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Diocesan Advisory Committee
for the Care of Churches

What documentation to submit to support the application for: -

- 1. Notification of Advice from the DAC**
- 2. Authorisation of Matter not requiring a Faculty by the Archdeacon for works to the church, churchyard (including trees) or consecrated burial ground**

1. For every application the PCC will need to submit with the application via the Online Faculty System: -

- PCC Minute agreeing for the works to proceed
- Statement of Significance
- Statement of Need
- Plan of the church and/or churchyard locating the proposed works
- Photographs of the church and/or churchyard to set the proposals in context and detailed photographs of those areas / trees affected by the proposals
- Architect / other specialist's report detailing the recommendations of the works required
- Estimate(s) / Quotation(s) from the proposed contractor(s)

In addition to the items listed above, PCCs will need to submit the following depending upon the nature of the proposed works as follows: -

2. Audio Equipment / Sound Systems / Organs – works costing less than £8,000 excluding VAT and the cost of scaffolding are dealt with through the Minor Works List

For a formal Notification of Advice: -

- Full technical details of **all** the equipment to be installed e.g. data projectors, OHP Screens, speakers, etc.
- Plan of the church showing the: -
 - Location of existing equipment and wiring routes
 - Proposed locations of new equipment and wiring routes
- Full details of fixings
- Architect's specification for any alterations / remedial works required to the fabric

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3. Electrical Works

- Electrical Report from a registered NICEIC / ECA / NAPIT contractor detailing the faults that need to be rectified
- Full technical details of any equipment to be installed e.g. data projectors, OHP Screens, speakers etc
- Plan of the church showing the location of existing equipment and wiring routes and the proposed locations of new equipment and wiring routes
- Full details of fixings
- Architect's specification for any alterations / remedial works required to the fabric

4. Internal Lighting / external Floodlighting

- Full technical details of any equipment to be installed e.g. light fittings
- Plan of the church / churchyard showing the location of existing fittings and wiring routes (both internal and external) supported by photographs of any existing fittings and the proposed locations of new equipment and wiring routes (both internal and external)
- Full details of fixings and supports
- Architect's / contractor's specification for any installation and, if necessary, architect's specification for any alterations / remedial works required to the fabric

5. Remedial works to the fabric (for applications for informal Advice AND Notification of Advice)

- Plan of the church / churchyard showing the location (both internal and / or external) of the proposed works
- Annotated drawings and photographs to show the location and extent of areas requiring repair
- Detailed Architect's specification for any remedial works required to the fabric

6. Re-ordering / extensions to the church / detached buildings in the churchyard

a) For *in principle* consideration by the DAC: -

- Sketch plans showing the church / churchyard as existing and as proposed
- Space Audit / Options Appraisal to explain why the needs of the worshipping community cannot be met within the existing structures of the church

b) For *in detail* consideration by the DAC: -

Assuming items at "a) For *in principle* consideration by the DAC" have been agreed: -

- Detailed plans, sections and elevation drawings showing the church / churchyard as existing and as proposed
- Details of any items to be installed (screening, equipment, dais, ramps, chairs, pews etc) showing appearance and construction
- Architect's specification for any alterations / remedial works required to the fabric
- Detailed estimate/quotation from the chosen contractor(s)

7. Planting of 4 or more Trees or shrubs

- Proposed locations of the new trees and / or shrubs
- Details of the trees / shrubs to be planted (type, height and girth when mature etc)

8. Felling a tree / trees other than because of disease or damage to buildings etc

- Detailed report (with recommendations) from either the local authority's Tree Officer or another similarly qualified arboriculturalist
- Details of how the recommendations on the Report will be implemented