YR EGLWYS YNG NGHYMRU THE CHURCH IN WALES

CORFF CYNRYCHIOLWYR YR EGLWYS YNG NGHYMRU
THE REPRESENTATIVE BODY OF THE CHURCH IN WALES

THE CHURCH IN WALES FACULTY SYSTEM
A GUIDANCE NOTE

Introduction

Faculty refers to the Church's system of permission for alterations and repairs to church buildings (including contents) and churchyards. Faculty is regulated under the Faculty Rules of the Constitution of the Church in Wales through the Rules of the Diocesan Courts (Appendix I). Each diocese operates the faculty system in its area.

The Faculty system also enables the Church in Wales to be exempt from the need to apply for Listed Building Consent for its church buildings in certain circumstances (see Section 16 below). This is known as Ecclesiastical Exemption.

This guidance note seeks to simply explain the faculty system to help those involved, especially parishes, understand the system better. It is set out in a series of 'Frequently Answered Questions' (FAQs).

1. What is a faculty?

A Faculty is an ecclesiastical licence which gives permission to make physical alterations. It is the Church in Wales' mechanism for controlling and approving works and changes to its church property. It is a permission system which seeks to carefully consider proposals before changes are made and includes provision for expert advice and external consultation in arriving at a decision.

In January 2018, the Representative Body of the Church in Wales introduced a new Online Faculty System which now processes three types of faculty application: List A, List B and Full. Previously there was only one type of faculty application (Full) for all types of work which was submitted on a paper form. List A and B applications are a reduced form of full faculty and cover routine maintenance, like-for-like repairs and straightforward works (eg. replacing a boiler) that have little or no impact on the historic fabric of the church or churchyard.

2. Who grants a faculty?

A full faculty is granted by the Diocesan Chancellor. A List B faculty is granted by the Diocesan Registrar. Both are legally qualified (although the Chancellor is usually a Judge) and assess each application for a faculty on the basis of the 'evidence' presented and the application's compliance with the Faculty Rules.

Such evidence will come from the supporting documentation attached to the application (eg. architect's plans and specifications, builder's quotes, photographs, etc) supplied by the applicant. In the case of a full faculty application, the Chancellor will consider advice from the Diocesan Advisory

Committee (DAC), observations from local people (every faculty application is publicised) and certain statutory consultees (Cadw, Local Planning Authorities, Amenity Societies and the Royal Commission on Ancient and Historic Monuments of Wales).

3. What does the DAC do?

The DAC is the principal body which advises the Diocesan Chancellor. It consists of clergy (Archdeacons) as well as specialists in areas such as architecture, archaeology, history, bells or organs. The Committee is voluntary and the Church in Wales relies on the generosity of these volunteers in giving their time and expertise to the DAC.

The DAC is managed by a Secretary who coordinates meetings and applications with the Registrar of the Diocese. Whilst a key part of the DAC's work is in meeting to discuss proposals, they are also there to offer guidance and advice to parishes generally (eg. pre-application advice). It is therefore strongly recommended that parishes discuss proposals at an early stage with their DAC – it could save time and money and will certainly make the application process smoother.

4. Is there any work that does not require a faculty?

Yes. The rules include various 'minor matters' where a faculty is not required, although it is recommended that parishes still record these as a List A item on the Online Faculty System. The rules are quite detailed but essentially mean that no faculty is needed for things like:

- Moving furniture
- Temporary additions for events and special occasions
- Cleaning (only) of gutters and drainage pipework
- Refixing or replacing length(s) of rainwater guttering in a like-for-like manner
- Re-fixing or replacing a small number of slipped or broken roof slates/tiles, or section of leadwork on a like-for-like* basis
- Replacement of light bulbs, light fittings and/or other electrical fittings on a like-for-like basis where no new cables or additional fittings are required

*It should not be assumed that 'like for like' work does not require a faculty. For example, if an inappropriate material has been used previously, this should be corrected. Discuss with your DAC Secretary in each case.

It should also be noted that introduction of items into a church will need a faculty eg. plaques, paintings, permanent fittings and furniture, etc. There is also a presumption against granting a faculty for memorial plaques in churches except in very special cases.

5. What about emergency works?

Sometimes, there can be an immediate need to undertake works when some unforeseen incident has occurred such as:

a) Where there is a serious threat to the building's security and contents (eg. following forced entry, vandalism or weather damage, etc)

b) Where there is a serious risk to the health and/or safety of the public or persons (eg due to structural instability resulting from accidental impact, weather damage, fire, flood, etc)

c) Where there is a serious risk to the integrity of the building fabric (eg. resulting from examples such as those given in (b) above and theft of critical materials, such as lead)

d) Where the cancellation or severe disruption of an important and imminent planned event (eg. wedding, concert, etc.) is unavoidable as a result of the failure of building services (eg. failure or malfunction of electrical or water supply, heating plant or associated fuel supply, lighting or drainage system)

e) Where it is necessary to comply with measures necessary to fulfil obligations of building insurance associated with any of the above situations

Emergency works are different from works that need to be completed urgently (as identified in a Quinquennial Inspection report). Emergency works relate to works where a delay in acting could prove seriously problematic, especially where public safety is concerned.

In these circumstances, you should immediately contact your Archdeacon, and, if possible, your DAC secretary. They are able to authorise the minimum necessary works required to deal with the emergency so that a faculty application can be submitted later to cover any more works that may be required as a result of the emergency. Do not forget to inform the Ecclesiastical Insurance Group (EIG) as soon as is feasible.

Further information on emergency works is available from the Property Department of the Representative Body in a separate guidance note. Call 02920 348200 or email property@churchinwales.org.uk for more information.

6. Who can apply for a faculty?

Anyone can apply for a faculty though it is usually the incumbent and churchwardens (or their authorised agent). The views of the PCC will always be required for a faculty to be considered.

7. How do I apply for a Faculty?

It is necessary to complete an online faculty application via the Online Faculty System. The amount of information and detail required is dependent on the type of application you are making i.e. List A, List B or Full. If you have any queries, get in touch with your DAC Secretary.

For information on how to register with the Online Faculty System and complete an online application, click on the following links:

OFS Registration Guidance for Applicants
OFS List A & B Faculty Application Guidance
OFS Full Faculty Application Guidance

The key to submitting a good faculty application (List B and Full) is to provide the appropriate amount of information that will enable a full and detailed assessment by the Registrar and/or DAC and Chancellor. The biggest cause of delay in considering an application is the provision of

inadequate or limited information. See Appendix II to view guidance on the types of supporting documents that will be required for different types of full faculty applications. If you are unsure what type of information should accompany an application, consult your DAC Secretary.

It is often helpful, especially for larger works, to ask your professional advisor to submit the application on your behalf as they should be able to provide the necessary information. The key issue is to clearly show what the present situation is like and what the situation will be after the works are completed. Photographs can be very useful in this respect.

It is also vital to fully justify your proposal. This is best done by setting out your proposals in terms of the significance of the building and the need for the proposal. A Statement of Significance and a Statement of Needs (and sometimes a Heritage Impact Assessment) should therefore accompany every full faculty application. Your DAC secretary can explain more of this process.

8. I am not sure what work is needed. Should I still apply for a faculty?

If you are aware that work is needed but you are not sure exactly what should be done, or you do not want to incur high fees from a professional advisor, you can seek pre-application advice from the DAC. Contact your DAC Secretary to arrange this (you may be asked to complete a simple form outlining your initial proposals to help with this process).

9. How long will the process take?

This is dependent on the type of faculty application you are making. It is therefore difficult to give precise time limits to the process. List A applications for routine maintenance and very minor repairs require no formal consultation and can be completed online quickly. List B applications normally only require consultation with an appropriate DAC member or members (not the full committee) and are reviewed by the Diocesan Registrar, who takes the views of the member/s into consideration when making his/her determination. Full applications are discussed at a formal DAC meeting and may also require consultation with external statutory bodies (such as Cadw, Local Planning Authority, Amenity Societies, etc). They are determined by the Diocesan Chancellor who takes the advice of the DAC, consultee responses and any comments from the public into consideration when making his/her determination. The full application process will be quickest if:

- You discuss your proposed works with the DAC secretary in the first instance (ie. seek pre-application advice)
- Provide full information in accordance with the online faculty application guidance
- Provide a full justification for your proposals
- Provide a Statement of Significance for your building and a Heritage Impact Assessment
- Use a professional to provide accurate and detailed information
- Consult widely on your proposals before submitting them
- Ensure your Archdeacon is aware of your submission

10. What if a faculty is refused?

For full faculty applications, if the Diocesan Chancellor refuses to grant a faculty after considering all the evidence submitted, there is a procedure for an appeal to a Provincial Court. There is no right for objectors to appeal where a faculty is granted unless they can show some failure of judicial process.

11. Who should I consult as part of my faculty application?

For full faculty applications, it is necessary to place a notice outside your church giving people 28 days to submit their comments on the proposal to the Diocesan Registrar. There is an online form for this notice.

For listed buildings, the DAC Secretary will seek the views of various bodies (Cadw, Local Authority, Amenity Societies, etc). Your faculty application will be advertised on the Diocesan website to ensure appropriate publicity of proposals. However, it is sensible for you or your advisers to consult these organisations before you submit your faculty, particularly for significant work or controversial proposals.

Where works significantly affect the property, the Representative Body (RB), as owner, will likewise be consulted by the DAC Secretary. Again, it is sensible to consult with the RB in advance of your faculty application.

It will also help consideration of your case if you can show that your local community and key stakeholders have been consulted, and support what you are trying to do. This will be particularly important for projects which develop the community use and purpose of your building.

12. Does faculty cover any other buildings as well as a church?

You need a faculty for works to your church or in your churchyard. If there is a building or structure within the curtilage of the church, works to it will also need a faculty. Examples would be bier houses or lychgates.

If your church is listed, any separately listed structures within its curtilage will NOT need listed building consent from the Local Planning Authority. However, if your church is not listed, these listed structures WILL require listed building consent. Always consult your DAC Secretary for further information as the law has recently changed in respect of this.

New gravestones or repairs to existing ones will not generally require a faculty provided they fall within the limits of the churchyard regulations of the Constitution.

Grave spaces can only be reserved by grant of faculty and this will only be granted in exceptional circumstances.

Further information on the management of churchyards and gravestones is available from the Property Department of the Representative Body in a separate guidance note. Call 02920 348200 or email property@churchinwales.org.uk for more information.

13. Why is so much information requested for a full faculty application?

It is true a full faculty application asks more questions than might be found on a secular application form for listed building consent. This is because faculty is the only form of consent that the church itself requires – it is a one-step process – and allows for all issues that might be of interest to the church to be covered in one process.

14. When do I have to seek planning permission in addition to faculty?

You should always seek advice on whether planning permission is needed as it is a technical area. Your professional advisor and your DAC Secretary will be able to advise and/or the Property Department of the Representative Body. In principle, planning permission is needed for any material building or engineering operation or change of use. Typical examples where planning permission will be needed, in addition to faculty, are:

- For an extension to your building
- Works that materially change the external appearance (this will include painting the outside of a previously unpainted listed building or installing a roof light)
- Significantly changing the use of the church such as installing offices or a cafe
- Installing a mobile phone mast on the tower
- Installing new paths or altering layout

Your local authority planning department will be able to advise and local policies will differ in each area. You should check carefully in each case as the consequences of not obtaining planning permission when it is required can be severe, including an enforcement order to undo the works (despite the granting of a faculty).

15. Do I need a faculty for works to trees?

No. BUT you will need the consent of the Archdeacon and he/she will need to be satisfied that the works are needed, usually with evidence from a qualified tree specialist.

Particular care should be taken when contemplating works to yew trees especially Ancient or Veteran Yew trees. Details of these trees can be found on the *Ancient Yew Group* website[1].

If your church lies within a Conservation Area or is protected by a Tree Preservation Order (TPO), you will also need consent from your local authority. You can check whether a tree has a TPO by contacting your local authority.

16. I have heard about 'Ecclesiastical Exemption', what does it mean?

The Church in Wales is classed as an exempt denomination as it has demonstrated that its own internal system of building permission (ie. the faculty system) is equivalent to the secular system. This means that works to listed churches and other structures within its curtilage do not require separate listed building consent from the Local Planning Authority. This "ecclesiastical exemption" is part of national legislation as described in the *Ecclesiastical Exemption (Listed Buildings and*

[1] www.ancient-yew.org.

Conservation Areas) (Wales) Order 2018. The accompanying guidance, *Managing Change to Listed Places of Worship: Ecclesiastical Exemption,* can be viewed and downloaded from the Cadw[2] website.

Such an exemption is a valuable concession but does mean that the faculty system must be robust and stand up to scrutiny. It must balance the needs of the church and the conservation of heritage.

However, the exemption does not extend to Planning Permission (this is a different consent to Listed Building Consent). See section 14 for more information.

Alex Glanville
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The Church in Wales
Updated 29th August 2019 (TA)

[2] www.cadw.gov.wales.

Appendix I

The Constitution of the Church in Wales
Volume II Section IV

PART XII – The Diocesan Courts:

Faculty Procedure

58. An application for a faculty shall be made by any person, persons or body having an interest to promote. An applicant may consult with the DAC about any aspects of the proposed application, see Form 1 Part 1. This process is optional and an applicant may submit a formal application at any time.

59. An application for a faculty shall be made in Form 1 in Part 2 Schedule 3 in the following manner:

    (i) The applicant shall complete Form 1 Part 2 Schedule 3 and shall lodge it with the Registrar, together with a copy certified by the Chapter Clerk or the Secretary of the Parochial Church Council, of the resolution that the Chapter or the Parochial Church Council, as the case may be, has adopted after the consideration of the objects of the application.

    (ii) If the applicant is not the Chapter or the Incumbent and Churchwardens of a parish, a written statement signed by the Chapter Clerk in the name of the Chapter, or by the Incumbent or the Cleric-in-Charge or Area Dean and the Churchwardens, as the case may be, indicating whether or not they are opposed to the objects of the application.

60. The applicant shall be responsible for ensuring that a Notice of the lodging of an application giving reasonable details of the works envisaged shall be on prominent public display at the same time as the application is made;

    (i) in the case of a Cathedral, including the Cathedral Church of St Woolos, in the Cathedral concerned and in the vicinity thereof;

    (ii) otherwise in the parish church and all other churches in the Parish and in the vicinity of each and every such church or churches;

    for a period of at least twenty-eight days from the date of the lodging of the application with the Registrar and on or before the date of display, a copy of the Notice shall be sent to the Registrar. Such Notice shall follow Form 2 in Schedule 3.

61. Where the work envisaged would change or affect the character of a building in a Conservation Area or listed under the Planning (Listed Buildings and Conservation Areas) Act 1990 or any statutory amendment or re-enactment thereof as being of special architectural or historic interest, a copy of the Notice, certified by the Chapter Clerk or by the Secretary of the Parochial Church Council, shall also forthwith be published by the Applicant in a local newspaper.

62. Within seven days of the receipt by the Registrar of the items mentioned in Rule 59 and of any relevant representations made by that time in response to the Notice the Registrar shall send copies thereof to the Diocesan Advisory Committee and to the Commission in any case falling within Rule 14(a) of the Commission's Rules.

63. In the case of a building in a Conservation Area or listed under the Planning (Listed Buildings and Conservation Areas) Act 1990 or any statutory amendment or re-enactment thereof as being of special architectural or historic interest, within 14 days the Secretary of the Diocesan Advisory Committee shall send to CADW and to the local planning authority notification accompanied by copies of the Notice referred to in Rule 60 of the Application and of any other documents lodged by the Applicant with the Registrar.

64.1 Where the work envisaged would change or affect the character of a building or would affect the archaeological importance of such a building or archaeological remains within it or its curtilage, within 14 days the Secretary of the Diocesan Advisory Committee shall send to the national amenity societies (as defined in part 2 of this Rule) notification accompanied by a copy of the Notice referred to in Rule 60. If the work involves demolition the notification and a copy of the Notice shall also be sent to the Royal Commission for Ancient and Historic Monuments Wales.

64.2 For the purposes of these Rules "national amenity societies" means any of the following, namely: The Ancient Monuments Society, the Georgian Group, the Society for the Protection of Ancient Buildings, the Victorian Society, the Council for British Archaeology, the 20th Century Society and any such other body as may from time to time be designated by the Standing Committee of the Governing Body.

65. In the case of a Cathedral, including the Cathedral Church of St Woolos, the copies referred to in Rule 63 shall also be sent by the Secretary of the Diocesan Advisory Committee to the Commission.

66.1 In the case of any of the matters specified in this Rule, the Registrar, within seven days of his/her receipt of the application, shall send copies of the Application, the documents accompanying the Application and any subsequent advices to the Representative Body. These matters are:

66.2 (i) the demolition of, material alterations or additions to, the fabric of a building;

(ii) the construction of new buildings;

(iii) the setting aside of areas for the interment of cremated remains;

(iv) a proposal within the Regulations Relating to the Removal of Monuments and Gravestones;

(v) the disposal of any part of the fabric or contents of a building;

(vi) works which would affect significantly the insurance of a building;

(vii) works the execution of which would require the grant of an easement or wayleave; or

(viii) any change in use of a building or land.

Representations or Objections

67. Subject to Rule 68 the Representative Body, within twenty-eight days of its receipt of the copies referred to in Rule 66 shall return the papers to the Registrar, accompanied either by any written observations, representations or objections it wishes to raise thereon, or by a written statement that it has none such to offer.

68. The Representative Body, by notice addressed to the Registrar, may require the Diocesan Advisory Committee, the Commission, the Archdeacon or other person appointed under Rule 69 by the Bishop, to provide a further report on any matter it wishes to raise on the Application. Within twenty-eight days of the date of such notice, the Diocesan Advisory Committee, the Commission, the Archdeacon or the other person appointed under Rule 69 by the Bishop, as the case may be, shall submit the further report in writing to the Registrar under Form 7 Schedule 3, who thereupon shall send a copy thereof to the Representative Body. The provisions of Rule 67 shall apply as regards the report referred to in this Rule.

69. The Diocesan Advisory Committee or the Commission, as the case may be, within fifty-six days of the receipt of the copies referred to in Rule 62, shall submit to the Registrar, in written form, signed by its Chairman, its advice, addressed to the Chancellor, as to the artistic, aesthetic or architectural merits of the works described in the Application together with any representations from any bodies referred to in Rule 64 or to whom the Notice referred to in Rule 60 has been sent. The Archdeacon in whose archdeaconry the subject of the Application lies shall, if he/she sees fit or if requested by the Chancellor, add his or her separate written advice to the Chancellor as to the theological merits of the works. If the archdeaconry be vacant, or if the Archdeacon be unavailable or incapacitated, and in the case of all Applications relating to any Cathedral, including the Cathedral Church of St Woolos, the Diocesan Bishop shall appoint a suitable person to act in the place of the Archdeacon under Form 8 in Schedule 3.

70. Within seven days of the receipt of applications, observations, representations, objections or statements from the Representative Body under Rule 67, the Diocesan Advisory Committee and the Commission, the Registrar shall refer such papers to the Chancellor.

Citation

71. The Chancellor, within twenty-eight days of his receipt of the Application, documents and papers, shall either grant the faculty and Rules 84, 85 and 86 shall apply, or issue a Citation addressed to the Applicant and the Representative Body and all other interested persons, including the Archdeacon or other person appointed under Rule 69 by the Bishop, which Citation shall follow Form 14 in Schedule 3.

72. In the case of an application for a Faculty relating to a church other than a Cathedral or the Cathedral Church of St Woolos, at any time prior to the grant of the Faculty, or the issue of the Citation, the Chancellor, the Registrar, or the Diocesan Advisory Committee, may seek the advice of the Commission on such application, whereupon the proceedings under Rule 71 shall be stayed for a period not exceeding twenty-eight days, during which time the advice of the Commission shall be furnished and, if sought by the Registrar, or the Diocesan Advisory Committee, be made available, by them, to the Chancellor.

73. The Citation shall be displayed by the Chapter Clerk, or the Churchwardens, as the case may be, in the location or locations mentioned in Rule 60, for a period of fourteen days commencing within three days of the receipt of the Citation. The Citation, endorsed with a certificate of due display under this rule, shall be returned to the Registrar within three days after the expiry of the period of display.

74. The Registrar, within fourteen days of the issuing of the Citation, shall send a copy thereof to any person, body or society who, or which, has made representations.

75. The Chancellor, at any stage in the proceedings, may order the issue of a further Citation or Citations following the procedure of Rules 71 and 73.

76.1 Any person wishing to oppose the Application (whether all of it or only part of it) shall do so by lodging with the Registrar a Notice of Opposition to the Faculty within twenty-one days of the date when the Citation (or the latest Citation, as the case may be) was first displayed under Rule 73.

76.2 A Notice of Opposition shall follow Form 11 in Schedule 3 and shall set out in paragraphs, numbered consecutively, the grounds of opposition.

77. When a Citation has been issued, no Faculty shall be granted or refused until after the period for lodging Notices of Opposition has expired.

78. If, by the relevant date, no Notice of Opposition to the Faculty has been lodged, the Chancellor may grant or refuse the Faculty without a hearing, in which case he shall do so within seven days after the date for lodging Notices of Opposition has expired. Otherwise, subject to the provisions of Rule 79, the Chancellor shall fix a date for a hearing, which shall not be less than twenty-one nor more than forty-two days after the date of such expiry. The Registrar shall give notice of the date of the hearing to the Applicant, those who have given Notice of Opposition and all other interested parties.

79.1 The Chancellor, before fixing a date for a hearing and should he/she deem such a course appropriate, may invite the parties to accept judgment on the basis of written representations, rather than by way of hearing. If all the parties so agree in writing, the Registrar shall require them to submit their respective representations to him/her within twenty-one days after the expiry of the period for lodging Notices of Opposition.

79.2 After receipt of such representations, the Registrar shall furnish all parties with a copy of each other party's representations and shall allow them twenty-one days in which to reply thereto in writing.

80. Within fourteen days after receiving notification of the date for a hearing, or after submitting written representations under Rule 79, as the case may be, any person, body or society who or which had given Notice of Opposition to the Faculty shall either lodge with the Registrar as security for costs such a sum as the Chancellor may determine, or execute a Bond in the same form set out in Form 12 of Schedule 3 for the same purpose and in the same sum, with any sureties required and approved by the Chancellor. Failing such lodgement or Bond, the Chancellor may grant the Faculty, disregarding such Notice or Notices of Opposition.

81. Neither the Archdeacon nor other person appointed under Rule 69 by the Bishop, the Diocesan Bishop nor the Representative Body shall be liable for costs.

82. At the hearing of an Application the Chancellor may, on such terms as he or she considers just, give permission to be heard to any person, body or society who or which had not previously been a party to the proceedings.

<u>Grant or refusal of Faculty</u>

83.1 The Chancellor, within twenty-eight days after the hearing, or of the last day allowed by the Registrar for the filing of replies to any written representations, as the case may be, shall either grant or refuse the Faculty and in either case give reasons for his/her decision.

83.2 If the Chancellor does not state his/her decision and the reasons for it orally at the conclusion of the hearing, the Registrar shall inform the parties and persons or bodies referred to in Rule 68 of the Judgment as soon as may be thereafter and shall send a copy of such Judgment to the parties no more than three days after the receipt by the Registrar of such Judgment.

84. The Faculty may be granted with or without conditions.

85.1 The grant or refusal of the Faculty shall be evidenced in writing, in either case signed by the Chancellor. Such grant or refusal shall follow Form 10a or Form 10b in Schedule 3 as the case may be.

85.2 The Faculty shall be implemented within a period of five years from the date of the grant thereof or other such shorter period as the Chancellor directs or shall otherwise lapse.

86. Upon the grant or refusal of the Faculty, the Registrar shall send the grant or refusal, as the case may be, to the Applicant, with copies to the Representative Body, the Secretaries of the Diocesan Advisory Committee and (if it be involved) the Commission, the Chapter Clerk or the Secretary of the Parochial Church Council (as the case may be), the Archdeacon or other person appointed under Rule 69 by the Bishop, and all others who may have made material representations in the course of any proceedings under these Rules.

87. Upon completion of the works authorised by the Faculty, or of such part of the works as, for the time being, has been carried out, the Applicant shall send to the Registrar a Certificate (countersigned by the architect, chartered building surveyor or other professional adviser, if one has been engaged) to the effect that the works have been executed in accordance with the terms of the Faculty and, at the same time, shall send a copy of such Certificate to the Representative Body and to the Secretaries of the Committee and (if it be involved) of the Commission. Such Certificate shall follow Form 13 in Schedule 3.

88. In any case to which this Part applies, the Deputy Chancellor shall have all the powers and may perform all the duties of the Chancellor for whom he/she is appointed to act pursuant to section 24 (3) of Chapter IX.

Appendix II
Supporting Documentation for Faculty Applications

Heating, Lighting & Sound Systems

- An annotated plan of the church showing the location of the new equipment (eg. radiators, light fittings, boiler, speakers, etc,) and ancillary fittings such as electrical cabling, sockets, switches and controllers
- Photographs of the areas of the church where the new equipment will be installed. These should be annotated to show the position of the new items
- A specification and/or quotation detailing the proposed work from a suitably qualified professional
- Details of the new equipment eg. a manufactures catalogue/specification (to include dimensions, colour, weight, etc)
- Details of how the equipment will be fixed to the church and any measures taken to reduce the damage to its historic fabric and its visual impact eg. reusing existing fittings.
- Statements of Significance and Needs

Applicants should also read the Church in Wales' guidance notes on *Heating in Churches* and *Lighting in Churches*. Contact the Property Department at property@churchinwales.org.uk or 02920 348200 for copies of these documents.

Furniture, Furnishings & Carpets

- A plan and photographs of the church showing where the new item/s will be located
- Photographs/catalogue illustrations of the items, including details of materials and dimensions
- Details of how the items will be fixed (if at all) and any measures taken to reduce any damage to the existing historic fabric
- If a new carpet is to be fitted, provide information on existing floor finishes (eg. tiles, flagstones, ledger stones, etc) and the type of underlay to be used
- Statements of Significance and Needs

Works in Churchyards including walls, lychgates, tombs, monuments, headstones, new paths or alterations to existing, new benches (with plinths), new toilet/drainage systems and water supply.

- An annotated plan and photographs of the churchyard showing the area/s affected
- A specification, quotation or conservator's report detailing the proposed works
- An archaeological assessment (if any below-ground work is proposed)
- Confirmation that the local planning authority has been consulted if the proposed works will affect the character or setting of the church and/or churchyard and details of their response (planning permission may be required)
- Statements of Significance and Needs

New Stained Glass Window

Informal advice should be sought from the DAC before submitting an application.

- A plan of the church showing the location of the new window
- Clear photographs showing the area where the new window will be installed
- Detailed design drawings to include the dimensions, colours and materials to be used
- A design statement explaining the philosophy of the design
- A specification/schedule of works for the removal of the existing window and the installation of the new
- Statements of Significance and Needs

Applicants should also read the Church in Wales' guidance note *New Stained Glass in Churches*. Contact the Property Department at property@churchinwales.org.uk or 02920 348200 for a copy.

Wall and Roof Repairs

- Photographs and an annotated plan showing the location of the area/s affected
- A specification or schedule of works
- Statements of Significance and Needs

Conservation and Repair of Artwork (and other objects)

- Clear photographs of the items showing details of the areas to be conserved or repaired
- A report (to include a schedule of works or specification) from a suitably qualified specialist or conservator
- Statements of Significance and Needs

Bells and Organs

- A bellhanger's or bellfounder's report which should include a specification or schedule of works. If structural work is required, an architect's or structural engineer's specification or report should be included for this element of the works.
- An Organ builder's report. If a new organ is to be installed, full details of this and any organ to be replaced should be provided, including an annotated plan of the church showing the location of the old and new organs.
- In both instances, recent photographs of the bells, organs and any supporting structures, should be provided.
- Statements of Significance and Needs

Reordering, Extensions and New Facilities (kitchen, toilet, etc)

Informal advice should be sought from the DAC before submitting an application.

- External and internal photographs of the church, including the areas where the proposed works will be located
- Architect's drawings to include plans and elevations (existing and proposed)
- A specification and schedule of works
- A design statement explaining the philosophy behind the scheme
- An archaeological assessment (if any alterations to the fabric of the church or churchyard are proposed)
- Statements of Significance and Needs (the latter to include an options appraisal)

The Sale, Removal or Disposal of Items

- Photographs of the items
- A statement justifying their sale, removal or disposal (this can be included in the Statements of Significance and Needs or the Petition form)
- A valuation of the items

Applicants should also read the Church in Wales' guidance and policy note on *Church Contents*. Contact the Property Department at property@churchinwales.org.uk or 02920 348200 for a copy.

PV and Solar Panels

Informal advice should be sought from the DAC before submitting an application.

- An annotated plan of the church showing the location of the new equipment (eg. panels and control equipment, cabling, etc)
- Photographs of the areas of the church where the new equipment will be installed. These should be annotated to show the position of the new items
- A specification and schedule of works, plus confirmation from a suitably qualified professional that the roof structure can carry the additional weight of the equipment
- Details of the new equipment eg. a manufactures catalogue/specification (to include dimensions, colour, weight, etc)
- Details of how the equipment will be fixed to the church and any measures taken to reduce the damage to its historic fabric and its visual impact.
- Confirmation that the local planning authority has been consulted as planning permission may be required
- Statements of Significance and Needs