

**Diocesan Advisory Committee for the Care of Churches**

**Applying for List B Approval – Archdeacon’s Notice**

This form enables application for approval to undertake works within the List B category of the Faculty Jurisdiction Rules 2015, which came into effect on 1 January 2016, as amended by the Faculty Jurisdiction (Amendment) Rules, which came into effect on 1st April 2020.

Please follow this procedure when using the List B application form:

1. Consult the **table starting on page 3 below** to identify the **specific *Matter* by number** in the list, e.g. **B1.(1)**, under which your proposals fall
2. Check that the ***Specified Conditions*** for the item (in the right-hand column of the table) can be met, in order to qualify to undertake that specific matter under List B
3. Complete a **separate** application form for each item of work proposed
4. Ensure that you supply **all** of the information requested on the application form, as any omissions could result in your application being delayed
5. Submit your completed application electronically by email to [**dac@chichester.anglican.org**](mailto:dac@chichester.anglican.org)

The Archdeacon may impose additional conditions on the Archdeacon’s Notice (List B approval) as they consider reasonable and appropriate.

If your proposals do not specifically occur in List B, please contact the DAC secretariat for advice on making an application for faculty permission.

If the works involve any of the following **exclusions** from List B, then faculty permission will be required:

1. any works which involve alteration to, or the extension of, a listed building to such an extent as would be likely to affect its character as a building of special architectural or historic interest;
2. any works which are likely to affect the archaeological importance of a building or any archaeological remains within a building or its curtilage;
3. any works in respect of all or part of which scheduled monument consent is required under the Ancient Monuments and Archaeological Areas Act 1979;

(d) any works which involve extension, demolition or partial demolition of a building, or the erection of a new building

1. any matter which gives rise to a question of law or of doctrine, ritual or ceremonial or which would, if undertaken, affect the legal rights of any person (except grazing rights);
2. the introduction of an aumbry or any other receptacle used for the reservation of the sacrament of Holy Communion;
3. the exhumation or other disturbance of human remains;
4. the reservation of a grave space;
5. the introduction of, or the carrying out of any work to, a monument;
6. the sale or other disposal of any article of architectural, archaeological, artistic or historic interest;
7. the sale of any book remaining in or belonging to a library to which the Parochial Libraries Act 1708 applies.



**APPLICATION FOR LIST B APPROVAL – ARCHDEACON’S NOTICE**

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| **PLEASE NOTE – NO WORKS ARE TO BE UNDERTAKEN PRIOR TO WRITTEN PERMISSION BEING RECEIVED** |

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| --- | --- | --- |
| **Name of Church** |  | |
| **in the Parish of** |  | |
| **in the Archdeaconry of** |  | |
| **Date of application** |  | |
| **Name of applicant** |  | |
| **Office held within parish** |  | |
| *Any application made under these provisions must be by an ‘authorised person’ acting on behalf of the minister and churchwardens of the parish concerned* | | |
| *This application will be reviewed by a member of the DAC who has expertise in the matter concerned but who may not be familiar with your church building or site. It is therefore essential that you provide clear and complete documentation, as without this the reviewer may not be able to advise the Archdeacon fully – insufficient documentation may result in a delay in processing this application.* | | |
| **Email address** |  | |
| **Telephone number** |  | |
| **SPECIFIC MATTER IN LIST B *e.g. B1.(1)*** | |  |
| **BRIEF OUTLINE OF PROPOSED WORKS** | |  |
| **CONTRACTOR TO CARRY OUT WORKS** | |  |
| **Is there any reason to suppose the proposals would be opposed by a significant body of opinion within the parish?** YES/NO  **If Yes, please provide details:** | | |
| **Has the work commenced or the proposals been implemented?** YES/NO  **If Yes, please provide details:** | | |
| **How has the Inspecting Architect been involved in this application?** | | |
| **General assumption. It is your responsibility as a parish to confirm certain matters with the contractor and we therefore do not require you to submit any documents with this application concerning the following:**  Public Liability Insurance (at the appropriate level for the works); compliance with all relevant health & safety regulations; seemly behaviour of the workforce given they are working on a religious building / site, site security including access to scaffolding. | | |
| **Please submit the following documentation with this form, marking the box next to each item to confirm inclusion – *recommended to be undertaken in consultation with your Inspecting Architect:***   |  |  | | --- | --- | |  | Full details, particulars, specifications, photos, and cost (with breakdown where relevant) of the items or works proposed, together with copies of all relevant and appropriate expert reports | |  | A copy of the resolution of the PCC certified as a true copy by the PCC secretary or chair authorising the proposal, together with the voting figures | |  | Details of the required items listed under the ***Specified Conditions*** for the matter in List B (e.g. a written or email response from the church’s insurers) | | | |

**List B – Matters which may be undertaken without a faculty subject to consultation etc.**

This table prescribes matters which may, subject to any specified conditions, be undertaken without a faculty if the archdeacon has been consulted on the proposal to undertake the matter and has given notice in writing that the matter may be undertaken without a faculty. The archdeacon may impose additional conditions in the written notice.

See the general notes as to matters which may not be undertaken without a faculty despite being included in List B.

| *Matter* | *Specified conditions* |
| --- | --- |
| **B1. Church building etc.** |  |
| (1) Works of repair affecting the fabric or historic material | The repair does not introduce material of a type that does not already form part of the fabric or historic material that is to be repaired |
| The repair does not involve the substantial replacement of a major part of the fabric or of historic material |
| Details of any materials to be used are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter |
| The works do not involve any new disturbance below ground level |
| The parochial church council’s insurers are notified if external scaffolding is to be erected |
| (2) The installation of a wall offertory box | The installation does not affect historic fabric |
| (3) Works of external or internal redecoration (other than to areas of historic wall painting, even if already painted over) | Details of materials and colours are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter |
| The overall appearance of the building is not changed |
| The parochial church council’s insurers are notified if external scaffolding is to be erected |
| (4) The treatment of timber against beetle or fungal activity where the church is a listed building | The works do not involve the replacement of timber |
| (5) The replacement of a boiler in the same location utilising a different fuel supply or pipe runs  (See matter A1(7) in List A for replacement using existing fuel supply and pipe runs) | Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998 |
| The parochial church council’s insurers are notified of the proposals |
| (6) The like for like replacement of roof lead or other material covering the roof of a listed building | The original introduction of the material being replaced was authorised |
| The parochial church council’s insurers are notified of the proposals |
| (7) The installation of lighting and safety equipment | The lighting or other equipment:   * is installed only in a part of the church (such as a tower or crypt) that is not normally visible to the public, or * when installed will not be visible from ground level |
| Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6)) |
| The installation will not affect any graves or vaults |
| The parochial church council’s insurers are notified of the proposals |
| (8) The extension of an existing lighting system | Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6)) |
| The parochial church council’s insurers are notified of the proposals |
| (9) The installation of a lightning conductor | The parochial church council’s insurers are notified of the proposals |
| The parochial church council is satisfied that the person who is to undertake the work has the necessary skill and experience |
| (10) The installation of closed circuit television for security purposes | Details of cameras and other equipment, their proposed location and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter |
| Regard is had to any guidance issued by the Church Buildings Council relating to privacy and the protection of personal data |
| Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6)) |
| (11) The installation of security and fire alarms | Details of equipment, its proposed location and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter |
| Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6)) |
| (12) The installation of locks (including timed and other electronic locking devices) |  |
| (13) The installation of a sound reinforcement system or loop system (including a control desk) or the alteration of an existing system |  |
| (14) The introduction of a defibrillator in a church which is a listed building |  |
| (15) The introduction of fixed audio-visual equipment in a church which is not a listed building | Details of equipment, its proposed location and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter |
| (16) The removal of asbestos | Works, other than works of minor reinstatement and repair, will not be required following the removal of the asbestos |
| (17) The refurbishment of facilities for serving refreshments | The original introduction of the facilities being refurbished was authorised |
| (18) The removal of partitions or divisions that did not form part of the original construction of a church which is not a listed building |  |
| (19) The introduction of bird boxes |  |
| **B2. Bells etc.** |  |
| (1) The lifting of a bell to allow the cleaning of bearings and housings | Regard is had to any guidance issued by the Church Buildings Council |
| No modification is made to the manner in which any bell may be sounded |
| No historic material is modified or removed |
| (2) The like for like replacement of—  (a) bearings and their housings  (b) gudgeons  (c) crown staple assembly  (d) steel or cast iron headstocks  (e) wheels | Regard is had to any guidance issued by the Church Buildings Council |
| The works do not involve the drilling or turning of the bell |
| No modification is made to the manner in which any bell may be sounded |
| No historic material is modified or removed |
| (3) The replacement of—  (a) bell bolts  (b) a wrought iron clapper shaft with a wooden-shafted clapper | Regard is had to any guidance issued by the Church Buildings Council |
| No modification is made to the manner in which any bell may be sounded |
| No historic material is modified or removed |
| (4) The treatment of timber bell frames with preservative or insecticide materials |  |
| (5) The re-pinning or re-facing of hammers in Ellacombe apparatus | Regard is had to any guidance issued by the Church Buildings Council |
| No modification is made to the manner in which any bell may be sounded |
| No historic material is modified or removed |
| (6) The installation of an electric silent ringing device for the training of ringers | Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6)) |
| The device is installed in a location not normally visible to the public |
| No alteration is made to the fittings of the bells other than the installation of electric contacts and wires |
| The device does not adversely affect the church’s protection against lightning |
| (7) The installation of louvres in a belfry as a sound control measure | Any fixings are made into mortar |
| (8) The introduction of peal boards in a location not normally visible to the public |  |
| **B3. Clocks** |  |
| (1) Alterations to striking trains to prevent striking at night | No part of the clock movement is affected |
| (2) The repair or replacement of electrical or electronic clocks manufactured after 1950 |  |
| **B4. Church contents** |  |
| (1) The repair and maintenance of church plate (including candlesticks and crosses) not of historic or artistic interest |  |
| (2) The replacement of an electronic organ (but not of a pipe organ) | The original introduction of the electronic organ being replaced was authorised |
| The replacement electronic organ is on a similar scale to the electronic organ being replaced |
| (3) Like for like repairs and works of conservation to a pipe organ | The archdeacon is satisfied, having regard to the advice of the diocesan advisory committee or a member or officer of the committee, that the person who is to carry out the work has the necessary skill and experience |
| (4) The installation of humidification equipment for a pipe organ | The archdeacon is satisfied, having regard to the advice of the diocesan advisory committee or a member of officer of the committee, that the person who is to carry out the work has the necessary skill and experience |
| Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6)) |
| (5) The replacement of carpets or other floor covering and underlay (see List A for like of like replacement of carpets) | Only breathable material is used |
| No article of historic or artistic interest is replaced |
| (6) Treatment of fixtures and furniture against beetle or fungal activity (see List A for treatment of material not of historic or artistic interest) |  |
| (7) The introduction of a book of remembrance and stand |  |
| (8) The introduction of a stand for candles |  |
| (9) The introduction of a fixed internal noticeboard (including in a porch) where the church is a listed building |  |
| (10) The introduction of a heating appliance not forming part of a heating system | Details of the appliance, its proposed location and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter |
| Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6)) |
| (11) Works of repair to altar frontals and falls | No work is carried to an article of historic or artistic interest |
| (12) Disposal of redundant altar frontals and falls | No article of historic or artistic interest is disposed of |
| **B5. Church halls and similar buildings subject to the faculty jurisdiction** |  |
| (1) The introduction of a defibrillator in a building which is a listed building |  |
| **B6. Churchyard** |  |
| (1) The introduction and removal of benches in a churchyard | No bench proposed to be introduced has an inscription on it which would not be permitted on a monument in the churchyard under the applicable churchyard regulations made or approved by the chancellor |
| (2) The repair or rebuilding of walls | The works do not relate to any wall which is included in the Schedule maintained for the purposes of the Ancient Monuments and Archaeological Areas Act 1979 or is separately listed as a building of special architectural or historic interest under the Planning (Listed Buildings and Conservation Areas) Act 1990 |
| Any new disturbance below ground level is kept to a minimum |
| (3) The repair of lychgates | The lychgate is not separately listed as a building of special architectural or historic interest under the Planning (Listed Buildings and Conservation Areas) Act 1990 |
| (4) The introduction, replacement or alteration of a notice board | A new notice board is not illuminated |
| The Town and Country Planning (Control of Advertisement) Regulations 2007 are complied with |
| (5) The introduction of a defibrillator where the church is a listed building | Any new disturbance below ground level is kept to a minimum |
| (6) The introduction of stands for bicycles |  |
| (7) The resurfacing of paths and other hard-surfaced areas using different materials or colour where the church is not a listed building |  |
| (8) The introduction of hand rails to steps or paths |  |
| **B7. Trees** |  |
| (1) The planting of trees | Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards |
| (2) The felling of a tree —  (a) that is dying or dead; or  (b) has become dangerous | In the case of any tree in respect of which a tree preservation order is in force or which is in a conservation area, section 206 of the Town and Country Planning Act 1990 (which provides for the planting of replacement trees) is complied with |
| Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards |
| (3) All other works to trees (whether or not prescribed in List A) except felling | If applicable, the law relating to the preservation of trees in respect of which a tree preservation order is in force or which are in a conservation area is complied with |
| Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards” |