, must be recommended in a written report by an expert as identified in paragraphs 3 and 4 above. The report must be submitted to the Archdeacon in the archdeaconry in question, who may authorise the work or part of it, but in any case of doubt or difficulty the Archdeacon should refer the matter to the Diocesan Advisory Committee and the Chancellor.

TOWN AND COUNTRY PLANNING ACT 1990

- 13 Where any tree is subject to a tree preservation order made under Section 198 of this Act, or is in a conservation area in respect of which no tree preservation order is for the time being in force, restrictions are imposed by the Act upon cutting down, topping, lopping and other acts to trees in question (see Sections 198 and 211). They do not apply where the tree is dying, dead or has become dangerous (Section 198(6)(a)). In any other case the consent of the local planning authority, *as well as any other authorisation mentioned above*, will have to be obtained before anything is done to the tree.

Changing the Church: How to Begin

(A Planning Guide)

Church buildings – a blessing and a bind!

Church buildings are special. Quite apart from their main purpose as a holy place, the house of God, a focus for prayer and worship, they are often one of the most precious historical and architectural treasures in each community. They can also be a headache to maintain. Regular maintenance is a huge drain on every parish bank balance. Their beauty and historic significance can be as great a cause for frustration as they are for thanksgiving – you may find that your building will never be suitable for some forms of worship and cannot be altered to serve the community in quite the way you might wish.

But it would be quite wrong to imagine that church buildings can't be changed or altered. The story of almost every ancient parish church readily shows how dramatic change can be. Almost every generation leaves its mark on the building – and that too is one of the reasons why it is special. These stones cry out – they tell the story of our communities in a unique and wonderful way. It would be a tragedy if we preserved features that served forgotten needs, but ignored the needs we face now.

The changes we make must be imaginative and of the highest quality possible. We have to carry out our duty of maintenance with vigilance and foresight. This leaflet is designed to help you.

Regular maintenance – the quinquennial inspection

The best place to begin is the inspection carried out on behalf of every PCC by an appropriately qualified architect or surveyor, your 'church inspector', every five years – a 'quinquennial inspection'. This will list the things you need to do in order to keep the fabric of your building sound. Your church inspector will also give you advice about the priority of the actions (s)he recommends and about how they should be carried out. (S)he is your special adviser in all matters concerning your building.

In addition, it is only good sense to do everything you can to prevent the need for major repairs in the future. Keep your eyes open! Make sure, for example, that you have a regular schedule for clearing gutters and keeping the fabric of the building clean. For more guidance about this, please read **Looking After Your Church: A Guide to Day to Day Maintenance of Places of Worship** (Information Paper 6).

Making changes

If you wish to make changes to your building you will need special permission. In short, to alter Church of England places of worship, to introduce new fixtures or fittings or works of art, or make all but the simplest repairs, you'll need a 'faculty'. This is the ecclesiastical equivalent of Listed Building Consent. For further details about the law governing church buildings and how it works, please see **Faculties: General Directions by the Chancellor (Information Paper 1)**. Only small repairs and some very minor alterations can go ahead without permission and without delay. The Chancellor of the diocese has issued a list of these 'minor matters', which you should hold. If you are in *any* doubt whether or not the work you wish to do is one of these, you must speak to your archdeacon, who will be pleased to help you.

Help!

If you think that any repair might in *any* way change the building or you face repairs not covered by 'minor matters', you must seek appropriate permission before you start work. Your first port of call, if you are in any kind of doubt, should always be your archdeacon. Pick up the phone and ask! The secretary of the Diocesan Advisory Committee for the Care of Churches (DAC), at Church House, is also happy to advise you: please ring 0191 270 4127 or e-mail: n.foxon@newcastle.anglican.org

Where to begin

The PCC is the proper body to decide on any work, repairs, alterations or additions. It is important that their agreement is sought formally and that a full and formal minute is made of any decision, giving as much detail as possible. A copy of any PCC decision will form an important part of any later faculty application. You will need to record how many people voted for or against each proposal. The PCC resolution should match the wording of the eventual DAC Certificate.

Your church inspector also has an important role to play and must usually (unless his/her involvement would clearly be unreasonable) be consulted. Please remember that (s)he is your principal professional adviser, and therefore an enormous and indispensable help, someone who not only knows your building but also knows whom else you must consult and what you must do in order to turn your plans into action.

Other important people and groups to involve

According to the kind of project you have in mind, there are a surprisingly large number of people you may have to consult *before* you begin the formal process of applying for a faculty.

One of the first letters you should write is to your insurer. In most cases this will be the Ecclesiastical Insurance Company. They will already be familiar with very many similar situations to your own and will offer you sound advice.

You should then get in touch with the secretary of the DAC at Church House. The secretary will help you to decide which other people or bodies you need to involve and can sometimes suggest helpful contacts.

If your project involves external work to a place of worship, you may need to obtain planning permission from your local authority. Your Church Inspector will be able to advise you about this. Again, if you are in any doubt, check! The more you are able to do at the stage of project planning, the easier your job will be later on.

If the work you propose includes digging trenches or laying foundations in the churchyard or the disturbance of the floor of your building or the dismantling of an old structure, it will probably have to be supervised by a professional archaeologist. Your first inquiry should be to your County Archaeologist. The DAC also has, as one of its members, an archaeological adviser.

If you have bats in your belfry – or indeed in any other part of the building - you must contact English Nature.

The list of specialist bodies may already be beginning to sound long and tedious, but if you fail to consult them at the beginning, you may find that your project will only be further delayed later when it is likely to prove far less convenient – so that consultation will save a great deal of paperwork in the long run.

The DAC secretary will advise about which ‘National Amenity Societies’ you might also have to consult.

For further information about the national amenity societies and the responsibilities of other important people in respect of the care of places of worship, please see **Who is Responsible for the Care of Churches?** (Information Paper 5)

Help from the DAC

The DAC, the Diocesan Advisory Committee for the Care of Churches, has two main tasks. The first is to give formal advice to the Chancellor about faculty applications – hence the word ‘Advisory’ in its title; the second is to advise the parishes of the diocese about all aspects of the care of places of worship. It does this in several ways.

First of all it is able to give advice through its secretary, and through members of the committee - if your project concerns, for example, the organ, bells, a clock or stained glass, the DAC secretary will be able to refer you to a specialist from the committee.

Secondly, the DAC is willing as appropriate to help you plan your project by sending members to meet you and to visit your church. An application form for an On-Site Consultation is available on-line, or from the secretary. (See Information paper 8)

Further Specialist Help

What to do about fabric, fixtures and fittings and other problems concerning places of worship and churchyards

There is excellent information via the internet at

www.churchcare.co.uk,

It covers a whole host of subjects and offers up to the minute expert advice for church and churchyard.

Experimental Re-ordering

It is possible and often a very good idea to ‘road-test’ some changes to a place of worship, before a decision to apply for a permanent change is made. Your archdeacon will be pleased to tell you what is possible and is able to consider granting permission for an experimental period.

Emergencies!

Sometimes things do go wrong that require immediate and urgent action (what to do, for example, if your church roof blows off). Phone the archdeacon for advice immediately! If he is not available, try the DAC secretary.

Next steps...

Once you have consulted all the necessary people and bodies, obtained specifications for the work you want to do, and drawn up good, accurate plans with your church inspector’s help, the next step is to begin the process of making a formal application to the DAC for its Certificate to enable you to apply for a faculty. The **Application for a DAC Certificate: Check List (Information Paper 9)** is also available on line or from the secretary. The documents you will be asked to provide and the supporting information you’ll need to supply will also support your faculty petition later, if the DAC recommends that your project should go ahead. Work done thoroughly and carefully at this early stage will save you a very great deal of time later. If you need any further help in putting together your application, please contact the DAC secretary.

Once you have gathered all the information you need for your application, you must submit it to the DAC secretary in time for consideration by the DAC, which meets regularly throughout the year. A full list of meeting dates and deadlines for items for inclusion on the agenda of the meeting can be found on the diocesan website. Please note, however, that because of the legal need for the amenity societies to have had items identified on agendas the DAC is unable to accept any late items under ‘other business’ and will discuss only applications that are properly supported by an application form, together with all the appropriate plans and documents.

Who is Responsible for the Care of Churches? (Churchwardens, Archdeacons, Church Inspectors, the DAC, Registrar, Chancellor and National Amenity Societies)

The laws, called Measures, under which the Church of England is required to operate, describe the responsibilities of certain important officers and the Diocesan Advisory Committee in the care of places of worship.

The Churchwardens

In law, churchwardens are officers of the bishop; the ‘chattels’ of the church (possessions other than land) are held in their name. The Care of Churches and Ecclesiastical Jurisdiction Measure 1991 strengthens churchwardens’ duties to ensure that routine maintenance is carried out and that proper records are kept. Churchwardens’ duties include:

- compiling a list of the land belonging to the church (this has the cheerful name of a ‘terrier’);
- compiling a list of the other belongings of the church (the inventory);
- keeping a log book (which states where all relevant documents are kept) to record all alterations, additions, repairs or other relevant events affecting the church land or possessions;
- producing to the PCC these three records at the end of each year;
- making an annual inspection of the church building and all its contents and possessions (done by the wardens themselves or by someone authorised by them);
- at the meeting of the PCC before the Annual Parochial Church Meeting, delivering a report of their annual inspection; then, reporting at the APCM the action taken during the year and any proposals to care for the building or to comply with recommendations in the Quinquennial Inspection Report.

The diocese has prepared its own electronic terrier, log book and inventory which is available from the archdeacon. Also the Church Building Council, formerly known as the [Council for the Care of Churches](#) (0207 898 1866), has recommended forms for the terrier, inventory and log book. The CBC also offers a wide range of short books to guide churchwardens in greater detail through making repairs and considering changes.

The Church Inspector

The Inspection of Churches Measure 1955 specifies the system described under ‘The Quinquennial Inspection’. It requires that this be carried out by a qualified and approved person. (S)he is often described as ‘the Inspecting Architect’, but a suitably qualified surveyor may be appointed instead.

The DAC keeps a list of inspectors who've been approved for one or more churches in the diocese and the secretary will send it (or a simple questionnaire to anyone not so far on the list), and will discuss appropriately, on request. The DAC cannot choose the inspector for you: **this must be the choice of the PCC**, which might appoint a subgroup to meet a shortlist of candidates. There are advantages to meeting at the church, but the professional's offices will also give you a useful impression. The DAC must, legally, approve the name put to it by the PCC.

If church members know, or are even related to, an architect or surveyor, it's likely that they will suggest that person to be inspector. The friendship may lead the architect or surveyor to offer to work more cheaply, or even at no cost to the parish. However, as a general rule, the DAC does not encourage the PCC to appoint someone well known personally to its members, since a conflict of interest might occur in time, placing inspector or PCC in a difficult position. If things do not go well the relationship can cause embarrassment, especially where the professional has been working at reduced fees.

Because of the important role of the church inspector, here are some notes which may help the PCC when appointing:

- ask about general experience, perhaps requesting a C.V. or list of qualifications;
- ask what experience the candidate has of working on churches similar to yours, or on buildings of similar age and design. Invite references to work of which he or she is particularly proud;
- what does the candidate know about being an inspector?;
- what are the level and limits of professional indemnity insurance?;
- with regard to possible building projects, would the candidate consider discussing basic principles with the PCC without charging? (If so, would he or she tell the PCC as soon as they reached the stage beyond which they'd make a charge? And how would they charge for work on a project which had to be abandoned?);
- have a list of practical points to raise, such as 'How do you charge for travelling to visit the church?', '...for photocopying and extra copies of plans?', '...for emergency advice?', '...for work in connection with repairs, and what exactly is the work you'd expect to do beyond preparing a specification for them?'

In addition to the mandatory Quinquennial Inspection and often any ensuing work, you'll almost certainly find it extremely helpful to develop a close professional relationship with your inspector, so that they become familiar with the aims and objectives of the church as well as with its building. The PCC can then discuss any ideas for alterations (or indeed any need for urgent or expensive repairs) with such an experienced and interested professional.

[Changing inspector should be seen in the same way as changing your doctor or dentist: you do not have to give reasons for wishing to change. Please do let the inspector know that you are dispensing with his/her services, of course. Historic plans of a building are often handed on from the outgoing inspector to the incoming one, but there is no obligation: a careful PCC should make sure they hold a set of plans, ideally incorporated within each Quinquennial Inspection Report.]

The Archdeacon

Archdeacons are members of the DAC because, by dint of the position they hold, they have considerable experience of the sort of problems and solutions involved in caring for the church and improving it. They use this experience for the benefit of the parish in listening to applicants, advising them, and explaining the important non-technical background of proposals to the DAC. The Archdeacons have duties and responsibilities to

- license temporary reordering;
- grant some faculties where the DAC supports proposals and no-one else objects (see the Registrar and the Chancellor and ‘Objections...’);
- convene an extraordinary meeting of either the PCC or Annual Parochial Church Meeting to discuss e.g. anything done without a faculty;
- in any emergency, order the removal to a place of safety of any valuable or vulnerable church property.

The Diocesan Advisory Committee (for the Care of Churches)

The DAC is regulated by the Care of Churches and Ecclesiastical Jurisdiction Measure 1991, which includes rules as to membership, purpose and functions.

This church law differs from its civil counterpart, requiring that ‘Any person or body carrying out functions of care or conservation: shall have due regard to the role of the church as a local centre for worship and mission’. By contrast, secular law aims to match aspirations and beliefs about the cultural importance of conserving built heritage. There are clearly strong reasons why it is beneficial for church buildings to remain in the care of church people.

The DAC meets roughly every six weeks at Church House (from where the secretary works). It considers requests for assistance in planning a project (with the possibility of an on-site consultation), and whether to recommend formally to the Chancellor (though some cases may go on to be decided by the relevant archdeacon) that faculty be granted. DAC members include architects, clergy, a nominee of English Heritage, a nominee of the National Amenity Societies (national bodies with particular conservation interests), a nominee of the local authorities, and specialists in archaeology, stained glass and organs. The archdeacons are also members.

The DAC also can call upon advisers on a range of other aspects of church buildings.

This combined experience is therefore a valuable resource and the DAC is always available to offer advice to PCCs, the archdeacons, the Chancellor and the bishop. Typically, it can advise on:

- alterations to church buildings and their contents;
- the grant of faculties for repairs, alterations and reordering of churches;
- the use and care of the churchyard and burial ground;
- what buildings- and curtilage-related records should be kept and how to keep them;
- how to care for archaeological remains.

The DAC fully accepts that where funds permit, a PCC will want to do all it can to provide up-to-date facilities and improve the church building. It is keen to encourage churches to make their buildings open to the community and to incorporate high-quality art and design. Most old churches have been altered as the centuries pass and local needs change. But of course, the DAC is particularly concerned to conserve and protect a church building which is listed ('being of special architectural or historic interest') or in a conservation area. Similarly, members respect the present climate of archaeological opinion, which is strongly against disturbing sensitive material if this is avoidable.

It is best to get advice from the DAC as soon as possible because committee members, who are always keen to help, may be able to guide you with principles from their own broad experience. Consulting it sooner rather than later avoids possible waste of time and money on detailed drawings if significant change to the scheme is felt necessary; the committee can also steer you to speak, if relevant, with [English Heritage](#), the local planning authority, or one or more of the National Amenity Societies, so reducing delays when you come to Petition for faculty.

That said, members do not set out to act as consultants or take over the detailed development of plans from your own professional (often the church inspector). They may, however, want to visit the church to ensure that they understand the problem you're facing and how you intend to overcome it.

The Registrar

The Registrar is a solicitor who (in faculty matters) receives Petitions. She also receives Petitions concerning reservations of grave space, without DAC involvement.

The Registrar allocates petitions to the archdeacon if it's unnecessary, under the legislation, to involve the Chancellor. Where the Chancellor must deal with the application, the Registrar may obtain further expert opinions, as directed. The Registrar checks that the material supporting a Petition is in order, archiving this as an important record of the diocese.

The Registrar acts as clerk to a public hearing of the Consistory Court if it becomes necessary to hold one and, on behalf of the Chancellor, produces the sealed document that constitutes the Faculty.

The Chancellor

The Diocesan Chancellor is the Bishop's chief legal officer and presides in the Consistory Court of the diocese. Such courts sit within the framework of secular courts in England and Wales, being part of their Supreme High Court. Some Chancellors serve more than one diocese. Chancellors' powers are, in certain cases, delegated to the archdeacon, and in even more limited cases to the incumbent.

Unlike the DAC, the Chancellor is concerned to know how a scheme of works will be funded and sustained, and what the over-all risks versus the benefits are.

The Chancellor usually operates in private (with all evidence being documentary). The Consistory Court sits in public, to consider oral testimonies, only very rarely and when objectors to a Petition and the Petitioners themselves have not been able to reach a compromise.

The Chancellor usually makes his decision on his review of the papers. A public hearing in Court, in which oral evidence will be taken, is relatively rare; in this Diocese several years have sometimes passed between such hearings. They most commonly happen if objectors insist or if the Chancellor wishes a point of law to be argued.

Judge David Hodson is the Deputy Chancellor of the Diocese who deals with petitions emanating from the deaneries of Bedlington and Bellingham

The National Amenity Societies

These six organisations

- [Society for the Protection of Ancient Buildings \[SPAB\]](#);
- [Ancient Monuments Society \[AMS\]](#);
- [Victorian Society \[VicSoc\]](#);
- [Georgian Group](#);
- [Twentieth Century Society](#) [formerly The Thirties Society];
- [Council for British Archaeology \[CBA\]](#)

are national charities, recognised by central government for over thirty years as expert sources in buildings conservation.

They can offer help to PCCs, and advice to the Chancellor, who may ask for their opinion to set alongside the DAC's prior to determining Petition. Some societies have national officers while others rely more heavily on local caseworkers. All receive copies of DAC agendas and minutes. They jointly published a booklet in June 1998 'The NASs: their role in the conservation of Anglican churches' [available via [the Council for the Care of Churches](#)].

Looking After Your Church: A Guide to Day to Day Maintenance of Places of Worship

It makes good sense to maintain your building well. Much of this isn't especially difficult or skilled work – it's just common sense and good housekeeping. You don't need any special help, just a willingness to roll up your sleeves from time to time and to keep your eyes open.

The Church Buildings Council has prepared a month-by-month check list to help (www.churchcare.co.uk). The following notes, adapted from those published by the Diocese of Birmingham, are another good guide.

The Birmingham notes remind churchwardens to make an annual check of the whole church building and its possessions and report to the PCC. They also suggest that it pays to be critical and look at the interior as if coming to it afresh, however familiar it may be. This may show where clutter has accumulated which should be cleared away, to restore the precious sense of space. You need to check that everything works as it should and make note of everything that needs to be repaired – however minor.

Everyday care of the exterior

Here are some useful checks to make as frequently as you can:

- keep gullies clear of silt; clean and renew gratings; lift inspection covers to see that the drains are flowing; grease fitting grooves of cast-iron covers;
- never plant or bed against walls; rather have a wide gravel drain made for access and damp reduction;
- clean gratings thoroughly;
- regularly clean and flush rainwater gutters and down-pipes: gutters behind parapets are particularly prone to gradual blockage and plant growth;
- attend promptly to missing and slipped tiles and slates, raised flashings and insecure ridges, or costly repairs will soon be required. If the problem has caused, or may have been causing, unseen damage for a time, a more thorough inspection, by an expert, would be a wise precaution;
- don't paint or repaint metal flashings or stone dressings: this will destroy their integrity.

Everyday care of the interior

- Look for cracks in window glass and closely inspect all window fittings. Keep condensation channels and drains clear and seek advice if condensation is persistent; it means that heating and ventilation are out of balance. Cleaning stained glass should be left to the specialist.
- Keep a list of fire extinguishers, alarms, latches, locks, bolts, safes, ladders and check them thoroughly. If they don't work properly this may be because of casual treatment in the past: they may now need expert attention.
- Don't lay carpets over stone flag or clay-tile paving: such floors are seldom damp-proofed and depend on moisture's being allowed to evaporate from the surface. Carpets can trap the moisture and damage the floor, as well as deadening the acoustics for organs, etc.
- Frequently clean heating and lighting fittings, which attract flies and dust.
- Don't forget places which may be visited infrequently by most churchgoers (belfry, ringing chamber, vestry, organ chamber, boilerhouse, etc.). Check them carefully at least once a year, making sure that those who need to go there more often tell you if something is amiss.
- And lastly, please be restrained about polishing: don't polish everything in reach unless it helps the over-all effect (it may not: inscriptions can in fact be worn away). And floors, especially old wood-block parquet, can become dangerous when over-polished.

Statements of Need and Significance

It is sometimes necessary to write a **Statement of Need** and a **Statement of Significance** to accompany a faculty application. This is especially so where a significant change is proposed. It can seem a daunting task but help is always at hand from your church inspector, the archdeacon and/or the DAC secretary. The Churchcare website offers a very useful guide to preparing these statements and can be viewed at

www.churchcare.co.uk

Go to the legal section and find the appropriate link or click on the following link

[Statements of Significance and Need guidance \(pdf*\)](#)

Newcastle Diocesan Advisory Committee for the Care of Churches

Application for an On-Site Consultation

Archdeaconry.....

Parish.....

Church/Place of Worship.....

Contact name and address

.....

Phone number(s).....

e-mail address.....

Name of Church Inspector.....

Please describe the work you are considering

If you have any preliminary drawings or other documents you feel might help the DAC, please include copies

Is your church/place of worship a listed building

YES/NO

If yes, please state what grade of listing it is

Please note, the DAC asks that before you make this application you will have read its Planning Guide: *Changing the Church: How to Begin* and will have begun any necessary consultations with, for example, your insurers and local planning authority. It would help the members of the group who will visit if you could please summarise any issues that arose from such consultations.

Are there any other issues that you think it would be helpful for the DAC to know about?

Please return this form, along with all your documentation to:

DAC Secretary, Church House, St John's Terrace, North Shields, NE29 6HS

Newcastle Diocesan Advisory Committee for the Care of Churches

Application for a DAC Certificate (Check List)

Archdeaconry.....

Parish.....

Church/Place of Worship.....

Contact name and address

.....

Phone number(s).....

e-mail address.....

Name of Church Inspector.....

Is your church/place of worship listed, and if so, which grade?.....

Is your church/place of worship in a conservation area?.....

Please supply copies of all relevant documents/information, including

- Description(s) of all the work you propose
- Statement of Need (if this applies to your church)
- Statement of Significance (if this applies to your church)
- Architect's or contractor's plans/detailed drawings of the work you propose

- Architect's or contractor's outline specification for the work
- Details of any fabrics, inscriptions, lettering (size and style)
- Photographs of the site where the work is to be carried out
- The name of any architect engaged to supervise the work
- The name of any proposed contractor, if available
- Details of any items you may wish to dispose of, and the method of disposal

Copies of any comments from:

- English Heritage
- English Nature
- Your insurers
- Your local planning authority
- Any National Amenity Society

Signed.....

Date.....

Please return this form, along with all your documentation, to:

DAC Secretary, Church House, St John's Terrace, North Shields, NE29 6HS