YR EGLWYS   THE CHURCH
YNG NGHYMRU   IN WALES

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

ONLINE FACULTY SYSTEM

EXTERNAL CONSULTEE USER GUIDANCE

Version 1.0

Introduction

The Church in Wales' faculty application process has now changed to an online system. This will affect the way in which external consultees (eg. local authorities, amenity societies, Cadw, etc) are invited to review faculty applications. All consultees will be sent a link to each faculty application, and, providing they have already registered with the Online Faculty System (OFS), will be able to view each application and any associated documentation online. This has the advantage of making the system open and transparent to all consultees, who will then be able to choose whether or not they wish to view an application and comment on it.

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 Diocesan Advisory Committee (DAC) Secretary and the Diocesan Registrar are notified. External consultees will not be asked to comment on these types of applications, although they will be available to view in the OFS.

List B applications cover straightforward works (eg. replacing a boiler) that have very little or no impact on the historic fabric of the church or churchyard. They are reviewed by a DAC member (or members) and require the permission of the Diocesan Registrar before they can proceed. External consultees may be asked to comment on these types of applications.

Full faculty applications are reviewed by the DAC and certain external consultees, as set out in the Church in Wales' Constitution. Consultees have 28 days to respond. Once all responses have been received, the application is checked by the Diocesan Registrar, before being passed on to the Diocesan Chancellor for determination.

All information previously required for a full faculty application is still needed eg. completion of a main faculty form (petition) and supporting information (eg. architect plans and specifications, 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 *Summary Description of Proposed Works* and *Standard Information* forms 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 the Applicant/Petitioner first starts the application, and indicates whether it is a List A, List B or full faculty. In addition, it assigns a unique identification number to the application.

The *Standard Information* form is completed by the Applicant/Petitioner and records information about the church, such as whether it is listed, in a conservation area or national park, and whether

the churchyard is used for burials or has other listed structures within in. If information about a church already exists in Church Heritage Cymru (CHC), the Church in Wales' church record database, this can be imported into the *Standard Information* form.

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

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

This guidance is divided into a series of sections which take you through viewing, downloading and consulting on an application.

Contents

Signing in to the OFS

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

1. Open the email and click on the link within it
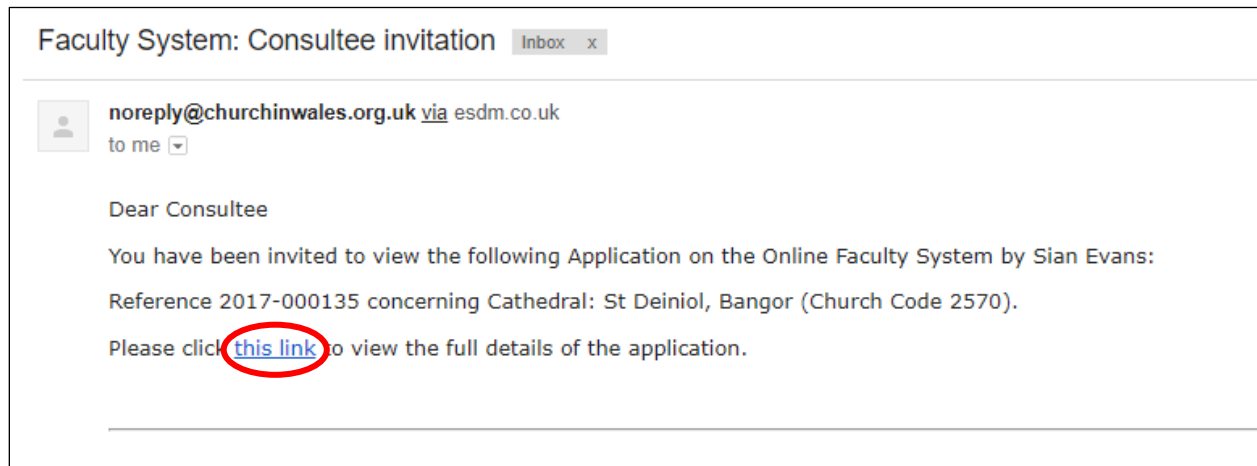
2. The Online Faculty System/Church Heritage Cymru *Sign In* screen is displayed

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

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

Viewing a Faculty Form

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

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

2. The form opens as a printable report

Search the site

CHURCH HERITAGE CYMRU

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

Standard Information

Approximate date of church	Medieval	
Is the church listed?	Yes ✓	No
If so, please state whether it is grade I, II* or II	I	
Is the church, churchyard or any adjoining structure wholly or partly scheduled as an ancient monument?	Yes	No ✓
Is the church, churchyard or any adjoining structure in a conservation area?	Yes ✓	No

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

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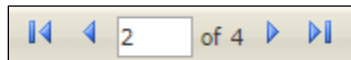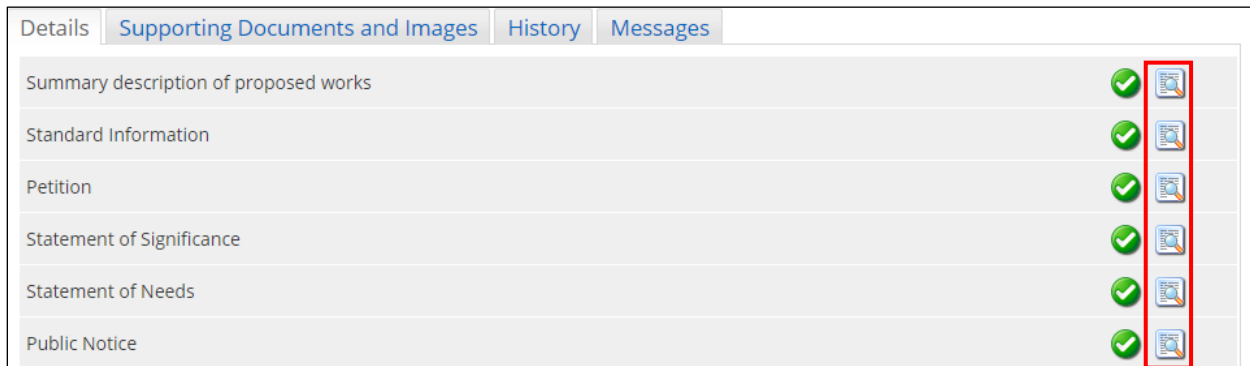
4. To return to the *Details* screen, click on the *Return to Application Details* button

5. The *Details* screen is displayed

For information on how to print a form/report go to page 6.
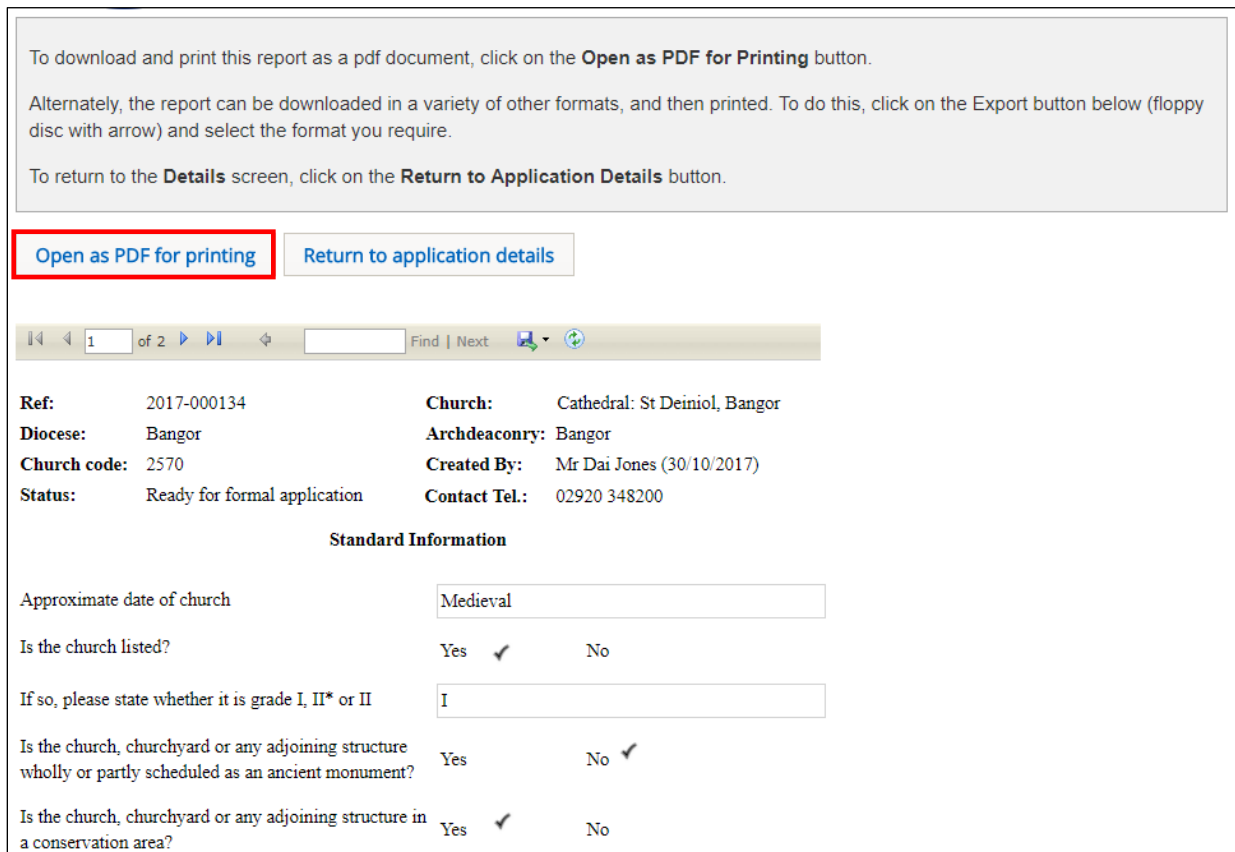
Printing and Downloading an Application

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

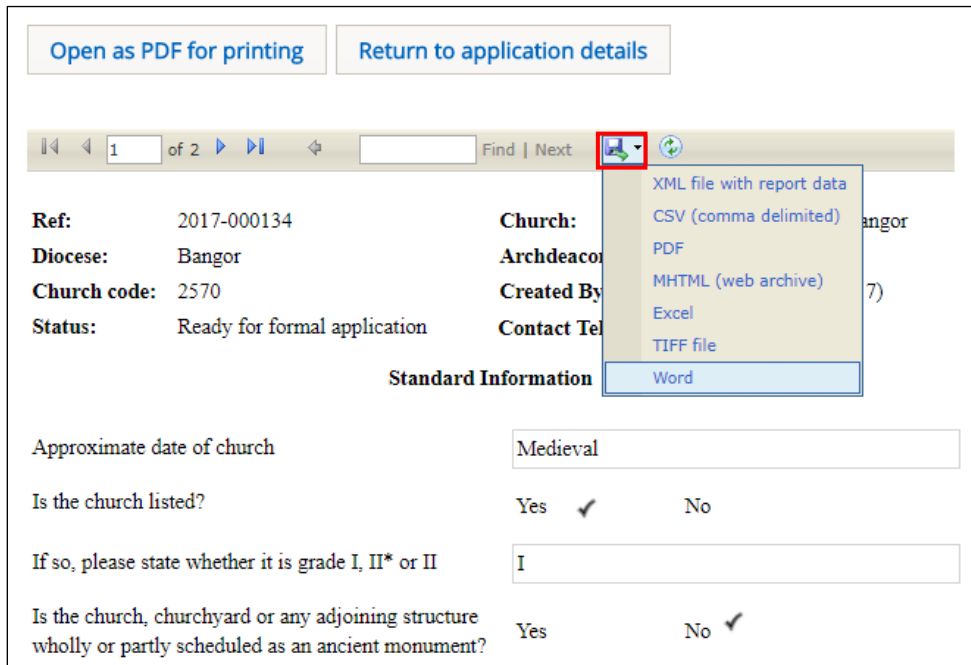
2. The report window is displayed

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

The report is downloaded to the status bar at the bottom of the screen (and to the Downloads folder on your laptop/PC), although this step may depend on how your laptop/PC has been set up.
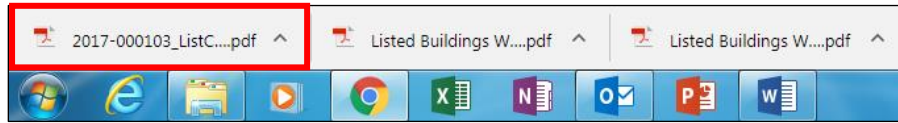
Clicking on the downloaded report will open it in Adobe Acrobat where it can be viewed, saved and printed in the normal way.

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

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

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

6. If you want to save/print all forms and documents associated with the application in one go, click on the *Download all Forms & Documents* button
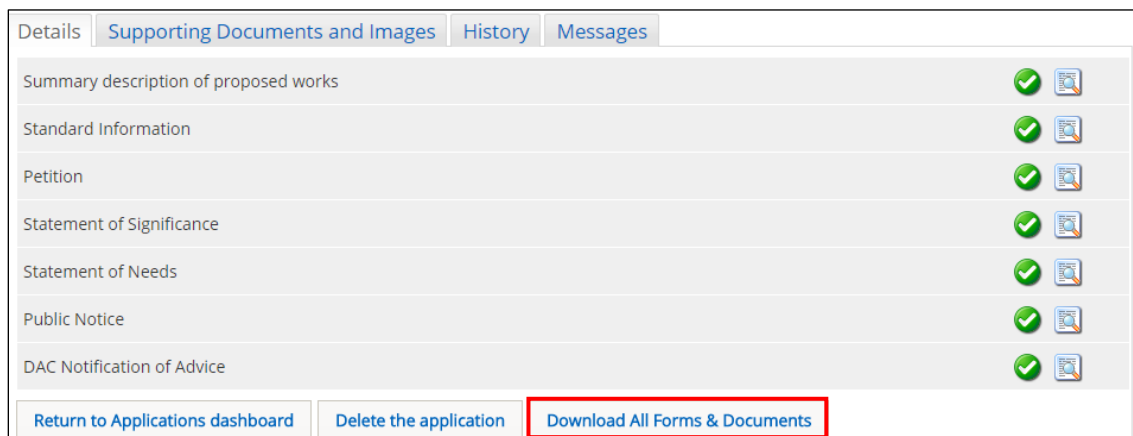
A zip file containing all the forms and documents is downloaded to the status bar at the bottom of the screen (and to the Downloads folder on your laptop/PC), although this step may depend on how your laptop/PC has been set up. Clicking on the zip file will open it to display all the individual files.
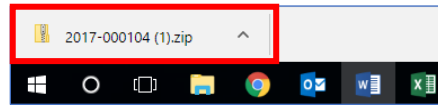
Downloading and Viewing Individual Supporting Documents

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

1. Click on the **Supporting Documents and Images** tab

2. A list of supporting documents is visible

3. To download a document either click on its name or the red arrow to its left

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

5. To view a downloaded document, click on its name

Submitting a Consultee Response

At present Consultees are unable to submit their responses directly to the OFS. If you therefore want to submit a response to a faculty application, please send it to the DAC Secretary (who will include an email address in the *Consultation Invitation* email). He/she will then upload it as a supporting document for that application.
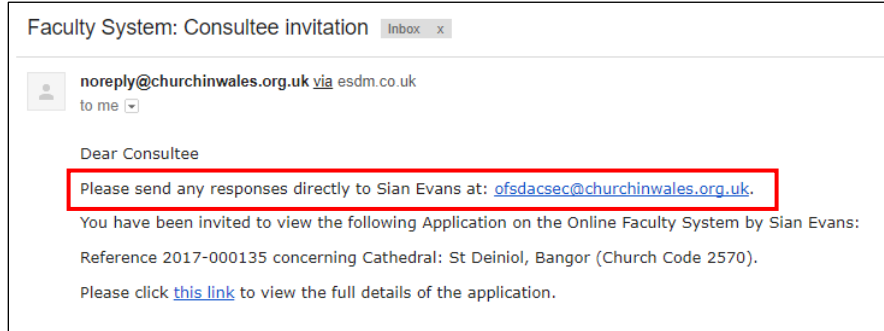
The Applications Dashboard

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

1. Go to: https://churchheritagecymru.org.uk/

2. The OFS/CHC Homepage is displayed

3. Click on the *Sign In* link in the top right-hand corner of the screen

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

5. The *Applications* tab is visible

6. Click on the *Applications* tab

5. The *Applications Dashboard* is displayed

6. To view a list of all active (current) applications, click on the **Active Cases** tab

7. To filter the list, enter a *church name* or *application number* in the two search boxes, then click on the **Search** button

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

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

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

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

11. Click on the **Return to Applications Dashboard** button to return to the **Applications Dashboard**

12. Click on the **Messages** tab to view copies of any system generated emails

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The Church in Wales
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