



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

ONLINE FACULTY SYSTEM

CHANCELLOR 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 documentation (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

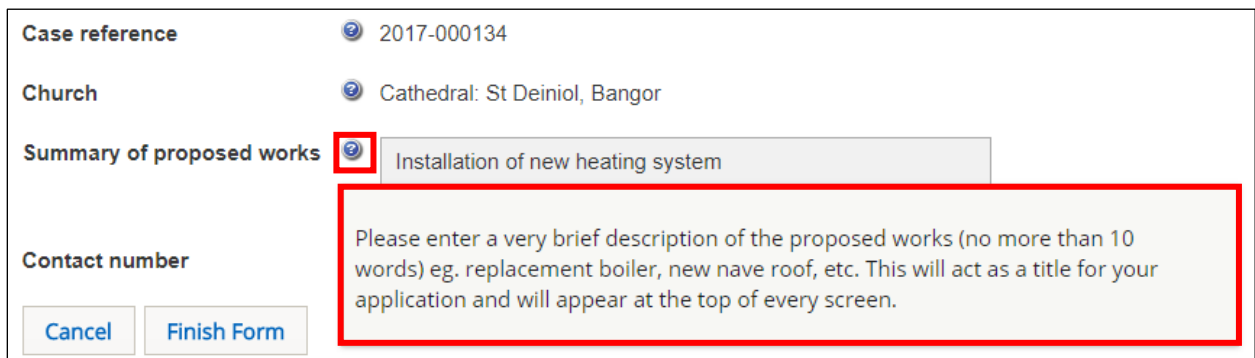
Search the site

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

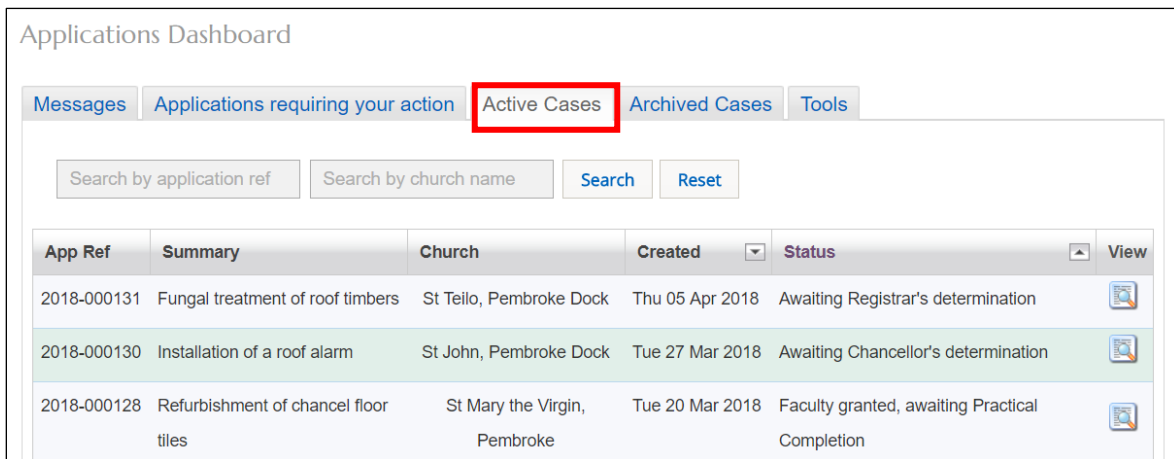
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The Applications Dashboard

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 Chancellors 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

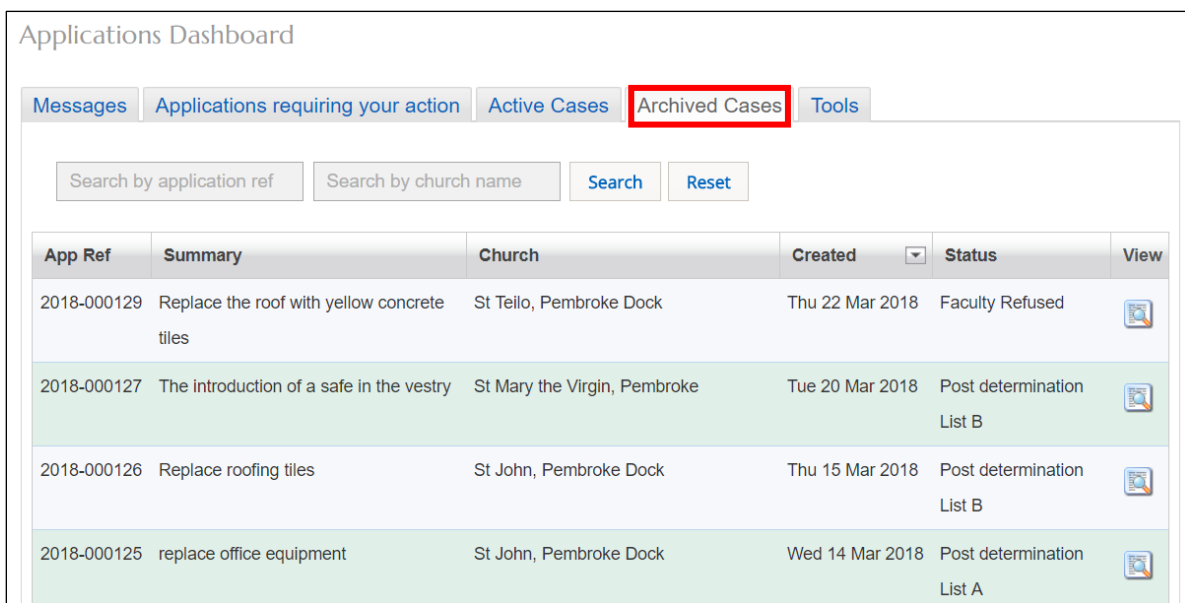
Messages Applications requiring your action **Active Cases** Archived Cases Tools

Search by application ref Search by church name Search Reset

App Ref	Summary	Church	Created	Status	View
2018-000131	Fungal treatment of roof timbers	St Teilo, Pembroke Dock	Thu 05 Apr 2018	Awaiting Registrar's determination	
2018-000130	Installation of a roof alarm	St John, Pembroke Dock	Tue 27 Mar 2018	Awaiting Chancellor's determination	
2018-000128	Refurbishment of chancel floor tiles	St Mary the Virgin, Pembroke	Tue 20 Mar 2018	Faculty granted, awaiting Practical Completion	

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. Awaiting Chancellor's Determination.





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
2018-000129	Replace the roof with yellow concrete tiles	St Teilo, Pembroke Dock	Thu 22 Mar 2018	Faculty Refused	
2018-000127	The introduction of a safe in the vestry	St Mary the Virgin, Pembroke	Tue 20 Mar 2018	Post determination List B	
2018-000126	Replace roofing tiles	St John, Pembroke Dock	Thu 15 Mar 2018	Post determination List B	
2018-000125	replace office equipment	St John, Pembroke Dock	Wed 14 Mar 2018	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 check if any require your attention, 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
2018-000132	Reinstate medieval south porch configuration	St Mary the Virgin, Pembroke	Fri 06 Apr 2018	Awaiting Chancellor's determination	
2018-000130	Installation of a roof alarm	St John, Pembroke Dock	Tue 27 Mar 2018	Awaiting Chancellor's determination	

This is a useful tab to click on each time you sign in to the OFS to check whether any applications need your attention.

7. To sort a list of applications alphabetically or numerically, click on the field name (column heading) by which you wish 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 in an application, click on the **View this Application** button




















App Ref	Summary	Church	Created	Status	View
2018-000132	Reinstate medieval south porch configuration	St Mary the Virgin, Pembroke	Fri 06 Apr 2018	Awaiting Chancellor's determination	

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

Application Ref: **2018-000132** Church: **St Mary the Virgin, Pembroke**
 Diocese: **St Davids** Archdeaconry: **St Davids**
 Status: **Awaiting Chancellor's determination** Logged By: **Mr Dai Jones (Fri 06 Apr 2018)**
 Summary: **Reinstate medieval south porch configuration**

The Registrar has submitted the faculty application to the Chancellor for his/her determination.

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	  

[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 individual forms in an application, click on any of the **View Details** buttons

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

Summary description of proposed works	 
Standard Information	 
Petition	 

12. The **Report** screen is displayed

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

Is the church listed? Yes No

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

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

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

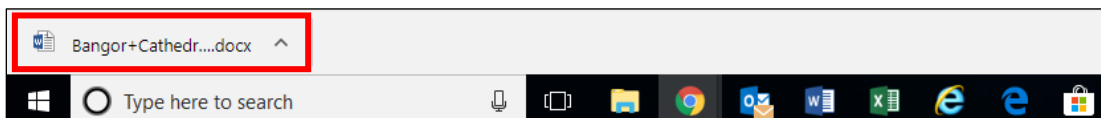
14. The **Details** screen is redisplayed

15. Click on the **Supporting Documents and Images** tab to view a list of uploaded documents

File Name	Description	Size	Modified	Uploaded By
Bangor Cathedral Listed Building Description.docx	Cadw LB report from Historic Wales Portal	23189	06/04/2018 10:30:52	Sian Evans

16. Click on the document name to download it to your laptop/tablet/PC

Unlike the forms in an application, supporting documents do not display in a separate report window when clicked on. They are downloaded automatically to your laptop/tablet/PC and show on the status bar at the bottom of the screen (and in the **Downloads** folder), although this may depend on how your laptop/tablet/PC has been set up.



Clicking on the document name in the status bar will open it where it can be viewed, saved and printed in the normal way.

17. Click on the **Details** tab to return to the **Details** screen

Printing and downloading forms in an application

You have the option to download individual forms in an application or all forms (and supporting documents) in one go. 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)

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

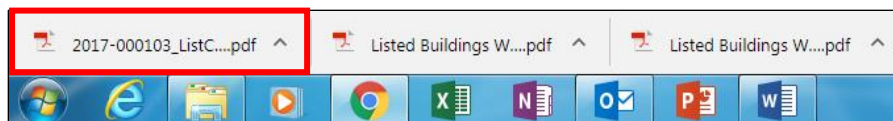
If so, please state whether it is grade I, II* or II: I

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

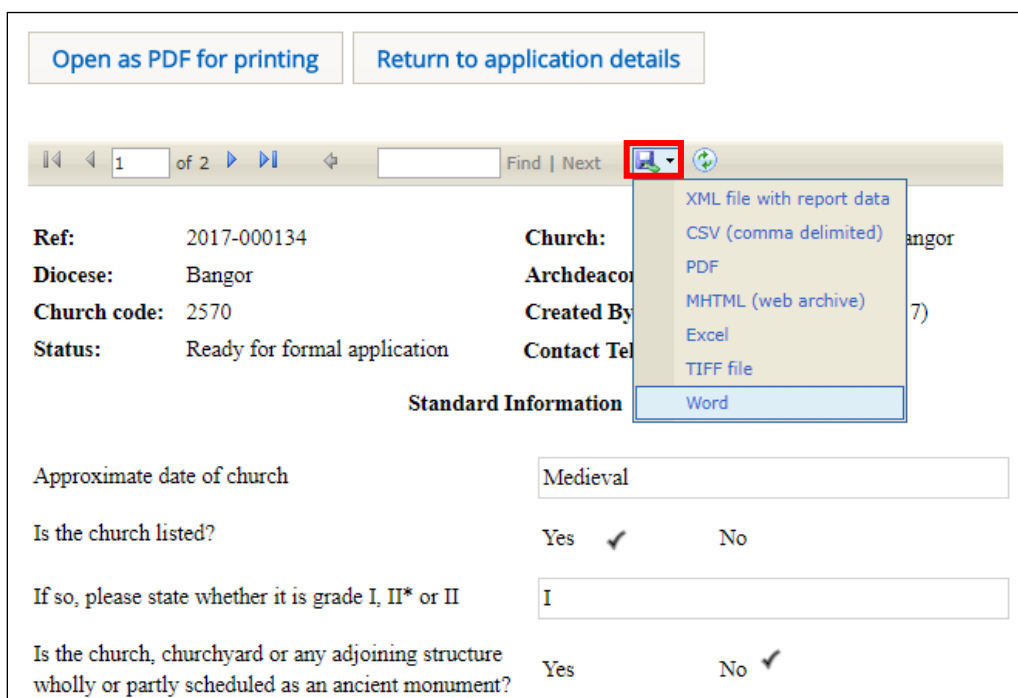
2. Click on the **Open as PDF for printing** button

The report is downloaded automatically to your laptop/tablet/PC and shows on the status bar at the bottom of the screen (and in the Downloads folder), although this may depend on how your laptop/tablet/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

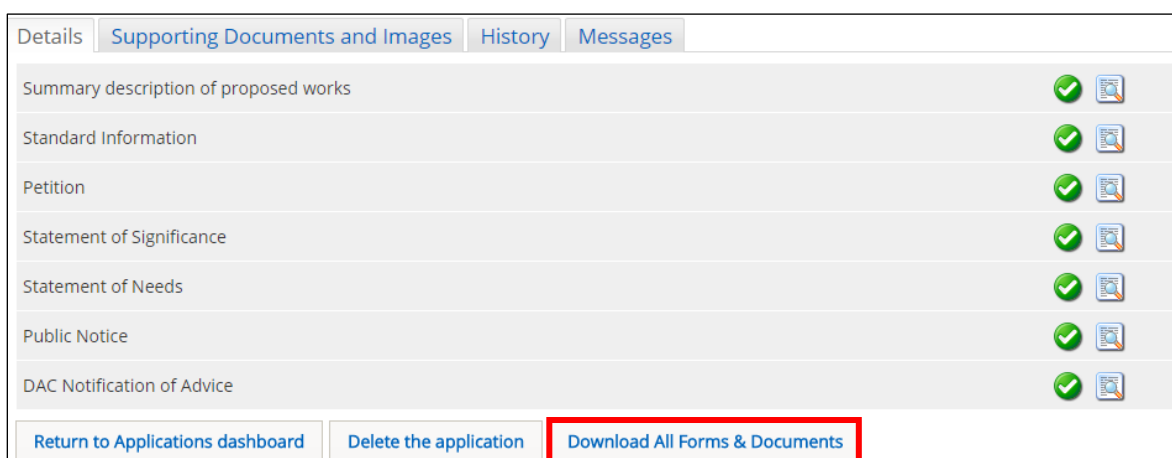


The report is downloaded to the status bar at the bottom of the screen. Clicking on it will open it, where it can be viewed, saved and printed.

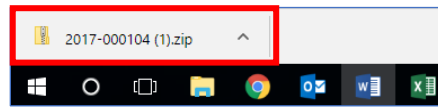
4. Click on the **Return to application Details** button to re-display the **Details screen**

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 automatically to your laptop/tablet/PC and shows on the status bar at the bottom of the screen (and in the Downloads folder), although this may depend on how your laptop/tablet/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.

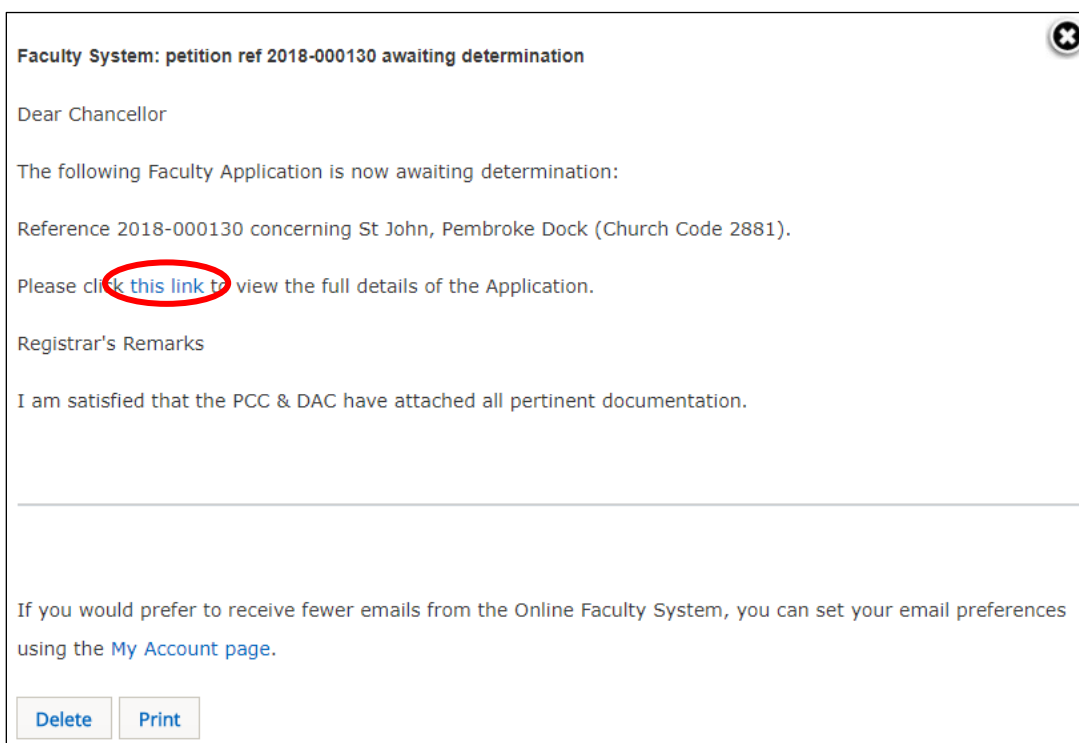
Messages

The OFS sends out email messages to registered users at various stages of an application. It also stores a copy of the 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

Subject	Date received	Date read
Faculty System: petition ref 2018-000132 awaiting determination	06/04/2018 09:46	
Faculty System: petition ref 2018-000130 awaiting determination	06/04/2018 09:19	
Faculty System: petition ref 2017-000063 awaiting determination	05/04/2018 11:50	
Faculty System: petition ref 2017-000098 awaiting determination	05/04/2018 11:37	

4. Click on the **View Details** button to display a message
5. The message is displayed



If the Registrar has entered any comments into the *Registrar's Remarks to Chancellor* form, they will also be displayed in the message.

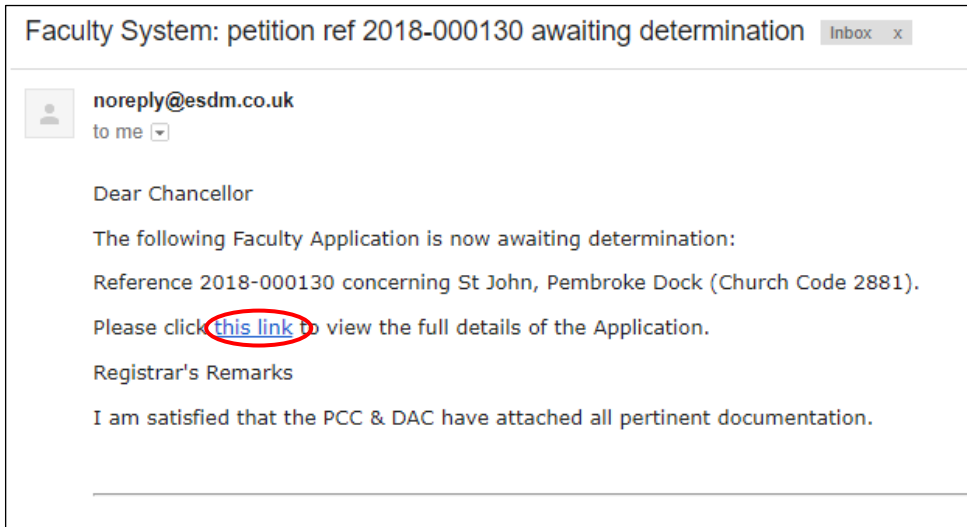
6. To quickly go to the application that the message refers to, click on the link in the message
7. To print the message, click on the **Print** button
8. To delete the message, click on the **Delete** button
9. To close the message, click on the **X** button (in the top right-hand corner) to return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

Processing a Full Faculty Application

The Chancellor has no direct input to List A and B applications, although he/she can review them at any time (see [Searching for and viewing an application](#) on page 4). The point at which they become involved in the faculty process is after the Registrar has submitted a full faculty application to them for determination.

Viewing an application

- I. When you receive email notification from the OFS that the application is awaiting determination, 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

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

The Registrar has submitted the faculty application to the Chancellor for his/her determination.

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	  

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

[Download All Forms & Documents](#)

All forms in the application show as complete (green ticks) except the *Chancellor's Determination and Judgement* form which shows as incomplete (as indicated by the egg timer).

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

Requesting a consultation

In most cases, any consultations required under the Faculty Rules of the Church in Wales' Constitution, will already have been carried out and the responses noted, perhaps in the *DAC Notification of Advice* and *Registrar's Remarks to Chancellor* forms, or uploaded as supporting documentation (eg. DAC meeting minutes, copies of letters or emails from consultees, etc). However, there may be occasions when you require further consultation. If so, you can request a consultation from consultees registered on the OFS (eg. DAC members, Amenity Societies, Local Authority planning or conservation officers, Cadw, etc).

1. From the **Details** screen, click on the **Invite Consultees** button

2. The **Invite Consultee** box is displayed showing a list of all registered consultees

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](#)

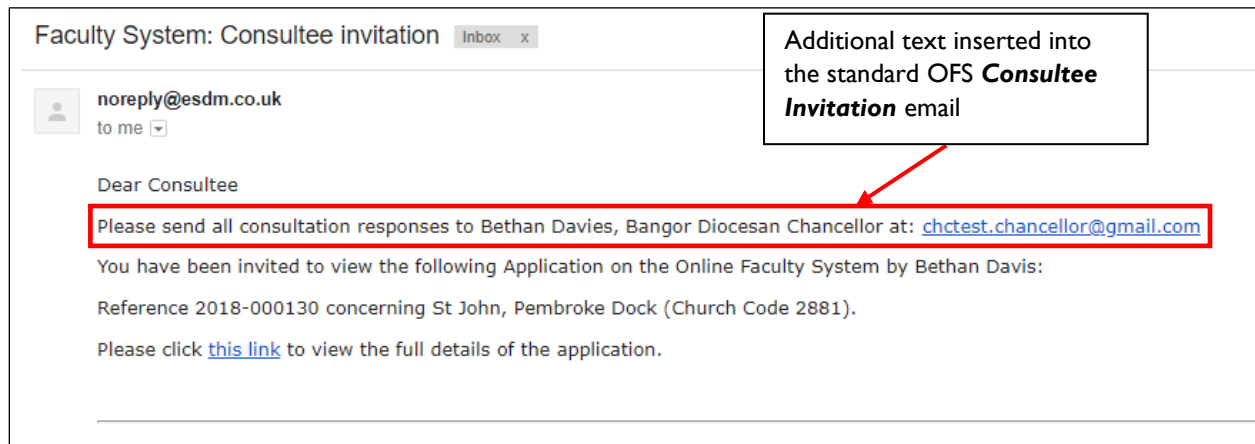
Page size: 10 Page 1 of 3 (30 items)

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.

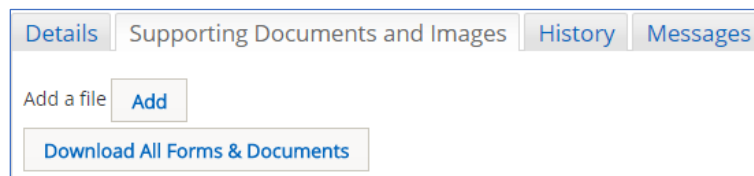


Uploading supporting documentation

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

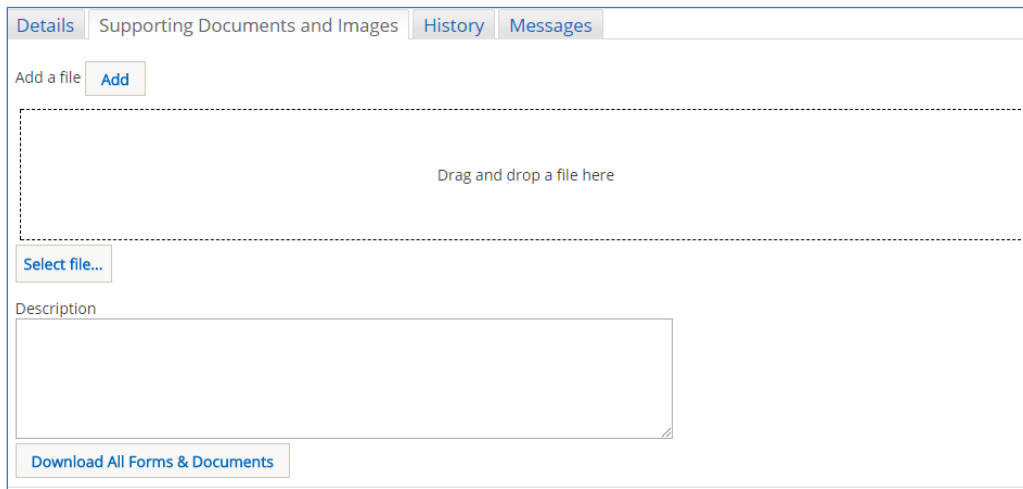
1. From the **Details** screen, click on the **Supporting Documents and Images** tab

2. The **Add** button is displayed



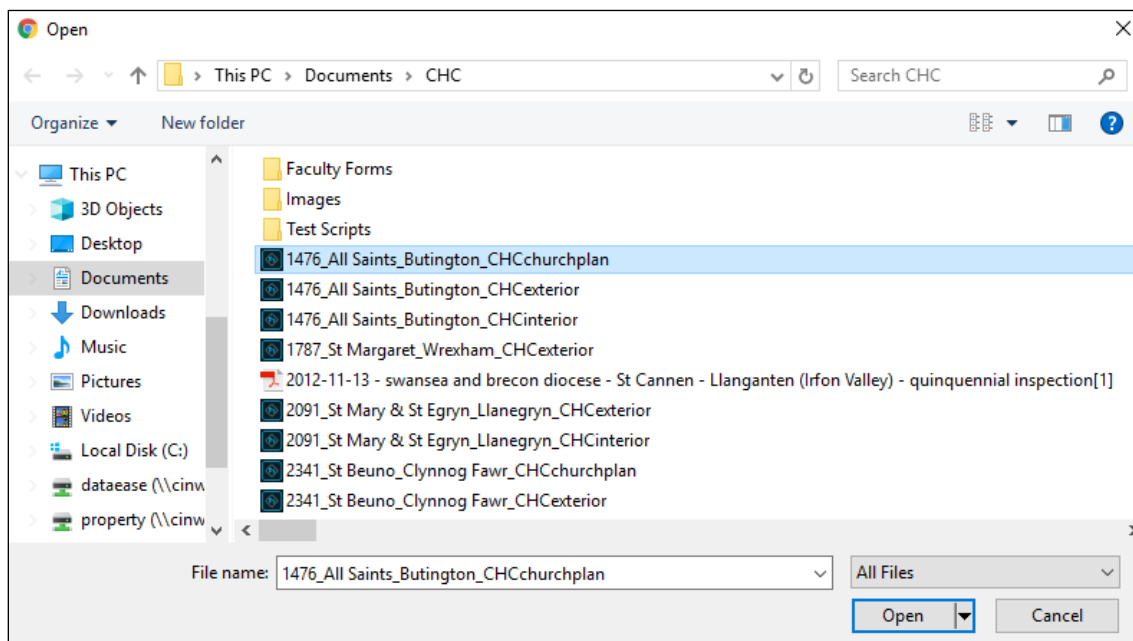
3. Click on the **Add** button

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

Details Supporting documents and images History My Notes Messages Archived Forms

Add a file


Drag and drop a file here

1476_All Saints_Buttington_CHCchurchplan.jpg

Description

Church Plan - All Saints Buttington

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

File Name	Description	Size	Modified	Uploaded By
 1476_All Saints_Buttington_CHCchurchplan.jpg	Church Plan - All Saints Buttington	23014	06/04/2018 15:52:57	Bethan Davis

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) or the file name.

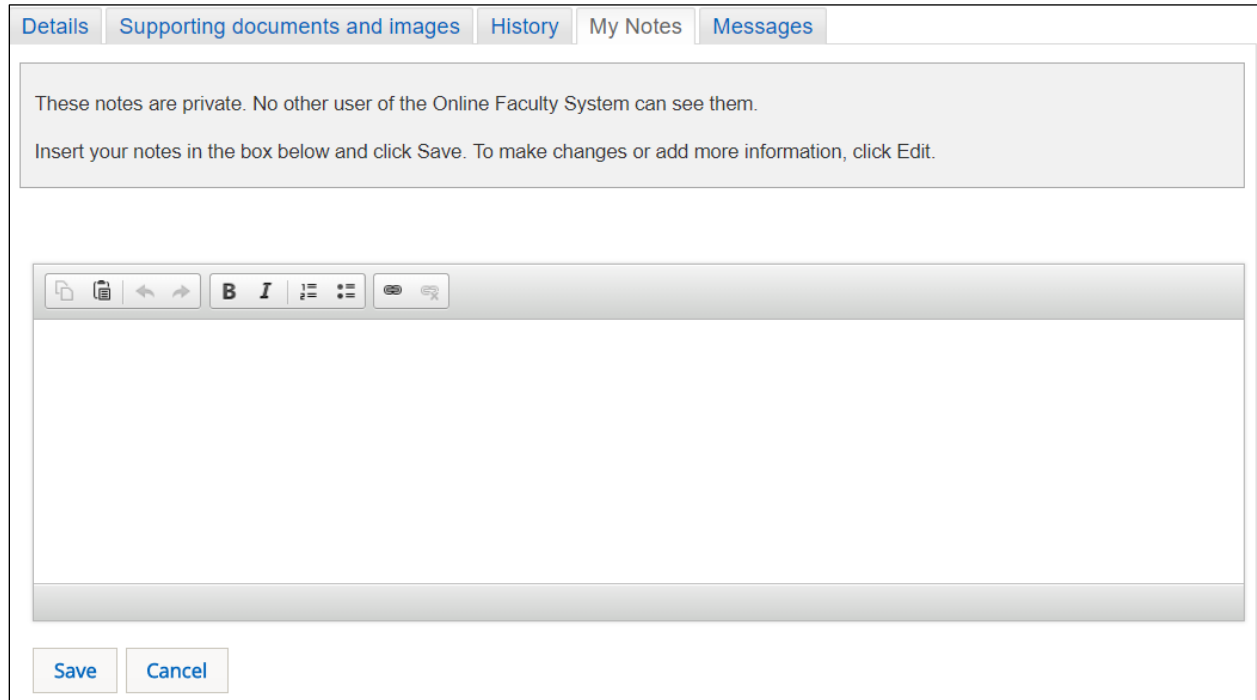
Files can also be uploaded via the drag & drop facility.

Adding personal notes

You can add personal notes to an application. This is particularly useful if you cannot complete the *Chancellor's Determination and Judgement* form immediately after reviewing all forms and supporting documentation for an application. You may have requested further information or consultations for example, and need to wait until these are received before making your determination. A few comments added in your personal notes can act as an *aide memoire* when you return to the application.

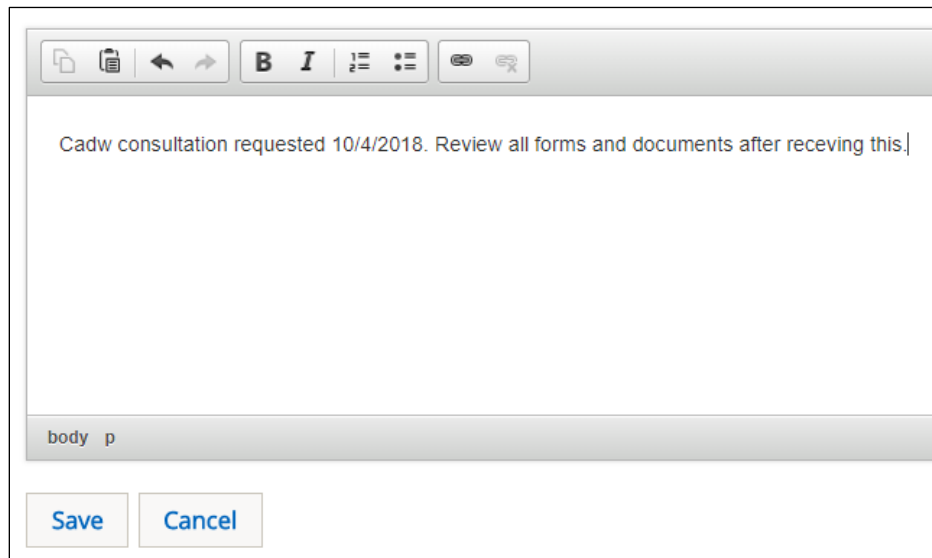
1. From the **Details** screen, click on the **My Notes** tab

2. The **My Notes** text box is displayed



The screenshot shows a web interface with a navigation bar at the top containing tabs for 'Details', 'Supporting documents and images', 'History', 'My Notes', and 'Messages'. The 'My Notes' tab is active. Below the navigation bar is a grey box with the text: 'These notes are private. No other user of the Online Faculty System can see them. Insert your notes in the box below and click Save. To make changes or add more information, click Edit.' Below this is a large text area with a rich text editor toolbar. The toolbar includes icons for undo, redo, bold (B), italic (I), bulleted list, numbered list, link, and unlink. The text area is currently empty. At the bottom of the text area are two buttons: 'Save' and 'Cancel'.

3. Click in the text box and add your comments



This screenshot shows the same 'My Notes' interface as the previous one, but with text entered in the text area. The text reads: 'Cadw consultation requested 10/4/2018. Review all forms and documents after receiving this.' The cursor is positioned at the end of the text. The toolbar and 'Save' and 'Cancel' buttons are also visible.

4. Click on the **Save** button when complete

Cadw consultation requested 10/4/2018. Review all forms and documents after receiving this.

[Edit](#)

5. The text is saved and the **Edit** button is displayed

You can add further notes at any time by selecting the **My Notes** tab and clicking on the **Edit** button. The text box will redisplay and you can add to or amend your comments. Click on the **Update** button to save them.

Cadw consultation requested 10/4/2018. Review all forms and documents after receiving this.

Consultation feedback received 11/4/2018 and uploaded as supporting documents.

body p

[Update](#) [Cancel](#)

Completing the Chancellor's determination and judgement form

When you have made your determination, you will need to complete the *Chancellor's Determination and Judgement* form, which has two sections. The first section, *Directions or other Observations*, allows you to enter any comments that you feel may be useful to the Registrar or should be documented as part of the faculty record. The second section, *Reasons and/or Conditions*, allows you to record any conditions the Applicant/Petitioner must comply with for the grant of faculty, or any reasons for its refusal. Anything entered into the *Reasons and/or Conditions* section will be displayed on the *Grant of Faculty* or *Refusal of Faculty* forms issued to the Applicant/Petitioner. Anything recorded in the *Directions or Other Observations* section is only visible to the Registrar and Chancellor.

1. From the **Details** screen, click on **Edit Details** button (green pen and note pad) next to the *Chancellor's Determination and Judgement* form

Application Ref: **2018-000132** Church: **St Mary the Virgin, Pembroke**
 Diocese: **St Davids** Archdeaconry: **St Davids**
 Status: **Awaiting Chancellor's determination** Logged By: **Mr Dai Jones (Fri 06 Apr 2018)**
 Summary: **Reinstate medieval south porch configuration**

The Registrar has submitted the faculty application to the Chancellor for his/her determination.

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		

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

[Download All Forms & Documents](#)

2. Chancellor's Determination and Judgement form is displayed

Application Ref: **2018-000132** Church: **St Mary the Virgin, Pembroke**
 Diocese: **St Davids** Archdeaconry: **St Davids**
 Status: **Awaiting Chancellor's determination** Logged By: **Mr Dai Jones (Fri 06 Apr 2018)**
 Summary: **Reinstate medieval south porch configuration**

Chancellor's Determination Form

Please note that you can view all the forms and accompanying documentation for this faculty application from the Details tab. Once you are satisfied that everything is in order, please select the **Issue Faculty** or **Refuse Faculty** option as appropriate. Select the **Return Application to Registrar** option if you require further information about this application or further action needs to be taken by the Registrar.

Insert any comments you may have to the Registrar in the **Directions and Observations** box. These are confidential to the Chancellor and Registrar.

Insert any conditions for the granting or refusal of this faculty in the **Reasons and/or Conditions** box. These will appear on the grant or refusal of faculty form.

Action

- Issue Faculty
- Refuse Faculty
- Return Application to Registrar

Your Directions or other observations

Reasons and/or conditions

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

3. Select your action (issue faculty, refuse faculty or return application to Registrar)

4. Enter your comments to the Registrar or for the faculty record in the *Directions or other Observations* text box

Note: if you are returning the faculty application to the Registrar *without* making a determination (perhaps because you require further information), then you only need to enter your comments in the *Directions or other Observations* text box.

5. Enter your conditions for the granting of the faculty or the reasons for refusing it, in the *Reasons and/or Conditions* text box

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

7. The **Details** screen is redisplayed and the *Chancellor's Determination and Judgement* form shows as completed (green tick)

8. Click on the **Submit** button to send the application to the Registrar for the issuing of the *Grant of Faculty* or *Refusal of Faculty* forms, or to return it

The Chancellor has no further input into the faculty process at this point if the faculty was granted or refused.

If the faculty was granted, the *Grant of Faculty* form is automatically generated by the OFS and the application is returned to the Registrar for issuing. The application now has a status of "Registrar to Issue Faculty". If the faculty was refused, the *Refusal of Faculty* form is automatically generated by the OFS and the application is returned to the Registrar for issuing. The application now has a status of "Awaiting Faculty Rejection Letter".

If the application was returned to the Registrar, he or she will then need to follow any directions entered into the *Chancellor's Determination and Judgement* form and resubmit the *Registrar's Remarks to Chancellor* form, once these have been carried out. The *Chancellor's Determination and Judgement* form will therefore need to be edited once a determination has been made. See *Completing the Chancellor's determination and judgement form* on page 18 for information.

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>
A1. Church building etc.	
(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>
A2. Musical instruments	
(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.
A3. Bells etc.	
(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
A4. Clocks	
(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>
A5. Church contents	
(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"> • Royal coats of arms • hatchments or other heraldic achievements • paintings • textiles of historic or artistic interest • church plate (including candlesticks and crosses)
(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>	
A7. Churchyard	
(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.
A8. Trees	
(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>
B1. Church building etc.	
(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"> • when installed will not be visible from ground level <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>
B2. Bells etc.	
(1) The lifting of a bell to allow the cleaning of bearings and housings	Regard is had to any guidance issued by the 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>
B3. Clocks	
(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	
B4. Church contents	
(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.
B5. Churchyard	
(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
11th May 2018