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

# ONLINE FACULTY SYSTEM

## DAC MEMBERS USER GUIDANCE

Version 1.0

## Introduction

The Church in Wales' faculty application process is changing to an online system. This will affect the way in which DAC members and external consultees (eg. local authorities, amenity societies, Cadw, etc) are invited to review faculty applications. Links (via email) to full faculty applications will be sent to each DAC member prior to a DAC meeting and providing they have already registered with the Online Faculty System (OFS), will be able to view each application and any associated documentation online. All applications will then be discussed as usual at the next DAC meeting.

There are now three types of faculty application: List A, List B and Full. List A applications cover routine maintenance or minor like-for-like repairs and require no formal permission to proceed, although both the DAC Secretary and the Diocesan Registrar are notified. External consultees and DAC members will not be asked to comment on these types of applications, although they will be able to view them in the OFS.

List B applications cover straightforward works (eg. replacing a boiler) that have little or no impact on the historic fabric of the church or churchyard. They will be reviewed by a DAC member (or members) at the request of the DAC Secretary and require the permission of the Registrar before they can proceed. They may not ordinarily be discussed at a DAC meeting unless they are converted to a full faculty application by the Registrar (although this will be determined by your own DAC working practices). External consultees may also be asked to comment on these types of applications.

See Appendix I for the type of work covered by a List A and B faculty application. Any work not on these lists would normally require a full faculty application.

The process for full faculty applications will remain unchanged. DAC members will still meet to discuss applications and external consultees will still be asked to comment on certain types of applications. As before, applications will then be forwarded on to the Registrar for checking and then submitted to the Chancellor for determination.

All information previously required for a full faculty application is still needed eg. completion of a main faculty form (petition) and supporting information (eg. architects plans and specifications, builder's quotes, photographs, etc), plus the public notice of proposed works and statements of significance and need. The Applicant/Petitioner will complete the following forms in order to submit a full faculty application:

- Summary Description of Proposed Works
- Standard Information
- Petition
- Statement of Significance
- Statement of Needs
- Public Notice

The *Summary Description of Proposed Works* and *Standard Information* forms have been introduced with the OFS. The *Summary Description of Proposed Works* form (also known as the *Case File*) is

automatically generated by the system when the Applicant/Petitioner first starts the application, and indicates whether it is a List A, List B or full faculty. In addition, it assigns a unique identification number to the application.

The *Standard Information* form is completed by the Applicant/Petitioner and records information about the church, such as whether it is listed, in a conservation area or national park, and whether the churchyard is used for burials or has other listed structures within in. If information about a church already exists in Church Heritage Cymru (CHC), the Church in Wales' church record database, this can be imported into the *Standard Information* form.

The OFS and the CHC database are currently located on the same website (<https://churchheritagecymru.org.uk/>). Registered DAC members have access to an extra *Applications* tab on which they can view *all* active and archived faculty applications via an *Applications Dashboard*.

When a faculty application consultation is requested (usually by the DAC Secretary or Registrar), registered DAC members will be sent an email with a link in it. Clicking on the link will automatically take the consultee to the OFS/CHC sign in page. Once signed in, a *Details* screen for that application will be displayed, giving access to all forms and supporting documents associated with it.

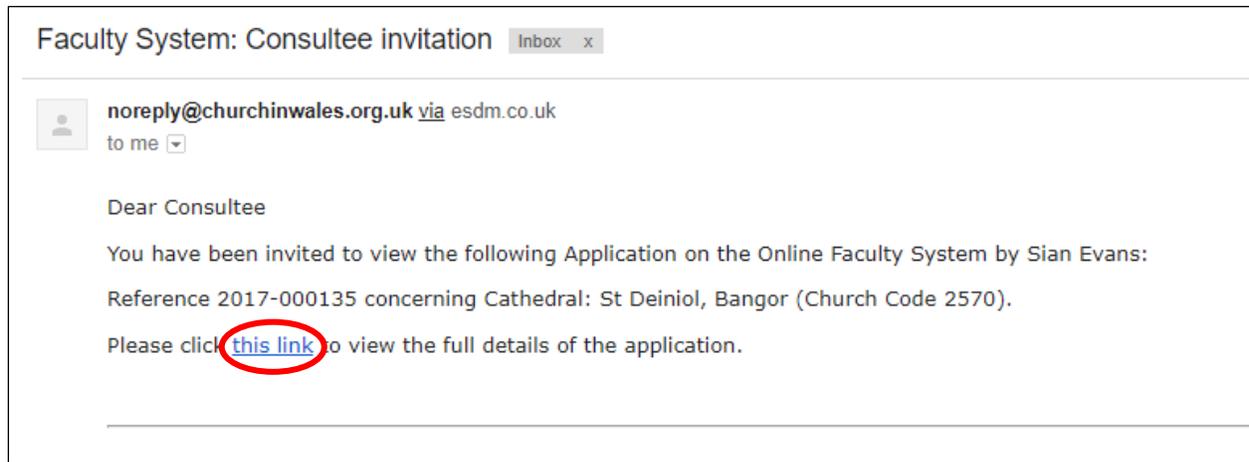
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## Signing in to the OFS

You will be sent an email notification advising that an application is available for viewing.

1. Open the email and click on the link within it



2. The Online Faculty System/Church Heritage Cymru **Sign In** screen is displayed



3. Enter the email and password you registered with, then click on the **Sign In** button

4. The **Details** screen is displayed with the application you have been asked to comment on visible

Signed in as: Charlie Rees | [Home](#) | [Sign Out](#) | [My Account](#)



# CHURCH HERITAGE CYMRU

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Application Ref: **2017-000135**  
 Diocese: **Bangor**  
 Status: **Awaiting DAC Processing**  
 Summary: **Re-roof chancel**

Church: **Cathedral: St Deiniol, Bangor**  
 Archdeaconry: **Bangor**  
 Logged By: **Mr Dai Jones (Wed 01 Nov 2017)**

This application is now awaiting processing by the DAC.

[Details](#) | [Supporting Documents and Images](#) | [History](#)

Summary description of proposed works	 
Standard Information	 
Petition	 
Statement of Significance	 
Statement of Needs	 
Public Notice	 

[Return to Applications dashboard](#)
[Download All Forms & Documents](#)

## Viewing a Faculty Form

Most forms in the OFS can be viewed and printed. The only exceptions are the confidential correspondence between the Diocesan Registrar and Chancellor. To view a form:

1. From the **Details** screen, click on any of the **View Details** buttons to view a form

[Details](#) | [Supporting Documents and Images](#) | [History](#)

Summary description of proposed works	 
Standard Information	 
Petition	 
Statement of Significance	 
Statement of Needs	 
Public Notice	 

2. The form opens as a printable report



To download and print this report as a pdf document, click on the **Open as PDF for Printing** button.

Alternately, the report can be downloaded in a variety of other formats, and then printed. To do this, click on the Export button below (floppy disc with arrow) and select the format you require.

To return to the **Details** screen, click on the **Return to Application Details** button.

[Open as PDF for printing](#)
[Return to application details](#)

1 of 2 Find | Next

<b>Ref:</b>	2017-000135	<b>Church:</b>	Cathedral: St Deiniol, Bangor
<b>Diocese:</b>	Bangor	<b>Archdeaconry:</b>	Bangor
<b>Church code:</b>	2570	<b>Created By:</b>	Mr Dai Jones (01/11/2017)
<b>Status:</b>	Awaiting DAC Processing	<b>Contact Tel.:</b>	02920 348200

#### Standard Information

Approximate date of church	<input type="text" value="Medieval"/>	
Is the church listed?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If so, please state whether it is grade I, II* or II	<input type="text" value="I"/>	
Is the church, churchyard or any adjoining structure wholly or partly scheduled as an ancient monument?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is the church, churchyard or any adjoining structure in a conservation area?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

3. If a form consists of more than one page, use the **Navigation** buttons to move through it



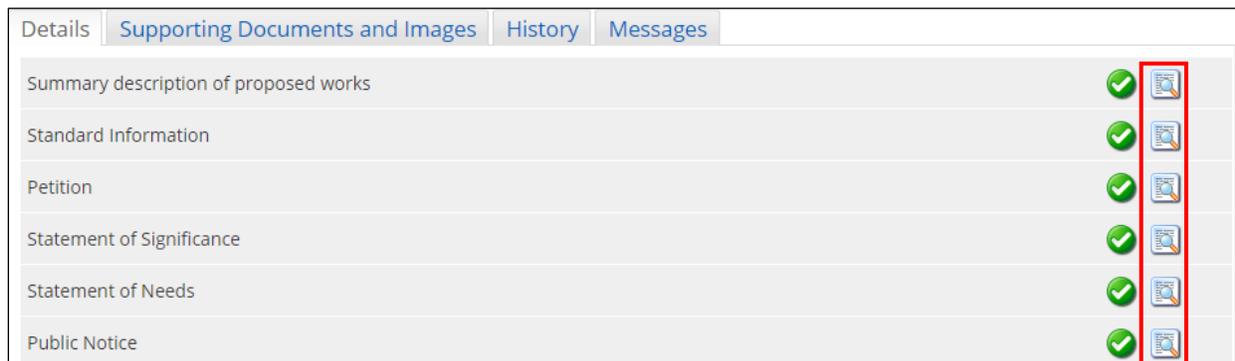
4. To return to the **Details** screen, click on the **Return to Application Details** button

5. The **Details** screen is displayed

For information on how to print a form/report go to page 6.

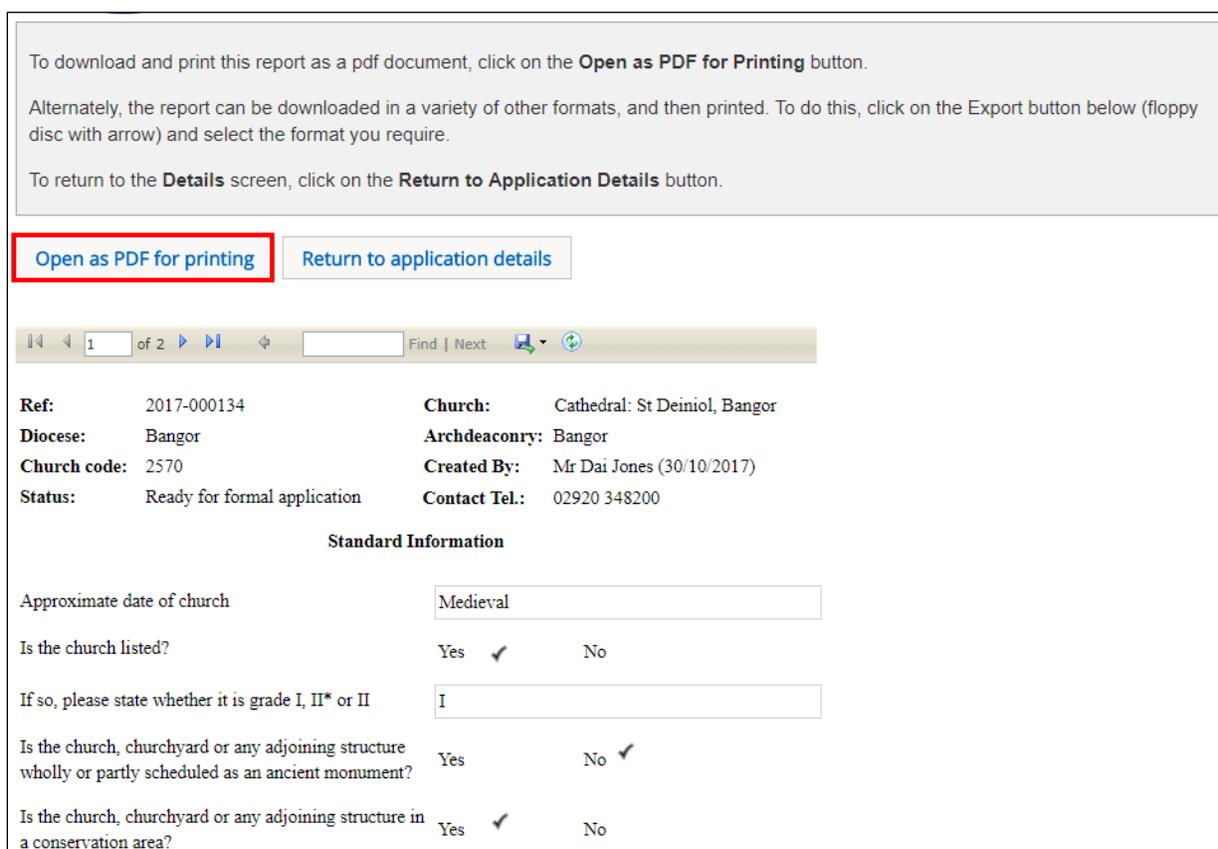
## Printing and Downloading an Application

1. To view, print and download forms from an application, click on any of the **View Details** buttons on the **Details** screen



The screenshot shows a 'Details' screen with a navigation bar containing 'Supporting Documents and Images', 'History', and 'Messages'. Below the navigation bar is a table with the following sections: 'Summary description of proposed works', 'Standard Information', 'Petition', 'Statement of Significance', 'Statement of Needs', and 'Public Notice'. Each section has a green checkmark icon and a 'View Details' button (represented by a document icon with a magnifying glass) to its right. A red box highlights the 'View Details' buttons for the first five sections.

2. The report window is displayed



The screenshot shows a report window with the following content:

To download and print this report as a pdf document, click on the **Open as PDF for Printing** button.

Alternately, the report can be downloaded in a variety of other formats, and then printed. To do this, click on the Export button below (floppy disc with arrow) and select the format you require.

To return to the **Details** screen, click on the **Return to Application Details** button.

[Open as PDF for printing](#) [Return to application details](#)

1 of 2 Find | Next

**Ref:** 2017-000134 **Church:** Cathedral: St Deiniol, Bangor  
**Diocese:** Bangor **Archdeaconry:** Bangor  
**Church code:** 2570 **Created By:** Mr Dai Jones (30/10/2017)  
**Status:** Ready for formal application **Contact Tel.:** 02920 348200

**Standard Information**

Approximate date of church: Medieval

Is the church listed? Yes  No

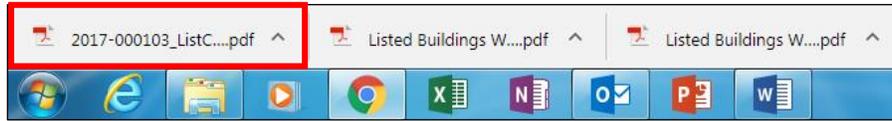
If so, please state whether it is grade I, II\* or II: I

Is the church, churchyard or any adjoining structure wholly or partly scheduled as an ancient monument? Yes  No

Is the church, churchyard or any adjoining structure in a conservation area? Yes  No

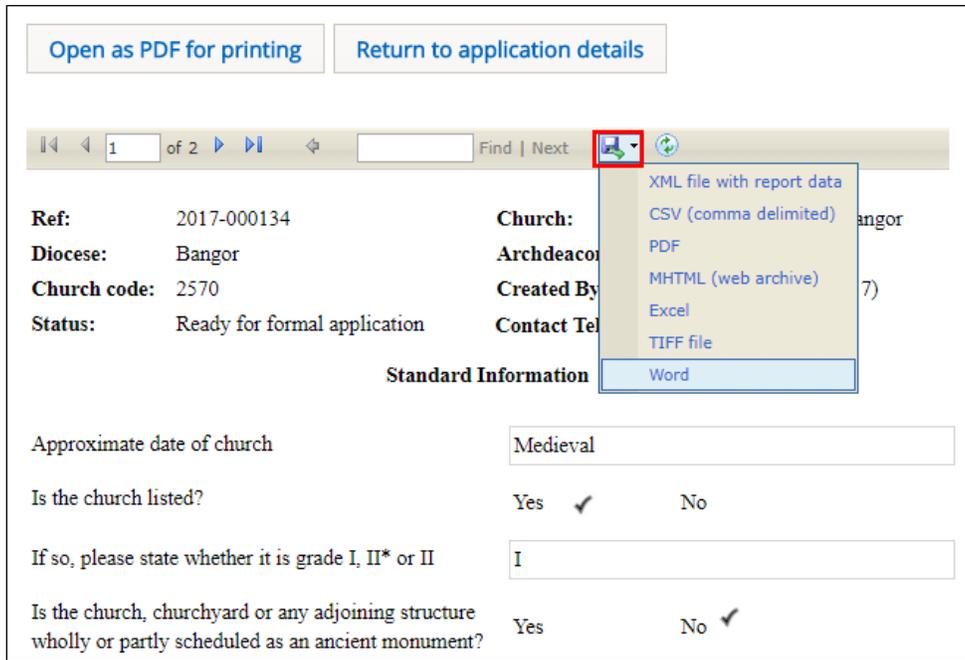
3. Click on the **Open as PDF for printing** button

The report is downloaded to the status bar at the bottom of the screen (and to the Downloads folder on your laptop/PC), although this step may depend on how your laptop/PC has been set up.



Clicking on the downloaded report will open it in Adobe Acrobat where it can be viewed, saved and printed in the normal way.

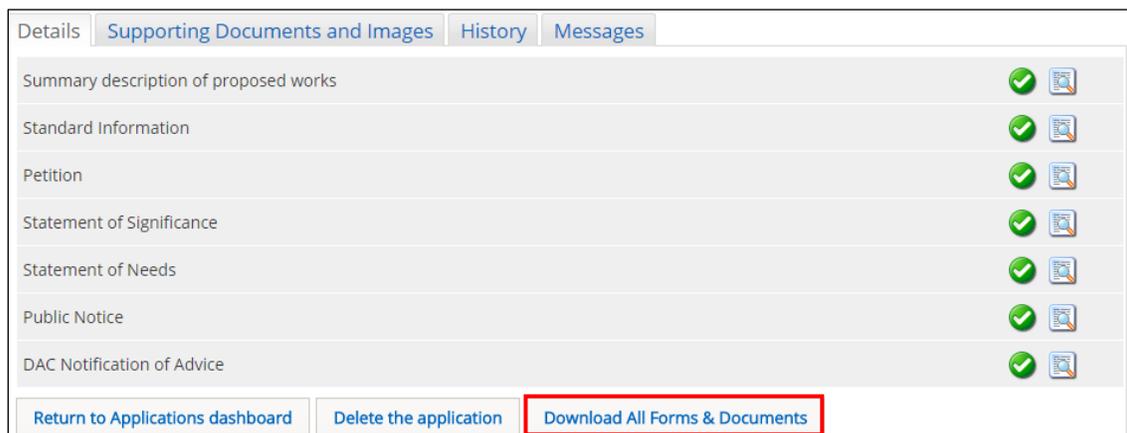
4. Alternately, you download the report in a variety of other formats by clicking on the **Export** drop-down menu



The report is downloaded to the status bar at the bottom of the screen. Clicking on it will open it, where it can be viewed, saved and printed in the normal way.

5. Click on the **Return to Application Details** button to return to the **Details** screen

6. If you want to save/print all forms and documents associated with the application in one go, click on the **Download all Forms & Documents** button



A zip file containing all the forms and documents is downloaded to the status bar at the bottom of the screen (and to the Downloads folder on your laptop/PC), although this step may depend on how your laptop/PC has been set up. Clicking on the zip file will open it to display all the individual files.



## Downloading and Viewing Individual Supporting Documents

Supporting documents are automatically downloaded together with the faculty forms when the **Download All Forms & Documents** button is used (see page 7). They can however, also be downloaded individually.

1. Click on the **Supporting Documents and Images** tab
2. A list of supporting documents is visible

Application Ref: **2017-000135** Church: **Cathedral: St Deiniol, Bangor**  
 Diocese: **Bangor** Archdeaconry: **Bangor**  
 Status: **Awaiting DAC Processing** Logged By: **Mr Dai Jones (Wed 01 Nov 2017)**  
 Summary: **Re-roof chancel**

This application is now awaiting processing by the DAC.

[Details](#) | [Supporting Documents and Images](#) | [History](#)

File Name	Description	Size	Modified	Uploaded By
<a href="#">Bangor Cathedral Listed Building Description.docx</a>	Cadw LB Description	23189	10/11/2017 11:24:58	Sian Evans
<a href="#">Chancel Roof Materials Specification.docx</a>	Spec from Davies Architects	11816	10/11/2017 11:44:09	Sian Evans

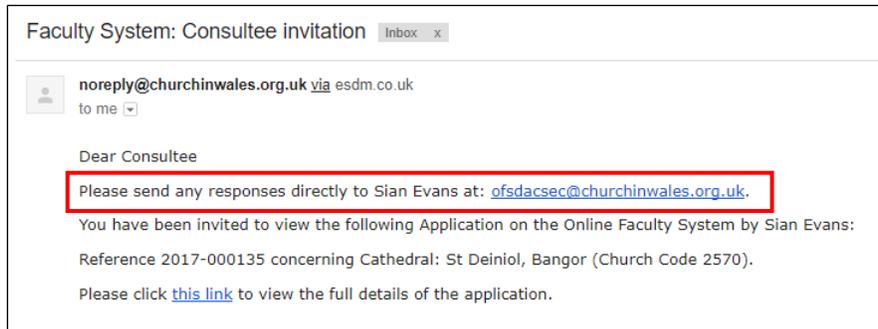
[Download All Forms & Documents](#)

3. To download a document either click on its name or the red arrow to its left
4. The document is downloaded to the status bar at the bottom of the screen (and to the Downloads folder on your laptop/PC), although this step may depend on how your laptop/PC has been set up
5. To view a downloaded document, click on its name



## Submitting a DAC Member Response

DAC members would normally discuss an application at a DAC meeting and have their comments minuted by the DAC Secretary. However, if you are unable to attend a meeting, you may still want to have your response or views on a particular application noted. At present, the only way to do this is to send them to your DAC Secretary (who will include an email address in the *Consultation Invitation* email). It will then be uploaded as a supporting document for that application (DAC members are presently unable to submit their responses directly to the OFS). Please be aware that any comments you make will be seen by all other users of the system.



## The Applications Dashboard

If you sign in to the CHC/OFS directly (rather than via the link in the *Consultation Invitation* email), an extra **Applications** tab is displayed. From here, you can view *all* active and archived faculty applications via an **Applications Dashboard**, regardless of whether you have been asked to comment on them.

1. Go to: <https://churchheritagecymru.org.uk/>
2. The OFS/CHC Homepage is displayed



3. Click on the **Sign In** link in the top right-hand corner of the screen
4. Enter the email and password you registered with, then click on the **Sign In** button
5. The **Applications** tab is visible



6. Click on the **Applications** tab
5. The **Applications Dashboard** is displayed



6. To view a list of all active applications, click on the **Active Cases** tab
7. To filter the list, enter a *church name* or *application number* in the two search boxes, then click on the **Search** button
8. To view a list of all completed (archived) applications, click on the **Archive Cases** tab

Applications Dashboard

Messages Active Cases Archived Cases

Search by application ref Search by church name Search Reset

App Ref	Summary	Church	Created	Status	View
2017-000130	Replace Boiler	St Mary, Menai Bridge	Wed 04 Oct 2017	Post determination List B	
2017-000127	clearing gutters	Cathedral: St Deiniol, Bangor	Tue 03 Oct 2017	Post determination List A	
2017-000126	Replace old boiler	St David, Bangor Road	Tue 26 Sep 2017	Post determination List B	
2017-000124	New boiler	St Mary, Menai Bridge	Sat 23 Sep 2017	Post determination List B	
2017-000123	Cleaning the gutters	St Mary, Dolgellau	Sat 23 Sep 2017	Post determination List A	
2017-000121	Limewashing exterior of cathedral	Cathedral: St Deiniol, Bangor	Thu 21 Sep 2017	Faculty works completed	

9. To view the forms and supporting documents for an individual application, click on the **View this Application** button
10. The **Details** screen is displayed showing all the forms associated with that application

Details Supporting Documents and Images History

Summary description of proposed works	 
List A or List B classification	 
List B application details	 
DAC advice	 
Registrar's determination	 

Return to Applications dashboard Download All Forms & Documents

See earlier sections of this guidance for details on how to view forms and print and download supporting documents.

11. Click on the **Return to Applications Dashboard** button to return to the **Applications Dashboard**
12. Click on the **Messages** tab to view copies of any system generated emails

## Appendix I – List A & B Items

**Table 1: List A – Matters may be undertaken without the need for consultation**

This table describes matters which may be undertaken without a faculty subject to any specified conditions.

<i>Matter</i>	<i>Specified conditions</i>
<b>A1. Church building etc.</b>	
(1) Works of routine maintenance not affecting the building fabric or any historic material	The parochial church council's insurers are notified if external scaffolding is to be erected.
(2) Repairs and replacement of fittings in existing kitchens, lavatories and office accommodation	
(3) Like for like repairs to modern window glass	The works do not include repairs to broken or cracked quarries in stained glass or historic clear glazed windows
(4) The repair or like for like replacement of wire mesh window guards	Only non-corroding fixings are used and, where practicable, are fixed in mortar joints. The introduction of window guards where they have not been in place previously is specifically excluded.
(5) Works of repair and routine maintenance to existing: (a) heating systems (b) gas, water or other services (c) electrical installations and other electrical equipment	The works do not involve making additions to any such installation (unless necessary for safety or regulatory compliance). 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). Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme.

<i>Matter</i>	<i>Specified conditions</i>
(6) The application of forensic marking on roof lead or other material covering a roof or to rain water goods or flashings	
(7) Work to an existing lightning conductor	The parochial church council's insurers are notified of the proposed work and the work is carried out by a specialist contractor approved by them.
(8) The repair, maintenance, removal, disposal or replacement of a flagpole	Only non-corroding fixings are used where a flagpole is repaired or replaced. Any replacement should be on a like-for-like basis.
(9) The introduction, removal or disposal of furniture, furnishings, office equipment and minor fixtures (other than safes) in vestries and similar rooms	The existing use of the vestry is not changed. No article of historic or artistic interest is removed or disposed of.
(10) The introduction, removal or disposal of fire extinguishers	Any instructions from the supplier or the parochial church council's insurer in relation to their type or location are complied with. Such equipment should not be fixed to the building fabric or affect any historic features.
(11) The making of additions to an existing name board	The board is not a war memorial or roll of honour. The addition is in the same style (including colour and materials) as existing names on the board.
(12) The installation of bat boxes as part of a bat management programme devised by a member of the Chartered Institute of Ecology and Environmental Management	Such boxes should not be fixed with invasive fixings such as nails and screws.

<i>Matter</i>	<i>Specified conditions</i>
<b>A2. Musical instruments</b>	
(1) The introduction or disposal of musical instruments (other than organs and grand pianos) and associated equipment	No article of historic or artistic interest is disposed of.
(2) The routine tuning and maintenance of organs and pianos	In the case of organs, any works do not involve tonal alterations, changes to the action or major dismantling of the instrument.
<b>A3. Bells etc.</b>	
(1) The inspection and routine maintenance of bells, bell fittings and bell frames	No tonal alterations are made to any bell No bell is lifted from its bearings
(2) The repair and maintenance of clappers, crown staples (including re-bushing) and bell wheels	Works do not include the re-soling or re-rimming of a bell wheel No bell is lifted from its bearings
(3) The repair or replacement of bell stays, pulleys, bell ropes (including in Ellacombe apparatus), rope bosses, sliders or slider gear	No bell is lifted from its bearings
(4) The repainting of metal bell frames and metal bell fittings	No bell is lifted from its bearings
<b>A4. Clocks</b>	
(1) The inspection and routine maintenance of clocks and clock faces	Works of maintenance do not include re-painting or re-gilding of clock faces

<i>Matter</i>	<i>Specified conditions</i>
<b>A5. Church contents</b>	
(1) The repair of woodwork, metalwork and movables	<p>Matching materials are used.</p> <p>The repair does not involve any works to:</p> <p>woodwork or metalwork of historic or artistic interest</p> <ul style="list-style-type: none"> <li>• Royal coats of arms</li> <li>• hatchments or other heraldic achievements</li> <li>• paintings</li> <li>• textiles of historic or artistic interest</li> <li>• church plate (including candlesticks and crosses)</li> </ul>
(2) The application to articles of forensic marking	No article of historic or artistic interest is marked
(3) The introduction, removal or disposal of kneelers, hassocks, pew runners and cushions	<p>The introduction, removal or disposal of the articles does not result in a change to the overall appearance of the church.</p> <p>No article of historic or artistic interest is removed or disposed of.</p>
<p>(4) The introduction, removal or disposal of:</p> <p>(a) movable bookcases</p> <p>(b) books</p> <p>(c) free-standing noticeboards</p> <p>(d) movable display stands</p> <p>(e) cruets</p> <p>(f) vases and flower stands</p> <p>(g) hymn boards</p>	No article of historic or artistic interest is removed or disposed of

<i>Matter</i>	<i>Specified conditions</i>
<p>(h) altar linen (but not altar frontals or falls)</p> <p>(i) flags and banners used for temporary displays (but not the laying up of flags, or the removal or disposal of flags that have been laid up)</p> <p>(j) Y Draig Goch, the St Davids flag or the Church in Wales flag or the Union flag for flying from the church</p>	
<b>A7. Churchyard</b>	
(1) The introduction and maintenance of equipment for the maintenance of the church and churchyard	
(2) The repair of paths and other hard-surfaced areas, including resurfacing in the same materials and colour	Not to include resurfacing except for localized repairs.
(3) The routine maintenance of, repairs to, and like for like replacement of fences and gates (but not lychgates, walls or historic railings)	The works do not involve any new disturbance below ground level.
(4) The carrying out of repairs to a notice board and the repainting of a notice board	
(5) Grazing in the churchyard	Provided an appropriate license for grazing is granted by the Representative Body.
<b>A8. Trees</b>	
(1) The felling, lopping or topping of a tree, the diameter of any stem of which does not exceed 75	That any such works have been approved in advance and in writing by the Archdeacon.

<i>Matter</i>	<i>Specified conditions</i>
millimetres (measured over the bark at a height of 1.5 metres above ground level)	<p>The works do not relate to any tree in respect of which a tree preservation order is in force or which is in a conservation area.</p> <p>Regard is had to guidance issued by the Representative Body on the management of trees.</p>
<p>(2) The lopping or topping of any tree:</p> <p>(a) that is dying or dead; or</p> <p>(b) has become dangerous</p>	<p>That any such works have been approved in advance and in writing by the Archdeacon.</p> <p>Regard is had to guidance issued by the Representative Body on the management of trees.</p>
(3) The removal of dead branches from a living tree	<p>That any such works have been approved in advance and in writing by the Archdeacon.</p> <p>Regard is had to guidance issued by the Representative Body on the management of trees.</p>
(4) The planting of trees	<p>That any such works have been approved in advance and in writing by the Archdeacon.</p> <p>Regard is had to guidance issued by the Representative Body on the management of trees.</p>
<p>(5) The felling of a tree:</p> <p>(a) that is dying or dead; or</p> <p>(b) has become dangerous</p>	<p>That any such works have been approved in advance and in writing by the Archdeacon.</p> <p>In the case of any tree in 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.</p> <p>Regard is had to guidance issued by the Representative Body on the management of trees.</p>
(6) All other works to trees (whether or not prescribed above) except felling	<p>That any such works have been approved in advance and in writing by the Archdeacon.</p> <p>Regard is had to guidance issued by the Representative Body on the management of trees.</p> <p>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.</p>

**List B – Matters which may be undertaken without a full faculty, but subject to consultation**

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

<i>Matter</i>	<i>Specified conditions</i>
<b>B1. Church building etc.</b>	
(1) Works of routine maintenance and repair affecting the fabric of a church or historic material	<p>The works are identified as routine items of maintenance in the most recent Quinquennial Inspection report commissioned via the Diocese in respect of the church.</p> <p>Details of any materials to be used are submitted to the Registrar, when the Registrar is consulted on the proposal to undertake the matter.</p> <p>The works do not involve any new disturbance below ground level.</p> <p>If the repairs do not match the existing historic building fabric exactly, or would require extensive removal of historic material, then a faculty should be sought.</p> <p>The parochial church council's insurers are notified if external scaffolding is to be erected</p>
(2) The installation of a wall offertory box	The installation does not affect historic fabric
(3) The introduction of a safe in a vestry or similar room	
(4) Works of external or internal redecoration (other than to areas of historic wall painting, even if already painted over)	<p>Details of existing and proposed materials and colours are submitted to the Registrar, when the Registrar is consulted on the proposal to undertake the matter.</p> <p>The overall appearance of the building is not changed.</p> <p>The parochial church council's insurers are notified if external scaffolding is to be erected.</p>

<i>Matter</i>	<i>Specified conditions</i>
(5) The treatment of timber against beetle or fungal activity	The works do not involve the replacement of timber
(6) Works of adaptation (not amounting to substantial addition or replacement) to: (a) heating systems (b) gas, water and other services (c) electrical installations and other electrical equipment	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).  Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme.  The parochial church council's insurers are notified of the proposed works.
(7) The replacement of a boiler in the same location and utilising an existing fuel supply and existing 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 works do not involve the creation of a new external flue.  The parochial church council's insurers are notified of the proposals.
(8) The introduction or replacement of control equipment that is ancillary to a boiler or existing heating system	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).  Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme.  The parochial church council's insurers are notified of the proposed works.
(9) The like for like replacement of roofing material	The material being replaced was not introduced unlawfully.  Replacements should be limited to localised or partial replacement eg. after storm damage.  A full roof slope replacement should only be undertaken following full faculty.

<i>Matter</i>	<i>Specified conditions</i>
	<p>The replacement material should be physically as well as visually compatible with the existing fabric.</p> <p>The parochial church council's insurers are notified of the proposals.</p>
(10) The installation of a roof alarm	The amount of associated cabling is kept to the minimum that is reasonably practicable.
(11) The installation of lighting and safety equipment	<p>The lighting or other equipment:</p> <p>is installed only in a part of the church (such as a tower or crypt) that is not normally visible to the public, or</p> <ul style="list-style-type: none"> <li>• when installed will not be visible from ground level</li> </ul> <p>Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme.</p> <p>The installation will not affect any graves or vaults.</p> <p>The parochial church council's insurers are notified of the proposals.</p>
(12) The installation of a lightning conductor	The parochial church council's insurers are notified of the proposals and the work is carried out by a specialist contractor approved by them.
(13) The installation of a portable sound reinforcement system or loop system, or the alteration of an existing system	Any permanent system will be subject to full faculty.
(14) The introduction of anti-roosting spikes	Only non-corroding fixings are to be used and, where practicable, are fixed in mortar joints.

<i>Matter</i>	<i>Specified conditions</i>
<b>B2. Bells etc.</b>	
(1) The lifting of a bell to allow the cleaning of bearings and housings	Regard is had to any guidance issued by the Representative Body or the Diocesan Bells Adviser. The bell is currently in a fit condition to be rung.
(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 Representative Body or the Diocesan Bells Adviser. The bell is currently in a fit condition to be rung. The works do not involve the drilling or turning of the bell.
(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 Representative Body or the Diocesan Bells Adviser. The bell is currently in a fit condition to be rung.
(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 Representative Body or the Diocesan Bells Adviser. The bells are currently in a fit condition to be rung.
(6) The introduction of peal boards in a location not normally visible to the public	

<i>Matter</i>	<i>Specified conditions</i>
<b>B3. Clocks</b>	
(1) Alterations to striking trains to prevent striking at night	No part of the clock mechanism is affected.
(2) The upgrading of electrical control devices and programmers	
<b>B4. Church contents</b>	
(1) The repair and maintenance of church plate (including candlesticks and crosses) not of special historic or artistic interest	
(2) The introduction, maintenance or replacement of portable audio-visual equipment used in connection with church services	No equipment is fixed to the fabric of the church
(3) The replacement of carpets or other floor covering and underlay	Only breathable underlay is to be used when the underlay is replaced. Details of the proposed colour and fixings to be used are submitted to the Registrar, when the Registrar is consulted on the proposal to undertake the matter.
(4) The replacement of curtains (other than curtains and other hangings associated with an altar)	
(5) The treatment of fixtures and furniture against beetle or fungal activity	

<i>Matter</i>	<i>Specified conditions</i>
(6) The introduction of a book of remembrance and stand	
(7) The introduction of a fixed internal noticeboard	
(8) The disposal of free-standing chairs	No chair of historic or artistic interest is disposed of.
(9) The replacement of a grand piano with another grand piano and the disposal of the original grand piano	No piano of historic or artistic interest is disposed of.
<b>B5. Churchyard</b>	
(1) The introduction of benches in a churchyard	No bench has an inscription on it which would not be permitted on a monument in the churchyard under the applicable churchyard regulations or approved by the chancellor.
(2) The replacement of gas or oil tanks	<p>The replacement tank is of similar dimensions and in substantially the same location.</p> <p>No works of excavation are involved.</p> <p>The local planning authority is notified of the proposal.</p>
(3) The routine maintenance, repair or rebuilding of walls	<p>The works do not relate to any wall which is separately listed to the church or is included in the Schedule maintained for the purposes of the Ancient Monuments and Archaeological Areas Act 1979</p> <p>The works are identified as routine items of maintenance in the most recent Quinquennial Inspection report commissioned via the Diocese in respect of the church.</p> <p>Details of any materials to be used are submitted to the Registrar, when the Registrar is consulted on the proposal to undertake the matter.</p>

<i>Matter</i>	<i>Specified conditions</i>
	<p>The works do not involve any new disturbance below ground level.</p> <p>The parochial church council's insurers are notified if external scaffolding is to be erected.</p>
(4) The routine maintenance or 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.
(5) The re-surfacing of paths in the same materials and colour	

Tina Andrew  
Church Conservation & Support Manager  
The Church in Wales  
11<sup>th</sup> May 2018