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

# ONLINE FACULTY SYSTEM

## REGISTRAR USER GUIDANCE

Version 1.0

## Introduction

With the introduction of the Online Faculty System (OFS), 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 will not ordinarily be discussed at a DAC meeting unless they are converted to a full faculty application by the Registrar. Occasionally, 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 substantial work not on these lists would normally require a full faculty application.

The process for the submission of a full faculty application online remains unchanged. Petitioners will complete a series of forms (with accompanying documentation) which make up a full application, DAC members will meet to discuss the applications and external consultees will still be asked to comment on particular cases. As before, applications will be forwarded on to the Registrar for processing 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) with 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 completes 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 two new forms, *Summary Description of Proposed Works* and *Standard Information*, were introduced with the OFS. The *Summary Description of Proposed Works* form (also known as the *Case File*) is automatically generated by the system when an Applicant/Petitioner starts an 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 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 it. If a church record already exists in Church Heritage Cymru (CHC), the Church in Wales' church record database, this can be imported into the *Standard Information* form.

Users do not have to complete Individual forms in one go. Information entered into any form at any stage can be saved and returned to later. All forms and documents relating to a faculty can also be downloaded and printed.

The OFS and the CHC database are currently located on the same website. Registered users have access to an extra **Applications** tab on which to view and/or manage faculty applications via an **Applications Dashboard**.

Online help and advice is available within the OFS. Information boxes are visible at the top of each screen which contain advice and/or instructions relating to the form or screen you are viewing. In addition, localised “pop-up” help boxes can be accessed by hovering the mouse pointer over “?” symbols on the online forms. See examples below.



Signed in as: Dai Jones | Home | Sign Out | My Account

Search the site

# CHURCH HERITAGE CYMRU

Application Ref: **2017-000134** Church: **Cathedral: St Deiniol, Bangor**  
Diocese: **Bangor** Archdeaconry: **Bangor**  
Status: **Proposal in Preparation** Logged By: **Mr Dai Jones (Mon 30 Oct 2017)**  
Summary: **Installation of new heating system**

In order for the DAC, Registrar and Chancellor to fully consider your application, please complete the forms on the **Details** tab below. Click on the **Submit** button when finished.

You can upload any supporting documents & images to accompany your application from the **Supporting Documents and Images** tab below. To view details of the actions carried out to date on this application, click on the **History** tab. To view any system messages for this application, click on the **Messages** tab.



**Case reference** ⓘ 2017-000134

**Church** ⓘ Cathedral: St Deiniol, Bangor

**Summary of proposed works** ⓘ Installation of new heating system

**Contact number**

Cancel Finish Form

Please enter a very brief description of the proposed works (no more than 10 words) eg. replacement boiler, new nave roof, etc. This will act as a title for your application and will appear at the top of every screen.

## Contents

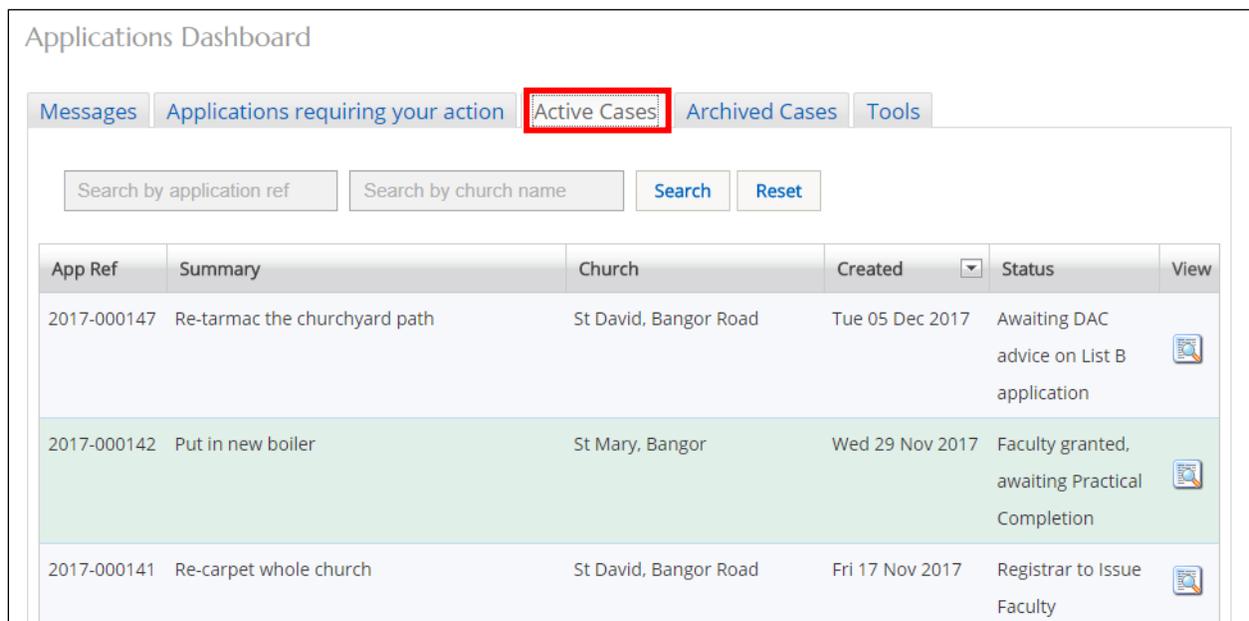
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## The Applications Dashboard

Like all users, the starting point for the management of applications is via the **Applications Dashboard**. This has a set of tabs associated with it that allow Registrars to view all active and completed (archived) faculties within their diocese, plus manage those that require their action.

### Searching for and viewing an application

1. Sign in to the OFS/CHC
2. Click on the **Applications** tab
3. The **Applications Dashboard** is displayed
4. To view a list of all active applications, click on the **Active Cases** tab



Applications Dashboard

Messages Applications requiring your action **Active Cases** Archived Cases Tools

Search by application ref Search by church name Search Reset

App Ref	Summary	Church	Created	Status	View
2017-000147	Re-tarmac the churchyard path	St David, Bangor Road	Tue 05 Dec 2017	Awaiting DAC advice on List B application	
2017-000142	Put in new boiler	St Mary, Bangor	Wed 29 Nov 2017	Faculty granted, awaiting Practical Completion	
2017-000141	Re-carpet whole church	St David, Bangor Road	Fri 17 Nov 2017	Registrar to Issue Faculty	

A list of all the current faculty applications in your diocese is displayed. The **Status** column shows the stage at which the applications are at eg. Registrar to Issue Faculty.

5. To view a list of all archived (completed) applications, click on the **Archive Cases** tab

Applications Dashboard

Messages Applications requiring your action Active Cases **Archived Cases** Tools

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	

A list of all completed faculty applications in your diocese is displayed. The **Status** column shows whether the application was a List A, List B or full application.

6. To see if any applications need your action, or require some input, click on the **Applications Requiring Your Action** tab

Applications Dashboard

Messages **Applications requiring your action** Active Cases Archived Cases Tools

Search by application ref Search by church name Search Reset

App Ref	Summary	Church	Created	Status	View
2018-000129	Replace the roof with yellow concrete tiles	St Teilo, Pembroke Dock	Thu 22 Mar 2018	Application with Registrar	
2018-000128	Refurbishment of chancel floor tiles	St Mary the Virgin, Pembroke	Tue 20 Mar 2018	Application with Registrar	

This is a useful tab to click on each time you sign in to the OFS to check whether any applications need your attention. For example, a DAC Secretary has submitted an application after a DAC meeting that now requires you to review it before forwarding on to the Chancellor.

7. To sort a list of applications alphabetically or numerically, click on the field name (column heading) by which you want to sort

An upward or downward sort arrow will be displayed at the top of the field name. Clicking again on the field name will reverse the order of the sort.

8. To filter any of the faculty application lists from the **Active**, **Archived** or **Applications requiring your action** tabs, enter a *church name* or *application reference* in the two search boxes, then click on the **Search** button

Applications Dashboard

[Start a new Application](#)

Messages Applications requiring your action Active Cases Archived Cases

Search by application ref cathedral Search Reset

App Ref	Summary	Church	Created	Status	View
2017-000135	Re-roof chancel	Cathedral: St Deiniol, Bangor	Wed 01 Nov 2017	Awaiting DAC Processing	
2017-000134	Installation of new heating system	Cathedral: St Deiniol, Bangor	Mon 30 Oct 2017	Ready for formal application	
2017-000125	Remove choir stalls	Cathedral: St Deiniol, Bangor	Sat 23 Sep 2017	Faculty granted, awaiting Practical Completion	

A list of applications that meet the search criteria will be displayed.

9. To view the forms and supporting documents for an individual application, click on the **View this Application** button

App Ref	Summary	Church	Created	Status	View
2017-000147	Re-tarmac the churchyard path	St David, Bangor Road	Tue 05 Dec 2017	Awaiting DAC advice on List B application	

10. The **Details** screen is displayed showing all the forms associated with that application

Details Supporting Documents and Images History My Notes Messages

Summary description of proposed works

Standard Information

Petition

Statement of Significance

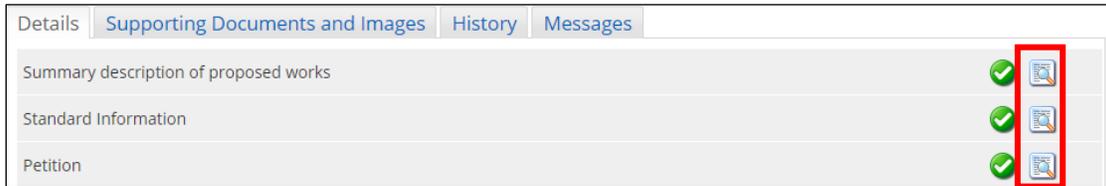
Statement of Needs

Public Notice

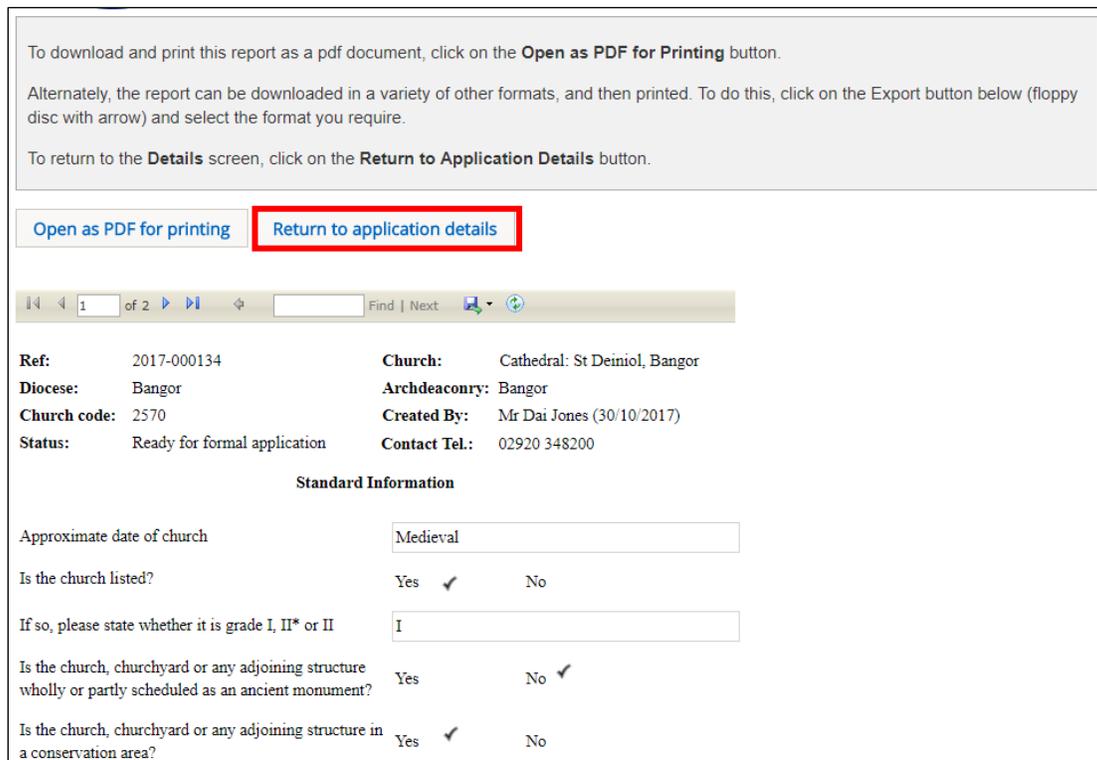
[Submit](#) [Return to Applications dashboard](#) [Delete the application](#) [Invite Consultees](#) [Download All Forms & Documents](#)

A green tick next to a form indicates that it has been completed. An egg timer indicates that it is incomplete (ie. not filled in yet or partially complete). A notepad and pen indicates the form can be edited.

11. To view forms from an application, click on any of the **View Details** buttons



12. The **Report** screen is displayed



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

### Printing and downloading forms in an application

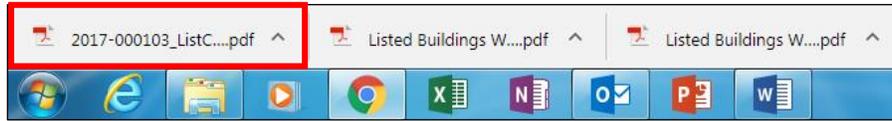
You have the option to download individual forms from an application or all forms (and supporting documents). Individual files can be downloaded in various formats (eg. pdf, Word, Excel, etc), although the “download all” files are in pdf format (supporting documents retain their original format).

#### Printing an individual form

1. Locate the form you want to print and display in the **Report** window (see the [Searching for and viewing an application](#) section on page 4 for information on how to do this)

2. 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 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.

3. The report can also be downloaded in a variety of other formats by clicking on the **Export** drop-down menu and selecting the format you require

Open as PDF for printing    Return to application details

1 of 2    Find | Next    **Export**

<b>Ref:</b>	2017-000134	<b>Church:</b>	
<b>Diocese:</b>	Bangor	<b>Archdeacon:</b>	
<b>Church code:</b>	2570	<b>Created By:</b>	
<b>Status:</b>	Ready for formal application	<b>Contact Tel:</b>	

**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

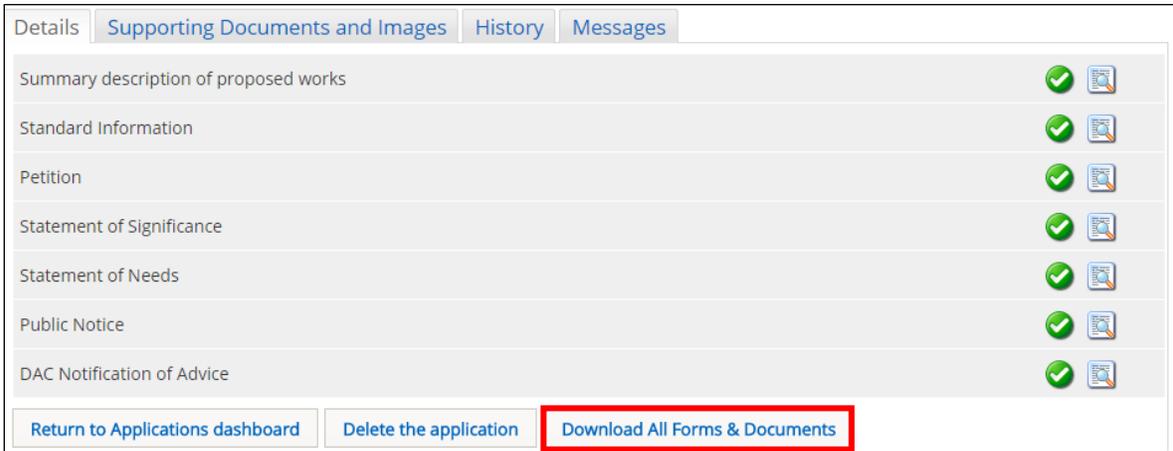
Is the church, churchyard or any adjoining structure wholly or partly scheduled as an ancient monument? Yes  No

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.

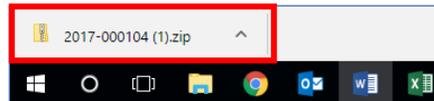
4. Click on the **Return to application Details** button to re-display the **Details screen**

Downloading all forms

1. From the **Details** screen of the application whose forms you want to download (see [Searching for and viewing an application](#) on page 4 for information on how to do this), click on the **Download all Forms & Documents** button



A zip file containing all the forms & documents for the application is downloaded to the status bar at the bottom of your screen (and to the Downloads folder on your laptop/PC), although this may depend on how your laptop/PC has been set up.



2. Clicking on the zip file will open it to display all the individual files

Name	Type	Compress...	Password ...	Size	Ratio	Date modified
Bangor Cathedral Listed Building D...	Microsoft Word Document	20 KB	No	23 KB	13%	21/12/2017 11:59
DAC_Notification_of_Advice	Adobe Acrobat Document	4 KB	No	7 KB	43%	21/12/2017 11:59
Faculty	Adobe Acrobat Document	3 KB	No	3 KB	22%	21/12/2017 11:59
Petition	Adobe Acrobat Document	63 KB	No	86 KB	27%	21/12/2017 11:59
Public_Notice	Adobe Acrobat Document	3 KB	No	4 KB	23%	21/12/2017 11:59
Standard_Information	Adobe Acrobat Document	6 KB	No	20 KB	71%	21/12/2017 11:59
Statement_of_Needs	Adobe Acrobat Document	2 KB	No	2 KB	25%	21/12/2017 11:59
Statement_of_Significance	Adobe Acrobat Document	2 KB	No	3 KB	22%	21/12/2017 11:59
Summary_description_of_propose...	Adobe Acrobat Document	2 KB	No	2 KB	27%	21/12/2017 11:59

Double-clicking on any of the individual files will open them, where they can be viewed, saved and printed in the normal way.

### Messages

The OFS sends out email messages to registered users at various stages of an application. It also stores a copy of these messages which can be accessed via the **Messages** tab on the **Applications Dashboard**.

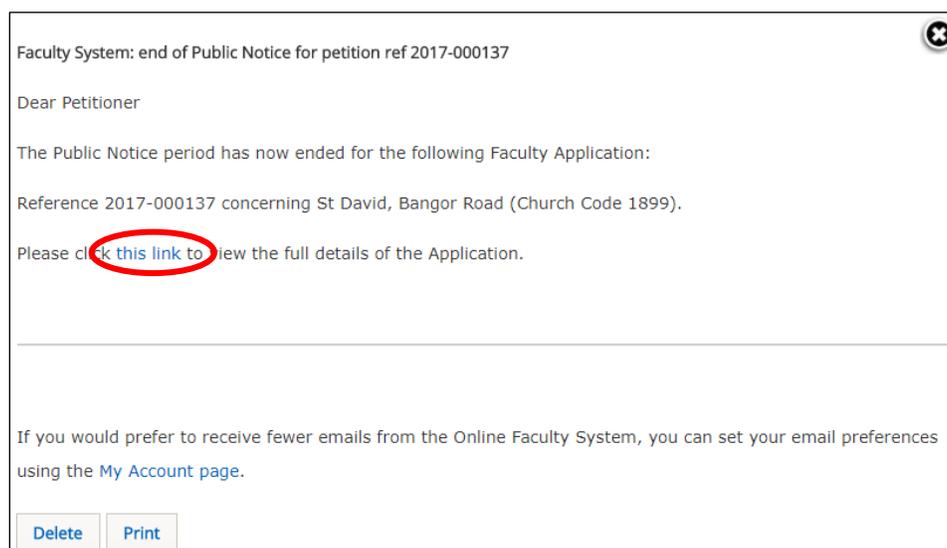
1. If you have not already done so, sign in to the OFS and click on the **Applications** tab
2. The **Applications Dashboard** is displayed
3. Click on the **Messages** tab to view all system messages

Applications Dashboard

Messages Applications requiring your action Active Cases Archived Cases Tools

Subject	Date received	Date read	
Faculty System: petition ref 2017-000142 is in preparation	29/11/2017 12:27		
Faculty System: end of Public Notice for petition ref 2017-000141	17/11/2017 13:02		
Faculty System: end of Public Notice for petition ref 2017-000140	17/11/2017 13:02		
Faculty System: petition ref 2017-000141 has been submitted to the Registrar.	17/11/2017 09:23		

4. Click on the **View Details** button to display a message
5. The message is displayed
6. To quickly go to the application that the message refers to, click on the link in the message

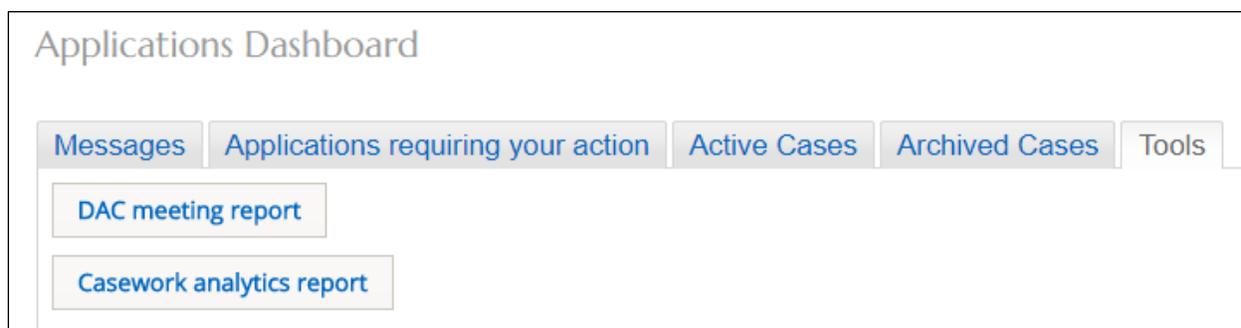


7. To print the message, click on the **Print** button
8. To delete the message, click on the **Delete** button
9. To close the message, click on the **X** button (in the top right-hand corner) to return to the **Applications Dashboard**

## Tools

Two useful reports can be generated from the **Tools** tab. These are the **DAC Meeting Report**, which produces a list of applications for discussion at the next DAC meeting (ie. those with a status of “awaiting DAC recommendation”), and the **Casework Analytics Report** which produces a filtered list of all active (live) and archived (closed) applications. Although primarily intended for use by the DAC secretary, they are nevertheless useful for Registrars too!

1. If you have not already done so, sign in to the OFS and click on the **Applications** tab
2. The **Applications Dashboard** is displayed
3. Click on the **Tools** tab to view the report buttons



4. Click on the **DAC Meeting Report** button
5. The report is displayed

Open as PDF for printing    Return to Applications dashboard

1 of 1    Find | Next

### DAC Committee Report

Case Reference No.:	2017-000135	Case Status:	Awaiting DAC recommendation
Church Code:	2570	Church Name:	Cathedral: St Deiniol, Bangor
Archdeaonry:	Bangor	Parish:	
Applicant Name:	Dai Jones	Submission Date:	11/1/2017
Listing:	Yes, Grade I		
Proposal:	Re-roof chancel		
Case Reference No.:	2017-000138	Case Status:	Awaiting DAC recommendation
Church Code:	2028	Church Name:	St Mary, Bangor
Archdeaonry:	Bangor	Parish:	
Applicant Name:	Dai Jones	Submission Date:	11/14/2017
Listing:	Yes, Grade II		
Proposal:	Build extension to church for office, toilets & kitchen and meeting rooms		
Case Reference No.:	2017-000139	Case Status:	Awaiting DAC recommendation
Church Code:	2028	Church Name:	St Mary, Bangor
Archdeaonry:	Bangor	Parish:	
Applicant Name:	Dai Jones	Submission Date:	11/14/2017
Listing:	Yes, Grade II		
Proposal:	Remove tower		

The report can be printed in various formats (see [Printing and downloading forms in an application](#) on page 7 for information on how to do this).

6. Click on the **Return to Applications Dashboard** button to return to the **Applications Dashboard** (the **Tools** tab should still be active)

7. Click on the **Casework Analytics Report** button

The **Casework Analytics Report** is generated. All open (active) and closed (archived) faculty applications can be filtered on certain fields (diocese, listing grade and date) to further refine the report. There is also a keyword search feature and A-Z sorting on each field name.

[Return to Applications dashboard](#)

Diocese:  Listed Building Grade:

From:  To:

Status:

1 of 1 Find | Next

Ref	Church	Diocese	Archdeaconry	Grade	Application Type	Created	Summary of Works	Status
2017-000033	St Mary, Dolgellau (2508)	Bangor	Meirionnydd	II	Full Faculty	15 Jun 2017	Create a wildflower meadow in the churchyard	Proposal in Preparation
2017-000037	St Mary, Dolgellau (2508)	Bangor	Meirionnydd	II	List B	16 Jun 2017	Boiler Replacement with new pipe runs & external supply	Awaiting Chancellor's determination
2017-000041	St Mary, Dolgellau (2508)	Bangor	Meirionnydd	II	List B	17 Jun 2017	demolish the south nave	Registrar to Issue Faculty
2017-000044	St Mary, Dolgellau (2508)	Bangor	Meirionnydd	II	List B	21 Jun 2017	Enlarge kitchen/meeting area	Proposal in Preparation
2017-000097	St Tysilio, Menai Bridge (2009)	Bangor	Bangor	II*	List B	09 Aug 2017	Internal re-ordering for community use & worship	Ready for formal application
2017-000100	Ss Mary and Nicholas, Beaumaris (2518)	Bangor	Bangor	I	Full Faculty	10 Aug 2017	Convert vestry to kitchen	Registrar to Issue Faculty

8. To filter the report click on the drop-down arrows next to the **Diocese**, **Listed Building Grade** and **Status** fields to select the criteria you want to apply

Diocese:

From:  To:

Status:

1 of 1 Find | Next

- (Select All)
- Unlisted
- I
- II
- II\*

9. If you require applications within a specific date range, enter the start and end dates in the **From** and **To** boxes

10. Click on the **View Report** button to apply the filters
11. If the report is several pages long, use the **Navigation** buttons to move through it
12. If you need to locate a particular item, use the **Search** feature
13. To order fields alphabetically or numerically, click on the **A-Z** arrows next to each field name

Diocese:  Listed Building Grade:

From:  To:

Status:

Navigation:

Ref	Church	Diocese	Archdeaconry	Grade	Application Type	Created	Summary of Works	Status
2017-000033	St Mary, Dolgellau (2508)	Bangor	Meirionnydd	II	Full Faculty	15 Jun 2017	Create a wildflower meadow in the churchyard	Proposal in Preparation

14. To print a report in different formats, click on the **Export** drop-down menu button (see [Printing and downloading forms in an application](#) on page 7 for information on how to do this)

Diocese:  Listed Building Grade:

From:  To:

Status:

Navigation:

Ref	Church	Diocese	Archdeaconry	Grade	Application Type	Created	Summary of Works	Status
2017-000033	St Mary, Dolgellau (2508)	Bangor	Meirionnydd	II	Full Faculty	15 Jun 2017	Create a wildflower meadow in the churchyard	Proposal in Preparation

15. Click on the **Return to Application Dashboard** button to return to the **Application Dashboard**

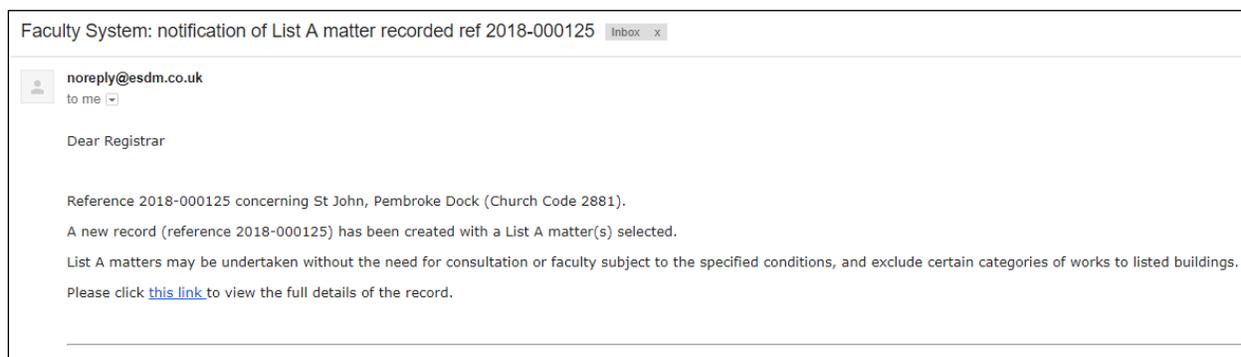
## Processing a Faculty Application

DAC Secretaries can start, edit and complete an application on behalf of an Applicant/Petitioner. In most circumstances however, the Applicant/Petitioner would do this for themselves, with the DAC Secretary acting in an advisory role or perhaps uploading documentation as the application progresses.

The point at which the Registrar becomes involved with a faculty application occurs at two main stages; when determining a List B application and when processing a full faculty application prior to sending it to the Chancellor.

## List A applications

Although both the DAC Secretary and the Registrar are notified via OFS email of any List A applications submitted by Applicant/Petitioners, they have no direct input into them. This does however, give them the opportunity to check the application and/or speak to the person who submitted it, if they believe it should not be a List A application.



## List B applications

List B Applications require sign off (determination) by the Registrar. Once the Applicant/Petitioner has completed the necessary forms and submitted the application, both the DAC Secretary and Registrar receive an OFS email notification. The DAC Secretary then reviews the application and consults an appropriate DAC member or members for advice. Occasionally, other bodies (such as the Amenity Societies, Cadw, LPAs, etc) may also need to be consulted, in which case the DAC Secretary and/or the Registrar would send a consultation request via the OFS. The Registrar receives a second email notification when their determination is required.

### Viewing an application

I. When you receive the *List B petition awaiting Registrar's determination* email notification from the OFS, click on the link within it to go directly to the application



**Note:** you can also sign in to the OFS directly at any time to check whether any applications need your attention without waiting to receive the OFS email notification.

If you are not already logged in to the OFS when you click on the link, you will be directed to the **Sign In** screen. After signing in, the **Details** screen will be displayed.

Application Ref: <b>2018-000130</b>	Church: <b>St John, Pembroke Dock</b>
Diocese: <b>St Davids</b>	Archdeaconry: <b>St Davids</b>
Status: <b>Awaiting Registrar's determination</b>	Logged By: <b>Mr Dai Jones (Tue 27 Mar 2018)</b>
Summary: <b>Installation of a roof alarm</b>	

The application is now awaiting determination by the Registrar.

Details | [Supporting documents and images](#) | [History](#) | [My Notes](#) | [Messages](#)

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

[Submit](#) | [Return to Applications dashboard](#) | [Invite Consultees](#) | [Download All Forms & Documents](#)

2. Click on the **View Details** buttons for each form to review the application details

Requesting a consultation

1. To invite a consultee to comment on the application, click on the **Invite Consultees** button

2. The **Invite Consultee** box is displayed showing a list of all registered consultees (including DAC members)

3. Click in the check boxes in the **Select** column to choose who to send the application to for consultation or use the **Find a Consultee** search box if you do not see the consultee name you are looking for

Use the **First, Previous, Next & Last** buttons to move through the list of consultees or change the **Page Size** to display more names.

INVITE CONSULTEES [Edit](#)

Find a Consultee, enter search term

Name:	Consultative role	Select
Alex Glanville	Representative Body Consultee	<input checked="" type="checkbox"/>
Anna Irwin	Wrexham County Borough Council: Conservation Officer	<input type="checkbox"/>
Bob Silvester	DAC Member	<input checked="" type="checkbox"/>
Catherine Bell	National Amenity Societies Hub	<input type="checkbox"/>
Clare Price	20th Century Society Consultee	<input type="checkbox"/>
Cyllene Griffiths	CBA Caseworker for Wales	<input checked="" type="checkbox"/>
David Anthony Williams	DAC member	<input type="checkbox"/>
Debra Lewis	Powys County Council: Built Heritage Officer	<input type="checkbox"/>

comma separated email addresses [Edit](#)

Email message (optional) [Edit](#)

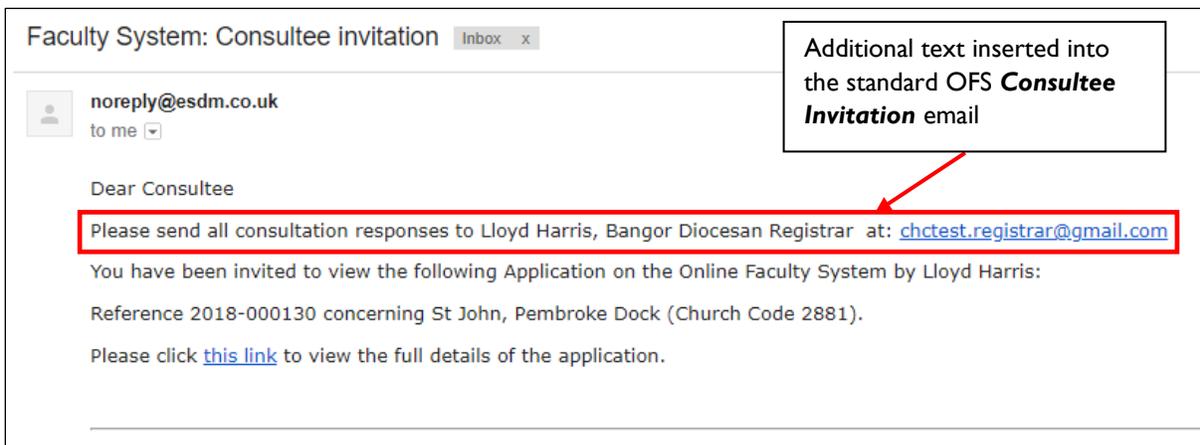
Page size: 10 Page 1 of 3 (30 items)

4. Click on the **OK** button

5. The OFS confirms that the selected consultees have been sent an email with a link to the application

6. The **Details** screen is redisplayed

The OFS will send out a standard email message (see below) to the people you selected from the consultee list. You can also add your own email message to the standard **Consultee Invitation** email. This will not overwrite the standard message – it just includes your text in the original message.



## Completing the Registrar's determination form

The *Registrar's Determination* form becomes available after the List B application has been submitted by the DAC Secretary. It allows the Registrar to approve the application or "convert" it to a full faculty application. To complete the form:

1. From the **Details** screen, click on the **Edit Details** button next to the *Registrar's Determination* form
2. The *Registrar's Determination* form is displayed
3. If you are satisfied that the work can go ahead, choose **Option 1** and enter any conditions that the Applicant/Petitioner must comply with in the **Conditions/reasons** text box

**Note:** If the DAC also added any conditions or reasons in the **DAC Advice** form, they will already be displayed in the **Conditions/reasons** text box when you open the *Registrar's Determination* form. You can edit or delete these and add your own as required.

Application Ref: 2018-000130      Church: St John, Pembroke Dock  
Diocese: St Davids      Archdeaconry: St Davids  
Status: Awaiting Registrar's determination      Logged By: Mr Dai Jones (Tue 27 Mar 2018)  
Summary: Installation of a roof alarm

### Registrar's Determination

Please select one of the three responses below and edit any existing conditions/reasons or add your own. If the application is approved (Response 1), these comments will appear on the Registrar's Determination form which the Applicant/Petitioner will be able to see. Responses 2 & 3 will convert the application to a full faculty.

Response

- The works may be implemented without faculty, subject to the conditions outlined below
- Although this is a List B matter, the work may not be undertaken without a full faculty for the reasons outlined below
- The proposal is not a List B matter, the work may not be undertaken without a full faculty for the reasons outlined below

Conditions / reasons

1. A registered alarm installer is used to carry out the work
2. Any scaffolding used by the contractor and left overnight must be made safe to prevent it being used to access the roof by unauthorised persons
3. The PCC and/or contractor must erect a barrier or define an exclusion zone around the church while the work is being carried out to comply with Health & Safety policy

[Save & come back later](#)   [Cancel](#)   [Finish Form](#)

4. If you feel that the work is a List B matter but the application should be considered as a full faculty application, choose **Option 2** and enter your reasons in the **Conditions/reasons** text box

Registrar's Determination

Please select one of the three responses below and edit any existing conditions/reasons or add your own. If the application is approved (Response 1), these comments will appear on the Registrar's Determination form which the Applicant/Petitioner will be able to see. Responses 2 & 3 will convert the application to a full faculty.

Response

- The works may be implemented without faculty, subject to the conditions outlined below
- Although this is a List B matter, the work may not be undertaken without a full faculty for the reasons outlined below
- The proposal is not a List B matter, the work may not be undertaken without a full faculty for the reasons outlined below

Conditions / reasons

Localised or partial replacement of roof materials is permitted under a List B application. However, in this case you have applied to re-roof the entire nave roof slope, which is not permitted. This application will therefore be considered as a full faculty. Your [DAC](#) Secretary will contact you to advise.

5. If you feel that the work is definitely *not* a List B matter and should be a full faculty application, choose **Option 3** and enter your reasons in the **Conditions/reasons** text box

Registrar's Determination

Please select one of the three responses below and edit any existing conditions/reasons or add your own. If the application is approved (Response 1), these comments will appear on the Registrar's Determination form which the Applicant/Petitioner will be able to see. Responses 2 & 3 will convert the application to a full faculty.

Response

- The works may be implemented without faculty, subject to the conditions outlined below
- Although this is a List B matter, the work may not be undertaken without a full faculty for the reasons outlined below
- The proposal is not a List B matter, the work may not be undertaken without a full faculty for the reasons outlined below

Conditions / reasons

The removal of the vestry is clearly NOT a list B matter. This application will be considered as a full faculty. You should therefore consult your [DAC](#) Secretary at the earliest opportunity to discuss your plans.

6. Click on the **Finish Form** button

7. The **Details** screen is redisplayed showing the **Registrar's Determination** form as complete (green tick next to it)

Application Ref: <b>2018-000130</b>	Church: <b>St John, Pembroke Dock</b>
Diocese: <b>St Davids</b>	Archdeaconry: <b>St Davids</b>
Status: <b>Awaiting Registrar's determination</b>	Logged By: <b>Mr Dai Jones (Tue 27 Mar 2018)</b>
Summary: <b>Installation of a roof alarm</b>	

The application is now awaiting determination by the Registrar.

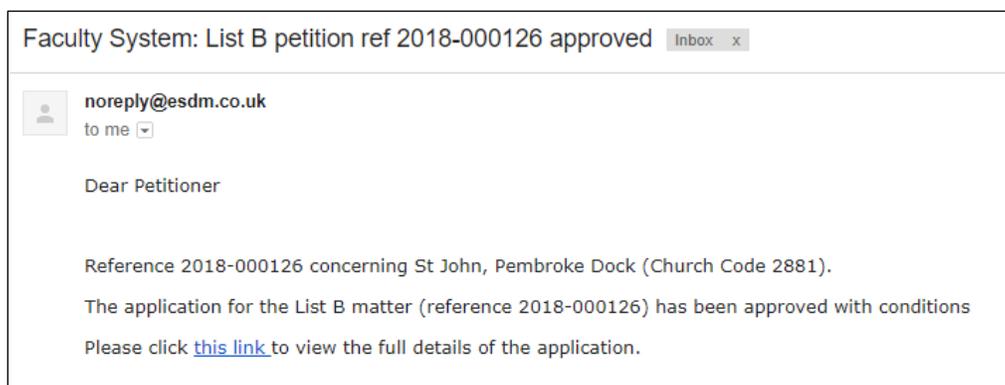
Details | [Supporting documents and images](#) | [History](#) | [My Notes](#) | [Messages](#)

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

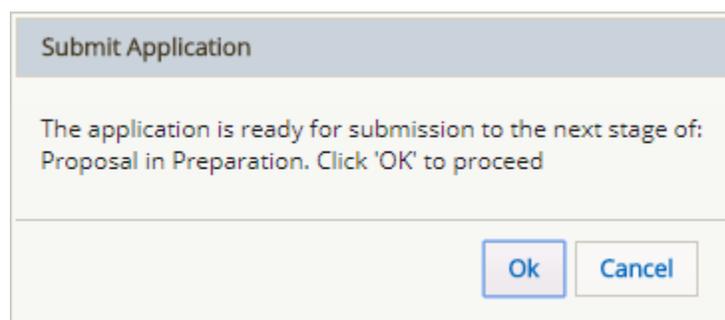
[Submit](#) | [Return to Applications dashboard](#) | [Invite Consultees](#) | [Download All Forms & Documents](#)

8. Click on the **Submit** button

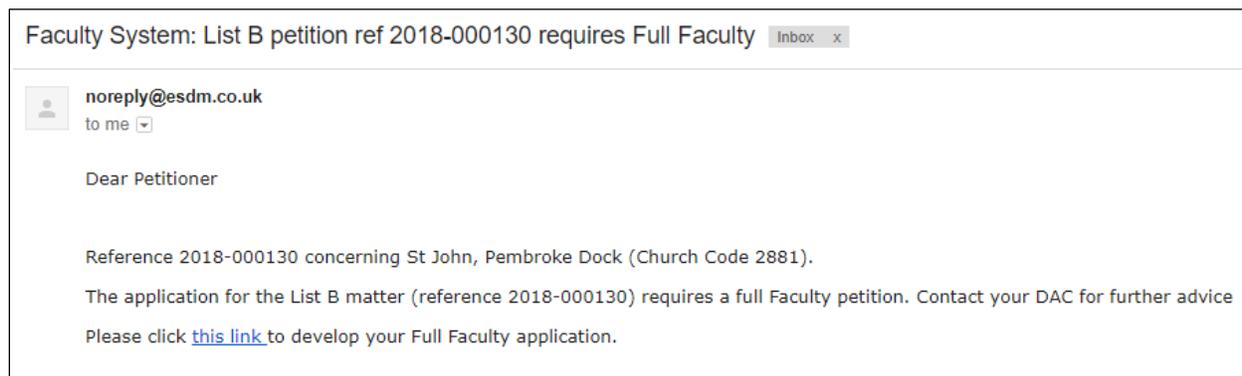
**Note:** If **Option 1** was selected on the *Registrar's Determination* form, the Applicant/Petitioner and DAC secretary will receive an OFS email confirming that application has been approved.



**Note:** If **Options 2 or 3** were selected, the OFS will convert the application to a full faculty with the status of “Proposal in Preparation” after you click the **Submit** button. Make sure you click the **OK** button to confirm.



The Applicant/Petitioner and DAC Secretary will also receive email confirmation that the List B application requires a full faculty. It will therefore need to be processed as a full faculty from this point onwards (see [Full faculty applications](#) below).



### Full faculty applications

The *procedure* for a full faculty application remains unchanged with the introduction of the OFS. Applicants/Petitioners complete a series of forms (and upload accompanying documentation) which make up a full application, the DAC meet to discuss the application and external consultees are asked to comment on certain types of works. As before, applications are forwarded on to the Registrar for processing and then submitted to the Chancellor for determination.

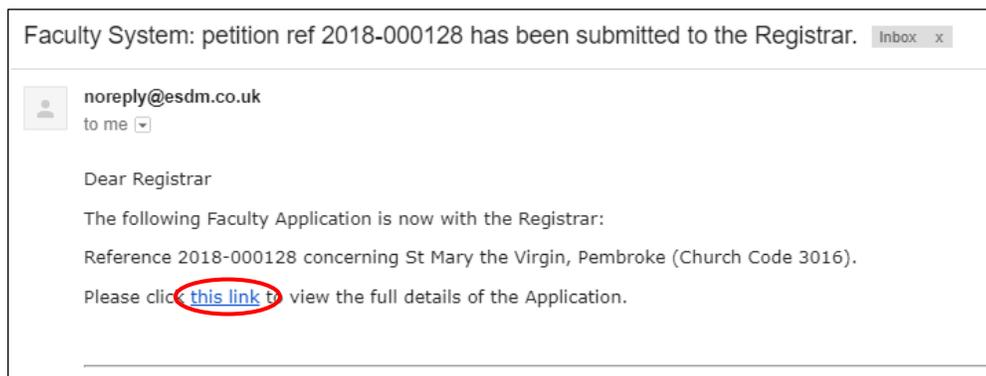
The DAC Secretary receives an email notification once a full faculty application has been started and another after the Applicant/Petitioner has completed the necessary forms and submitted the application. The Registrar also receives confirmation of the submission at this stage (ie. awaiting processing by the DAC). The DAC Secretary will review the application prior to the DAC meeting and request further information if they feel it does not contain enough detail to be considered by the DAC or external consultees. At this point, the application can be passed back to the Applicant/Petitioner (on a *DAC Informal Feedback on Proposal* form) to supply the extra information, which they can upload themselves and/or edit the original faculty forms, before re-submitting the application. Alternately, the DAC Secretary can edit the forms and/or upload further information for the Applicant/Petitioner without passing the application back to them.

After the DAC meeting, the DAC Secretary completes a *DAC Notification of Advice* form before sending the application to the Registrar. It is still possible to return the application to the Applicant/Petitioner at this stage, if the DAC feel that the application is still unsuitable for further consideration. If this happens, the Applicant/Petitioner has the option to revise the application and resubmit, abandon (delete), or submit it directly to the Registrar under the Rules of the Constitution of the Church in Wales. Once the application has been submitted to the Registrar, the DAC Secretary has no further input into the faculty process, although they are informed via email of the applications progress.

Registrars receive an email alert when a full faculty application is ready for them to review and process.

## Viewing an application

1. When you receive email notification from the OFS that the application has been submitted to the Registrar, click on the link within the email to go directly to that application



**Note:** you can also sign into the OFS directly at any time to check whether any applications need your attention without waiting to receive email notification.

2. If you are not already signed in to the OFS when you click on the link, you will be directed to the **Sign In** screen. After signing in, the **Details** screen will be displayed

The screenshot displays the OFS application details for reference 2018-000128. At the top, it shows the application reference, diocese (St Davids), church (St Mary the Virgin, Pembroke), and archdeaconry (St Davids). The status is 'Application with Registrar' and the summary is 'Refurbishment of chancel floor tiles'. The logged-in user is Mr Dai Jones (Tue 20 Mar 2018). Below this, a message states: 'Applicant/Petitioner: The Registrar is reviewing your application and you will receive the Chancellor's determination in due course.' A section for 'Registrar Information' provides instructions on how to view forms, invite consultees, and submit remarks. At the bottom, there is a navigation bar with tabs for 'Details', 'Supporting documents and images', 'History', 'My Notes', 'Messages', and 'Archived Forms'. The 'Details' tab is active, showing a list of application components with their completion status:

Component	Status
Summary description of proposed works	Completed (Green checkmark)
Standard Information	Completed (Green checkmark)
Petition	Completed (Green checkmark)
Statement of Significance	Completed (Green checkmark)
Statement of Needs	Completed (Green checkmark)
Public Notice	Completed (Green checkmark)
DAC Notification of Advice	Completed (Green checkmark)
Registrar's remarks to Chancellor	In Progress (Hourglass icon)
Chancellor's determination and judgment	In Progress (Hourglass icon)

The *Registrar's Remarks to Chancellor* and *Chancellor's Determination and Judgement* forms show as incomplete (as indicated by egg timers)

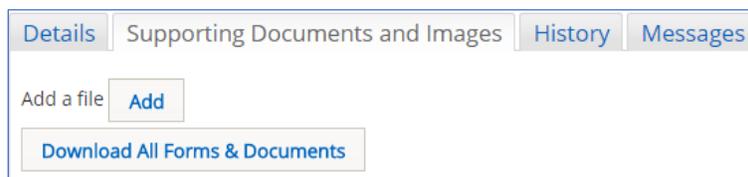
3. Click on the **View Details** buttons for each completed form (as indicated by green ticks) to review the application details

Uploading supporting documentation

Sometimes you may need to upload supporting documentation after the application has been submitted. This could be because the extra documentation was not originally included with the application or only became available after submission by the DAC Secretary. To upload supporting documents:

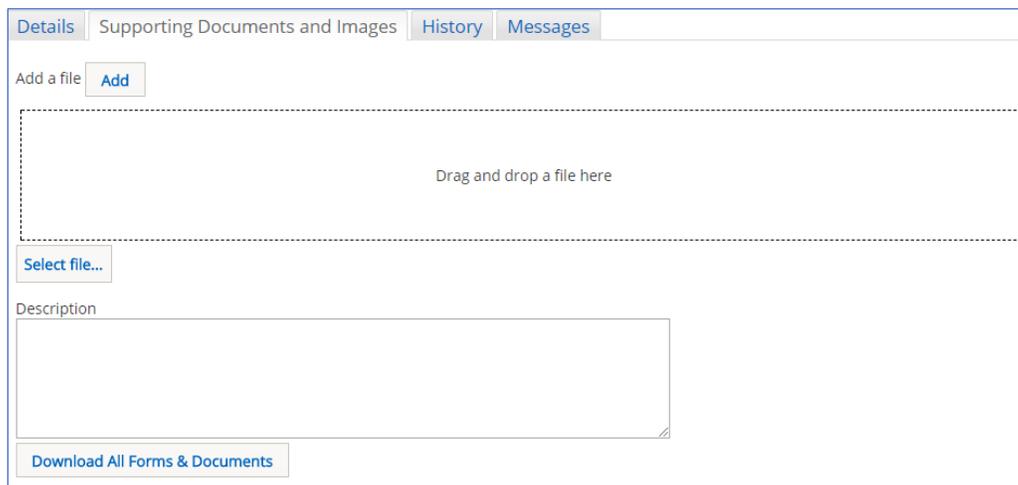
1. From the **Details** screen, click on the **Supporting Documents and Images** tab

2. The **Add** button is displayed



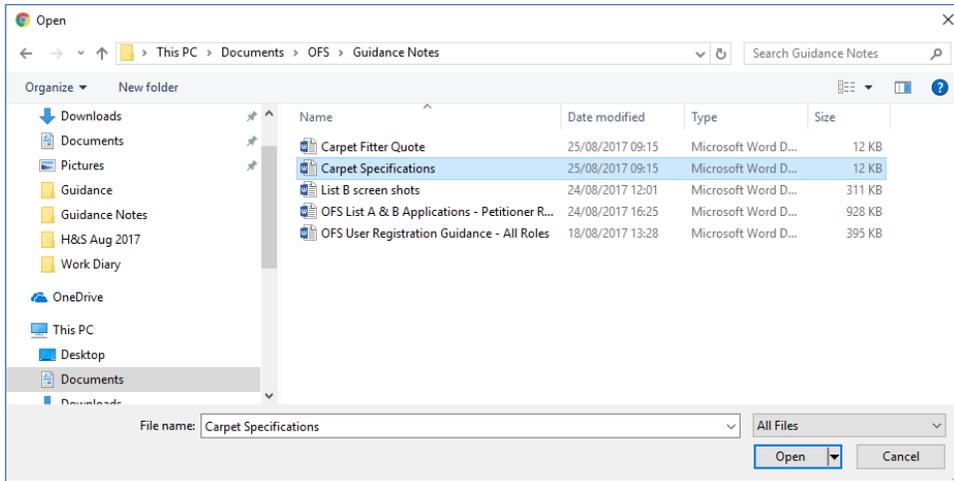
3. Click on the **Add** button

4. The **Document Upload** screen is displayed



5. Click on the **Select File** button

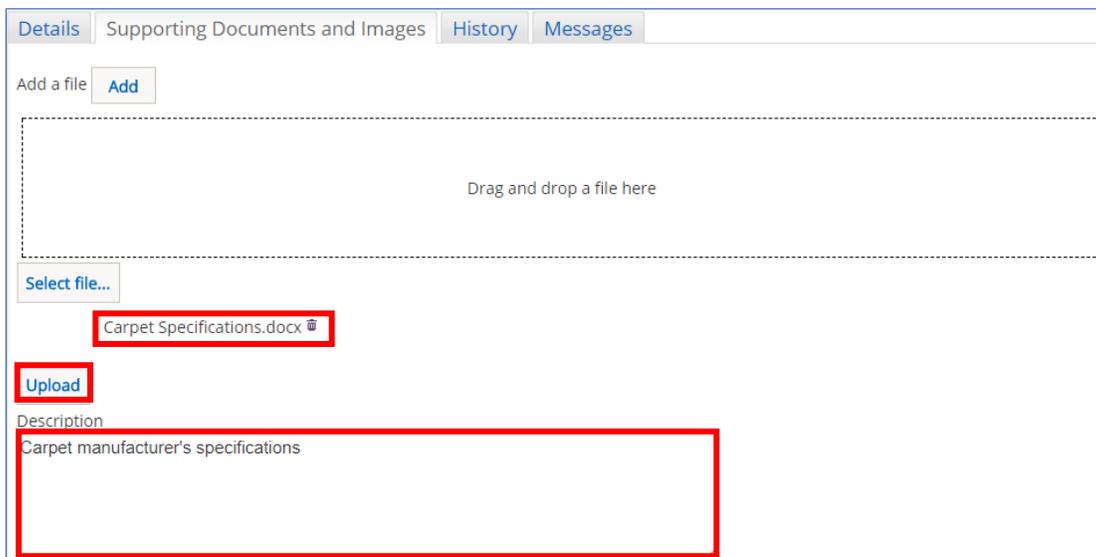
6. The **Open File** window is displayed



7. Select the file that you want to upload (only one can be uploaded at a time) then click on the **Open** button

8. The file name is now visible in the **Document Upload** screen

9. Enter a description for the file in the **Description** text box then click on the **Upload** button



10. The uploaded file is now visible on the **File Name** list

File Name	Description	Size	Modified	Uploaded By
 Carpet Specifications.docx	Carpet manufacturer's specifications	11773	25/08/2017 09:33:53	Dai Jones

11. Repeat the above steps as required to add more files

The description of the file can be changed by clicking on the **Edit** button (pencil). It can also be downloaded by clicking on the **Download** button (red arrow).

Files can also be uploaded via the drag & drop facility.

If you would like to invite consultees to view the application before you send it on to the Chancellor see [Requesting a consultation](#) on page 15.

Completing the Registrar's remarks to Chancellor form

When you are satisfied that the application has all the necessary information for the Chancellor to make a determination, you will need to complete the *Registrar's Remarks to Chancellor* form. This enables you to make any comments on the faculty that you feel the Chancellor may find useful or needs to know before making their decision. Anything recorded in this form is only visible to the Registrar and Chancellor.

1. Click on **Edit Details** button (green pen and note pad) next to the *Registrar's Remarks to Chancellor* form
2. The *Registrar's Remarks to Chancellor* form is displayed
3. Enter your comments to the Chancellor in the **Remarks to Chancellor** text box

The screenshot shows a web interface for editing application details. At the top, there is a header with application information: Application Ref: 2018-000128, Church: St Mary the Virgin, Pembroke, Diocese: St Davids, Archdeaconry: St Davids, Status: Application with Registrar, Logged By: Mr Dai Jones (Tue 20 Mar 2018), and Summary: Refurbishment of chancel floor tiles. Below this is the title 'Registrar's Remarks to Chancellor Form'. A large text box contains instructions: 'Enter any comments you may have for the Chancellor in the text box below and click on the **Finish Form** button when complete. Any comments are confidential to the Chancellor and Registrar.' Below the instructions is a section titled 'Remarks to Chancellor' with a text input area. The input area contains the text: 'I have now received all outstanding consultee responses and associated documentation for this application.' At the bottom of the form are three buttons: 'Save & come back later', 'Cancel', and 'Finish Form'. The 'Remarks to Chancellor' text box is highlighted with a red border in the original image.

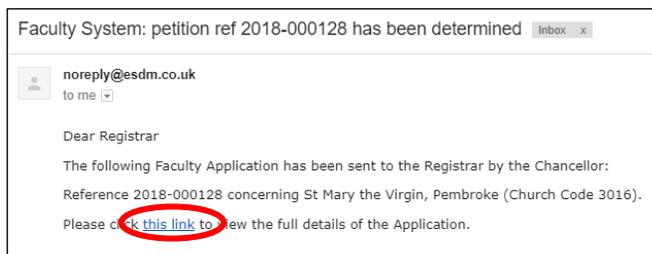
4. Click on the **Finish Form** button
5. The **Details** screen is redisplayed and the form shows as complete
6. Click on the **Submit** button to send the application to the Chancellor
7. The application status changes from "Application with Registrar" to "Awaiting Chancellor's determination" and the *Registrar's Remarks to Chancellor* form can no longer be edited

After the Chancellor has reviewed the application, they would normally grant or refuse the faculty. In either case, the application is passed back to the Registrar to process it ie. send the notification of the grant or refusal of faculty to the Applicant/Petitioner.

The Chancellor grants the faculty

After the Chancellor has granted the faculty, the Registrar will receive OFS email confirmation that it has been determined. The same notification will also be listed on the **Messages** tab, which is accessible from the **Applications Dashboard**. The status of the application now shows as “Registrar to Issue Faculty”.

1. When you receive email notification from the OFS that the application has been determined, click on the link within the email to go directly to the application



**Note:** you can also sign into the OFS directly at any time to check whether any applications need your attention without waiting to receive email notification.

If you are not already signed in to the OFS when you click on the link, you will be directed to the **Sign In** screen. After signing in, the **Details** screen will be displayed



2. Click on the **View Details** button next to the *Chancellor's Determination and Judgement* form to view any comments the Chancellor has made

3. The *Chancellor's Determination and Judgement* form is displayed

Open as PDF for printing
Return to application details

1 of 1
Find | Next

<b>Ref:</b> 2018-000128	<b>Church:</b> St Mary the Virgin, Pembroke
<b>Diocese:</b> St Davids	<b>Archdeaconry:</b> St Davids
<b>Church code:</b> 3016	<b>Created By:</b> Mr Dai Jones (20/03/2018)
<b>Status:</b> Registrar to Issue Faculty	<b>Contact Tel.:</b> 02920 348200

**Chancellor's Determination**

**Action**  Issue Faculty  
 Refuse Faculty  
 Return Application to Registrar

**Directions or other observations**  
This is a well thought out project and I am satisfied that the parish have consulted all relevant parties as the best way to proceed with the refurbishment of the chancel tiles.

**Reasons and/or conditions**

1. The tile specialist should be registered with NADFAS
2. The work must be inspected periodically by the project manager to ensure that the work schedule and specification are being adhered to
3. The finished work should be signed off by the project architect

**Note:** The **Directions or other Observations** section of the form will **not** be visible on the *Faculty* form and is only visible to the Registrar and Chancellor. The **Reasons and/or Conditions** section of the form **will** appear on the *Faculty* form and cannot be edited by the Registrar.

4. Click on the **Return to Application Details** button to return to the **Details** screen
5. Click on the **Edit Details** button next to the *Faculty* form
6. **Step 1** of the *Faculty* form is displayed

Application Ref: 2018-000128	Church: St Mary the Virgin, Pembroke
Diocese: St Davids	Archdeaconry: St Davids
Status: Registrar to Issue Faculty	Logged By: Mr Dai Jones (Tue 20 Mar 2018)
Summary: Refurbishment of chancel floor tiles	

**Faculty**

1

2

Please click on the Next button to complete the Faculty form.

Save & come back later
Cancel
Next

**Note:** This step currently serves no purpose! It is an intermediary stage in the issuing of the *Faculty* form and will be removed in the next major update of the OFS.

7. Click on the **Step 2** or **Next** button
8. The *Faculty* form is displayed showing the reasons for the grant of faculty (these are taken from the **Reasons and/or Conditions** section of the *Chancellor's Determination and Judgement* form)

Application Ref: 2018-000128	Church: St Mary the Virgin, Pembroke
Diocese: St Davids	Archdeaconry: St Davids
Status: Registrar to Issue Faculty	Logged By: Mr Dai Jones (Tue 20 Mar 2018)
Summary: Refurbishment of chancel floor tiles	

Faculty

1 2

**Reasons for grant:**

1. The tile specialist should be registered with NADFAS
2. The work must be inspected periodically by the project manager to ensure that the work schedule and specification are being adhered to
3. The finished work should be signed off by the project architect

Save & come back later Cancel Finish Form

9. Click on the **Finish Form** button

10. The **Details** screen is displayed

11. Click on the **View Details** button next to the **Faculty** form

12. The **Faculty** form as it will be issued to the Applicant/Petitioner is displayed

Open as PDF for printing Return to application details

1 of 1 Find | Next

<b>Ref:</b>	2018-000128	<b>Church:</b>	St Mary the Virgin, Pembroke
<b>Diocese:</b>	St Davids	<b>Archdeaconry:</b>	St Davids
<b>Church code:</b>	3016	<b>Created By:</b>	Mr Dai Jones (20/03/2018)
<b>Status:</b>	Registrar to Issue Faculty	<b>Contact Tel.:</b>	02920 348200

**Grant of Faculty**

In the Diocesan Court of

The parish or Cathedral Church of

I grant a faculty to

**Reasons for grant**

1. The tile specialist should be registered with NADFAS
2. The work must be inspected periodically by the project manager to ensure that the work schedule and specification are being adhered to
3. The finished work should be signed off by the project architect

Signed: Bethan Davis  
Date: 04/04/2018

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

13. Click on the **Return to Application Details** button

14. The **Details** screen is redisplayed

15. Click on the **Submit** button to issue the *Faculty* to the Applicant Petitioner

16. The *Faculty* form now shows as complete and the *Amendments* and *Practical Completion forms* are visible

**Note:** The *Amendments* form allows the DAC Secretary to add any post-faculty notes to the application. It does not amend the application as the name implies. The *Practical Completion* form is the current *Form 13*, which parishes complete when the faculty work has been carried out. The Registrar has no further input into the faculty process after issuing the faculty to the Applicant/Petitioner, although they do receive an email confirming that the application has been approved.

The Chancellor refuses the faculty

If the Chancellor refuses (rejects) the faculty, the Registrar will receive OFS email confirmation that it has been determined. The same notification will also be listed on the Messages tab, which is accessible from the **Applications Dashboard**. The status of the application now shows as “Awaiting Faculty Rejection Letter”.

1. When you receive email notification from the OFS that the application has been determined, click on the link within the email to go directly to the application



**Note:** you can also sign into the OFS directly at any time to check whether any applications need your attention without waiting to receive email notification.

If you are not already signed in to the OFS when you click on the link, you will be directed to the **Sign In** screen. After signing in, the **Details** screen will be displayed

Application Ref: <b>2018-000129</b>	Church: <b>St Teilo, Pembroke Dock</b>
Diocese: <b>St Davids</b>	Archdeaconry: <b>St Davids</b>
Status: <b>Awaiting Faculty Rejection Letter</b>	Logged By: <b>Mr Dai Jones (Thu 22 Mar 2018)</b>
Summary: <b>Replace the roof with yellow concrete tiles</b>	

The Chancellor has considered your application and it has been refused on this occasion. You will receive more information and the reasons for its refusal from the Registrar in due course.

Details [Supporting documents and images](#) [History](#) [My Notes](#) [Messages](#) [Archived Forms](#)

Summary description of proposed works		
Standard Information		
Petition		
Statement of Significance		
Statement of Needs		
Public Notice		
DAC Notification of Advice		
Registrar's remarks to Chancellor		
Chancellor's determination and judgment		
Faculty Rejection Letter		

[Submit](#)
[Return to Applications dashboard](#)
[Delete the application](#)
[Invite Consultees](#)

[Download All Forms & Documents](#)

2. Click on the **View Details** button next to the *Chancellor's Determination and Judgement* form to view any comments the Chancellor has made

3. The *Chancellor's Determination and Judgement* form is displayed

1 of 1 Find | Next

<b>Ref:</b>	2018-000129	<b>Church:</b>	St Teilo, Pembroke Dock
<b>Diocese:</b>	St Davids	<b>Archdeaconry:</b>	St Davids
<b>Church code:</b>	2883	<b>Created By:</b>	Mr Dai Jones (22/03/2018)
<b>Status:</b>	Awaiting Faculty Rejection Letter	<b>Contact Tel.:</b>	02920 348200

**Chancellor's Determination**

**Action**

- Issue Faculty
- Refuse Faculty
- Return Application to Registrar

**Directions or other observations**

This is a very poorly thought out project and needs to be resubmitted when the parish have received proper professional advice.

**Reasons and/or conditions**

1. This application was very poorly put together and lacked architect's plans, a work schedule, adequate funding and DAC recommendation
2. The current roofing material is in good condition and does not need to be replaced
3. The church is in a conservation area and as such cannot have a yellow roof

**Note:** The **Directions or other Observations** section of the form will **not** be visible on the *Refusal of Faculty* form and is only visible to the Registrar and Chancellor. The **Reasons and/or Conditions** section of the form **will** appear on the *Refusal of Faculty* form and cannot be edited by the Registrar.

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

5. Click on the **Edit Details** button next to the *Faculty Rejection* letter

6. The *Faculty Rejection* form is displayed showing the reasons for the refusal of faculty (these are taken from the **Reasons and/or Conditions** section of the *Chancellor's Determination and Judgement* form)

Application Ref: 2018-000129	Church: St Teilo, Pembroke Dock
Diocese: St Davids	Archdeaconry: St Davids
Status: Awaiting Faculty Rejection Letter	Logged By: Mr Dai Jones (Thu 22 Mar 2018)
Summary: Replace the roof with yellow concrete tiles	

Faculty Rejection Form

Please enter the Chancellor's reasons for rejecting this faculty below. These will be visible on the Refusal of Faculty form.

**Rejection remarks**

1. This application was very poorly put together and lacked architect's plans, a work schedule, adequate funding and DAC recommendation
2. The current roofing material is in good condition and does not need to be replaced
3. The church is in a conservation area and as such cannot have a yellow roof

Save & come back later   Cancel   Finish Form

7. Click on the **Finish Form** button

8. The **Details** screen is displayed

9. Click on the **View Details** button next to the *Faculty Rejection* letter

10. The *Refusal of Faculty* form as it will be issued to the Applicant/Petitioner is displayed

1 of 1   Find | Next

<b>Ref:</b> 2018-000129	<b>Church:</b> St Teilo, Pembroke Dock
<b>Diocese:</b> St Davids	<b>Archdeaconry:</b> St Davids
<b>Church code:</b> 2883	<b>Created By:</b> Mr Dai Jones (22/03/2018)
<b>Status:</b> Awaiting Faculty Rejection Letter	<b>Contact Tel.:</b> 02920 348200

### Refusal of Faculty

In the Diocesan Court of

The parish or Cathedral Church of

I decline to grant a Faculty sought by Dai Jones by petition dated 22/03/2018 for the reasons set out herein:

1. This application was very poorly put together and lacked architect's plans, a work schedule, adequate funding and DAC recommendation
2. The current roofing material is in good condition and does not need to be replaced
3. The church is in a conservation area and as such cannot have a yellow roof

Signed: Bethan Davis  
Date: 04/04/2018

11. Click on the **Return to Application Details** button
12. The **Details** screen is redisplayed
13. Click on the **Submit** button to issue the *Refusal of Faculty* to the Applicant Petitioner
14. The *Faculty* form now shows as complete

The Registrar has no further input into the online faculty process after issuing the *Refusal of Faculty* to the Applicant/Petitioner.

The Chancellor returns the faculty application

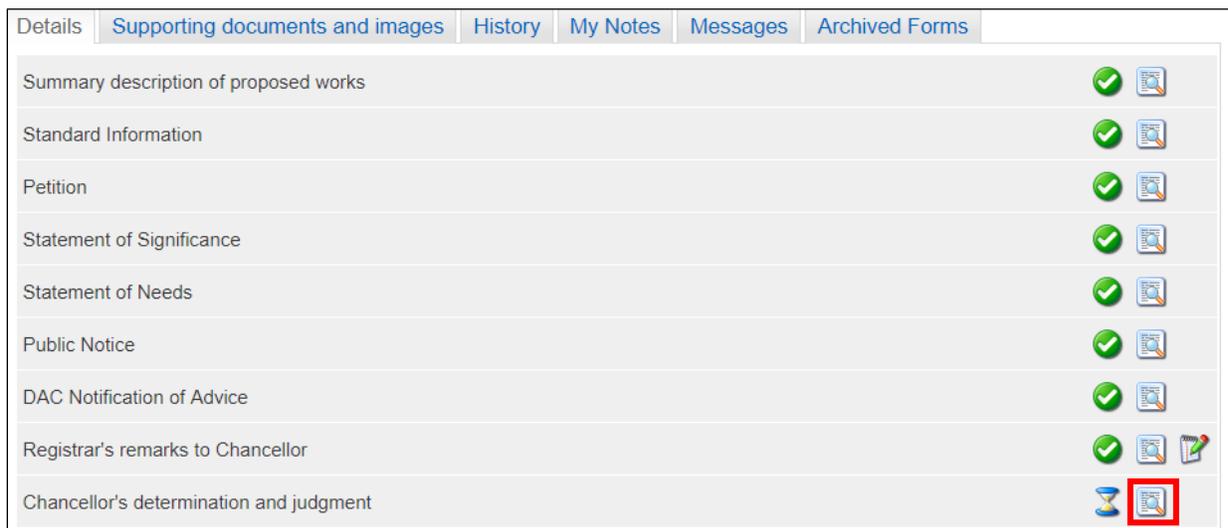
The Chancellor can pass the application back to the Registrar without granting or refusing the faculty. For example, if they require further information in order to make a determination. When this happens, the Registrar will receive an email advising that the application has been returned.

1. When you receive email notification from the OFS that the application has been returned by the Chancellor, click on the link within the email to go directly to that application



**Note:** you can also sign into the OFS directly at any time to check whether any applications need your attention without waiting to receive email notification.

If you are not already signed in to the OFS when you click on the link, you will be directed to the **Sign In** screen. After signing in, the **Details** screen will be displayed



**Note:** The *Chancellor's Determination and Judgement* form will show as incomplete (it only shows as complete when the faculty has been granted or refused), even though the Chancellor has entered their directions and/or reasons for returning it.

2. Click on the **View Details** button next to the *Chancellor's Determination and Judgement* form to view the Chancellor's comments

3. The *Chancellor's Determination and Judgement* form is displayed

Open as PDF for printing    Return to application details

1 of 1    Find | Next

<b>Ref:</b>	2018-000128	<b>Church:</b>	St Mary the Virgin, Pembroke
<b>Diocese:</b>	St Davids	<b>Archdeaconry:</b>	St Davids
<b>Church code:</b>	3016	<b>Created By:</b>	Mr Dai Jones (20/03/2018)
<b>Status:</b>	Application with Registrar	<b>Contact Tel.:</b>	02920 348200

**Chancellor's Determination**

**Action**

- Issue Faculty
- Refuse Faculty
- Return Application to Registrar

**Directions or other observations**

I do not feel that there is enough information in this application to make a determination. Due to the historic significance of St Mary's Church and its rare medieval chancel tiles, I would like the parish to consult with the National Association of Decorative and Fine Art Societies (NADFAS), who will be able to advise the most sympathetic way to refurbish them.

**Reasons and/or conditions**

A faculty will be deferred until the NADFAS report has been uploaded to this application.

4. Once you have read the Chancellor's comments, click on the **Return to Application Details** button to return to the **Details** screen

5. The **Details** screen is displayed

You will now need to follow the Chancellor's directions, re-edit the *Registrar's Remarks to Chancellor* form and resend it to the Chancellor. See [Completing the Registrar's remarks to Chancellor form](#) on page 24 for further information. The Chancellor will review the application again, and grant or refuse the faculty. See [The Chancellor grants the faculty](#) on page 25 and [The Chancellor refuses the faculty](#) on page 28 for information.

## Appendix I – List A & B Items

**Table 1: List A – Matters which 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  
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