



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

ONLINE FACULTY SYSTEM

FULL FACULTY GUIDANCE FOR APPLICANTS

Version 1.1

Introduction

The full faculty application process (like the new List A and List B applications) is now carried out online instead of using paper forms. Parishes will still submit their applications for review to the DAC, who will then submit them to the Registrar (who checks they conform to the rules of the Church in Wales' Constitution), before he/she in turn submits them to the Chancellor for determination. All the information previously required for a full faculty application is still needed for the online forms eg. completion of a main faculty form (petition) and supporting information (eg. architects plans and specifications, builder's quotes, photographs, etc), plus the public notice of proposed works and statements of significance and need.

When you start a new online faculty application, you will complete the following forms:

- 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*, have been introduced with the Online Faculty System (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 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 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.

The amount of information you need to supply with your application will be dependent on the type of work you are proposing. Your DAC Secretary will be able to advise you on what is required for your application.

Individual forms do not have to be completed in one go. You can save the information you have entered in any form at any stage and come back to it later. You can also download all forms and documents relating to a faculty.

The OFS and the CHC database are currently located on the same website. Registered Applicants/Petitioners have access to an extra **Applications** tab on which to manage all their 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.



CHURCH HERITAGE CYMRU

Search the site



Application Ref: **2017-000134**

Diocese: **Bangor**

Status: **Proposal in Preparation**

Summary: **Installation of new heating system**

Church **Cathedral: St Deiniol, Bangor**

Archdeaconry: **Bangor**

Logged By: **Mr Dai Jones (Mon 30 Oct 2017)**

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

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.

Cancel

Finish Form

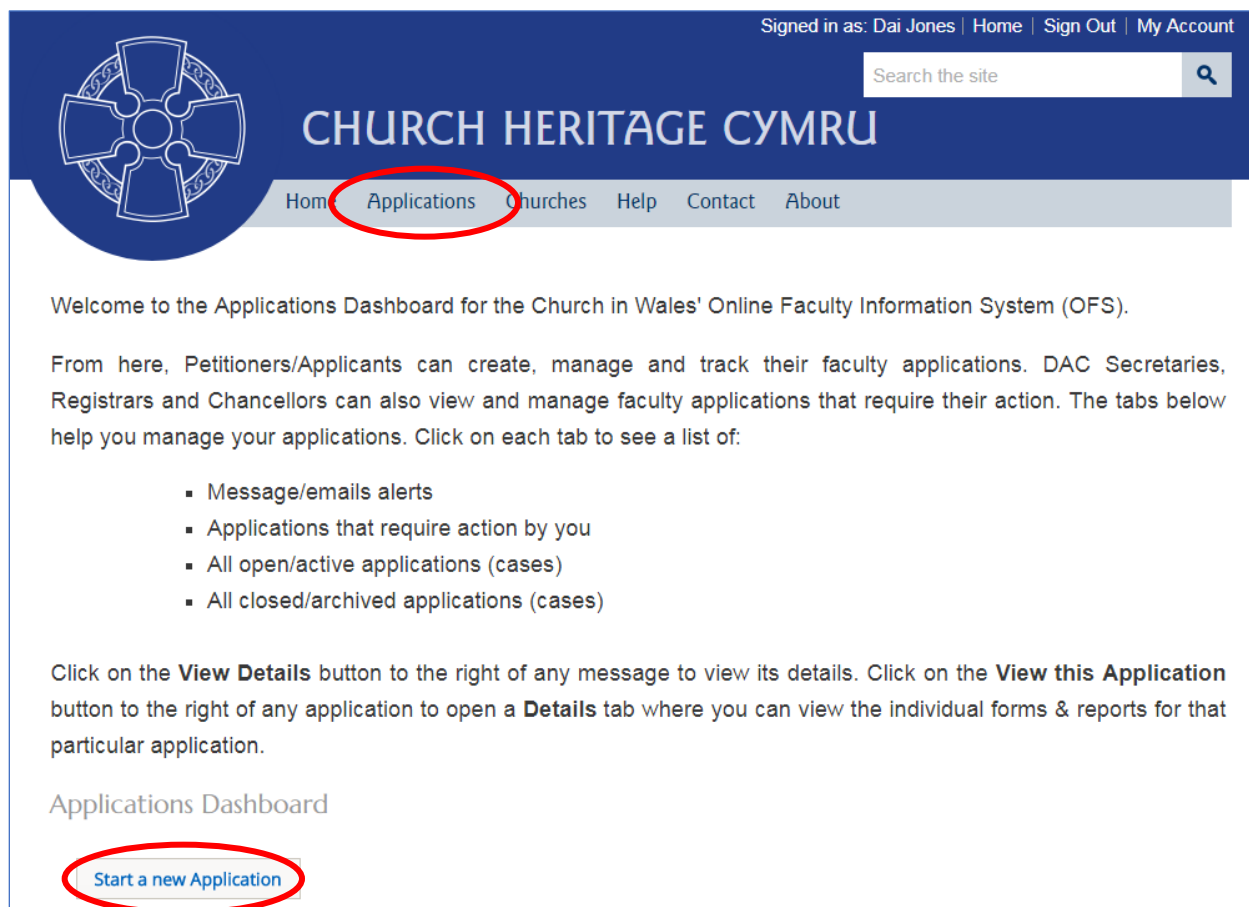
Contents

Introduction	2
Creating the Case File	5
Completing the Standard Information Form	8
Completing the Petition Form	12
Completing the Statement of Significance Form	14
Completing the Statement of Needs Form	16
Completing the Public Notice Form	18
Uploading Supporting Documents and Images	19
Printing and Downloading an Application	21
Submitting the Application	24
The Applications Dashboard	25
What Happens Next.....	28

Creating the Case File

The completion of the *Case File* form is required for all faculty applications and determines whether it will be a List A, List B or Full Faculty.

1. Sign in to the OFS/CHC (<https://churchheritagecymru.org.uk/>)
2. Click on the **Applications** tab to bring up the **Applications Dashboard**



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

Search the site

CHURCH HERITAGE CYMRU

Home **Applications** Churches Help Contact About

Welcome to the Applications Dashboard for the Church in Wales' Online Faculty Information System (OFS).

From here, Petitioners/Applicants can create, manage and track their faculty applications. DAC Secretaries, Registrars and Chancellors can also view and manage faculty applications that require their action. The tabs below help you manage your applications. Click on each tab to see a list of:

- Message/emails alerts
- Applications that require action by you
- All open/active applications (cases)
- All closed/archived applications (cases)

Click on the **View Details** button to the right of any message to view its details. Click on the **View this Application** button to the right of any application to open a **Details** tab where you can view the individual forms & reports for that particular application.

Applications Dashboard

Start a new Application

3. Click on the **Start a New Application** button
4. The *Case File* form opens with the **Step 1** tab visible
5. Select the name of the church you are applying for a faculty for from the drop-down **Church** list
6. Enter a brief summary of the work (no more than 10 words) in the **Summary of Proposed Works** text box
7. Enter a contact telephone number in the **Contact Number** text box

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

Search the site

CHURCH HERITAGE CYMRU

Case file

Step 1 Step 2 Step 3 Step 4

Select the name of your church and enter a very brief description of the proposed works (**no more than 10 words**, eg. gutter clearing, boiler replacement, etc) and a contact telephone number. Click on the **Next** button when complete.

Church

Summary of proposed works

Contact number

Site Map | Privacy | T & C | © 2014 - 2017 Church in Wales | Website by exeGesIS SDM | Rev. 2.4.6375.28080

8. Click on the **Next** button or the **Step 2** tab

9. The **Step 2** tab is visible

A unique reference number is automatically assigned to each application by the OFS at this stage. This is displayed at the top of the screen.

Case file

Application Ref: **2017-000106**

Diocese: **Bangor** Church: **St David, Bangor Road**

Status: **Awaiting List A item selection** Archdeaconry: **Bangor**

Summary: **Replacement of existing carpets throughout the church** Logged By: **Mr Dai Jones (Thu 24 Aug 2017)**

Step 1 Step 2 Step 3 Step 4

Please specify whether the proposed works are for the church or churchyard. If the works are for both, select "church buildings".

Area affected by proposed works Church buildings etc. Churchyard

10. Choose whether the works you are proposing are for the church or churchyard

If the works are for both, then select church. If in doubt, speak to your DAC Secretary.

11. Click on the **Next** button or the **Step 3** tab

12. The **Step 3** tab is visible showing the List A items

Case file

Application Ref: 2017-000106 Church: St David, Bangor Road
Diocese: Bangor Archdeaconry: Bangor
Status: Awaiting List A item selection Logged By: Mr Dai Jones (Thu 24 Aug 2017)
Summary: Replacement of existing carpets throughout the church

Step 1 > Step 2 > **Step 3** > Step 4

Please read the List A items below. If the proposed works match one of the items, select it and click on the **Next** button.

If the proposed works do not match one of the List A items, select the **None of the above** option at the bottom of the screen and click on the **Next** button.

If in doubt, contact your DAC Secretary for advice.

(A1-1) Works of routine maintenance not affecting the building fabric or any historic material

Specified conditions:

- The parochial church council's insurers are notified if external scaffolding is to be erected

13. Scroll down to the bottom of the screen and select the “None of the above” option

None of the above

Previous Save & come back later Cancel Next

14. Click on the **Next** button or the **Step 4** tab

15. The **Step 4** tab is visible showing the List B items

16. Scroll down to the bottom of the screen again and select the “None of the above” option

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

None of the above

Previous Save & come back later Cancel **Finish Form**




















18. The **Details** screen is displayed showing the forms required for a full faculty application

Application Ref: 2017-000108	Church: St Mary, Bangor
Diocese: Bangor	Archdeaconry: Bangor
Status: Proposal in Preparation	Logged By: Mr Dai Jones (Tue 29 Aug 2017)
Summary: Complete re-ordering of internal space	

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.

[Details](#) | [Supporting Documents and Images](#) | [History](#) | [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](#) | [Download All Forms & Documents](#)

The *Summary Description of Proposed Works* form (the *Case File*) shows as completed (green tick). This contains the information you previously entered in Step 1 of the *Case File*. All the other forms show as a work-in-progress (egg-timer) ie. they need completing.

The **Edit Details** button is also displayed (note pad & pen) next to the forms, indicating that they can still be edited before the **Submit** button is clicked.

Completing the Standard Information Form

The *Standard Information* form allows you to record some basic information about your church such as whether it is listed (and if so, what grade), in a conservation area and/or national park and whether there any other listed structures or scheduled monuments in the church or churchyard.

If this information already exists in Church Heritage Cymru (the Church in Wales' church records database), you can transfer it automatically into the *Standard Information* form. Alternately, you can enter the information manually.

The OFS will also remember the information you have entered in this form for future applications.

1. From the **Details** screen, open the *Standard Information* form by clicking on the **Edit Details** button
2. **Step 1** of the *Standard Information* form is displayed

3. If you want to populate the *Standard Information* form from the Church Heritage Cymru (CHC) database, click on the **Reload from Church Heritage Cymru** button, otherwise enter the church details yourself


Standard Information


This form helps the DAC, Registrar and Chancellor to understand your church building.


If you have previously entered details into the Church Heritage Cymru (CHC) database, these can be transferred automatically to this form. To do this, click the **Reload from Church Heritage Cymru** button. Please note that only basic details will be transferred if no full record exists in CHC. Alternately, you can enter the information manually. The online system will remember your data for future applications.


If you think the information transferred from CHC is incorrect or out of date, please advise your DAC secretary.


1 2 3 4


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

If it is, please state which 

Church address 

The **Reload from Church Heritage Cymru** button populates Steps 1 to 3 of the *Standard Information* form if the information already exists in the CHC. However, remember to check the information is up-to-date and if not, enter it yourself.

If you don't have the information to hand, you can always click on the **Save and Come Back Later** button. The *Standard Information* form will retain any information you have already entered so that when you open it again, you can start where you left off last time.

4. Enter your information and then click on the **Next** button or the **Step 2** tab

5. The **Step 2** tab is visible

1 2 **3** 4

Is the church, churchyard or any adjoining structure in a national park? Yes No

If it is, please state which

Is there any evidence that bats use the church, its curtilage or any adjoining structure? Yes No

Previous Save & come back later Cancel Next

6. Enter your information and then click on the **Next** button or **Step 3** tab

You do not have to answer every question if they are not appropriate for your church. Either leave blank or enter “not applicable” or “N/A”.

7. The **Step 3** tab is visible

1 2 **3** 4

Is the churchyard or burial ground consecrated? Yes No

Has it been used for burials? Yes No

Is it still used for burials? Yes No


Are there any graves that are identified as war graves by the Commonwealth War Graves Commission? Yes No

Previous Save & come back later Cancel Next


8. Enter your information and then click on the **Next** button or **Step 4** tab

9. The **Step 4** tab is visible

1 2 3 4

Please identify any historic structures, listed tombs, war memorials or significant trees in the churchyard or burial ground 

None

Please give the name and address of the architect or Quinquennial Inspector 

Roberts & Evans
99 High Street
Bangor

Previous Save & come back later Cancel Finish Form

10. Enter your information and then click on the **Finish Form** button



















11. The **Details** screen is displayed showing the *Standard Information* form as complete

Application Ref: 2017-000108 Church: St Mary, Bangor
 Diocese: Bangor Archdeaconry: Bangor
 Status: Proposal in Preparation Logged By: Mr Dai Jones (Tue 29 Aug 2017)
 Summary: Complete re-ordering of internal space

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.

Details Supporting Documents and Images History 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 Download All Forms & Documents

Although the *Standard Information* form is now complete (as indicated by the green tick next to it), it can still be edited before the application is submitted. To edit or change any of the previously entered information, click on the **Edit Details** button (notepad and pen) and the form will re-open.

Completing the Petition Form

The *Petition* form is where the majority of the information needed for a full faculty application is entered. It consists of a series of online screens which should be filled in as comprehensively as possible, although supporting documentation and photographs can also be uploaded (go to [page 17](#) for guidance on how to do this). If you don't have the information to hand, you can always click on the **Save and Come Back Later** button, which is located at the bottom of each screen. Any information you have entered will be retained. You can then re-open and complete the form later. The form will not show as complete (green tick) until you have worked through all the online screens (tabs) and clicked the **Finish Form** button on the final screen (tab).

1. From the **Details** screen, open the *Petition* form by clicking on the **Edit Details** button
2. The **Step 1** tab is displayed
3. Enter your name, office held and the church/vicarage/MA official address and telephone number. Do not enter your personal email or home address as the form will be in the public domain. Click on the **Next** button or the **Step 2** tab

Application Ref: **2021-005759** Church: **St Mary, Brecon**
Diocese: **Swansea and Brecon** Archdeaconry: **Brecon**
Status: **Proposal in Preparation** Logged By: **Mr Dai Jones (Thu 14 Oct 2021)**
Summary: **New furniture for the cafe**

Petition

This is the full faculty/petition application form. Please click [here](#) to view a list of supporting documents that will be required for most types of work. If the works you are proposing are not on the list, contact your DAC Secretary for advice.

You do not have to complete the form in one go. You can save the information you have entered at any time by clicking the **Save & Come Back Later** button. When you have completed all the pages, click on the **Finish Form** button (page 15).

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Petitioners

Full Name	Office Held	Email	Tel No
<input type="text" value="Dai Jones"/>	<input type="text" value="Churchwarden"/>	<input type="text" value="parish.office@abcdefgh.com"/>	<input type="text" value="012345 123456"/>

Official Address
(including postcode)

Preferred

4. The **Step 2** tab is visible
5. Complete all the steps/tabs in the online form

6. The **Step 15** tab is displayed

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

Petition

This is the full faculty/petition application form. Please make sure you have consulted your DAC Secretary before filling it in.

You do not have to complete the form in one go. You can save the information you have entered at any time by clicking the **Save & Come Back Later** button.

When you have completed all the pages, click on the **Finish Form** button (page 15).

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Further information

Have you discussed your proposals with your church neighbours or the local community?

If yes, please provide details:

Yes. They are all very supportive of the scheme. Please see attached statements.

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

7. Click on the **Finish Form** button to complete the *Petition* form

8. The Details screen is displayed showing the *Petition* form as complete

Details [Supporting Documents and Images](#) [History](#) [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](#) [Download All Forms & Documents](#)

Although the *Petition* form is now complete (as indicated by the green tick next to it), it can still be edited before the application is submitted. To edit or change any of the previously entered information, click on the **Edit Details** button and the form will re-open.

Completing the Statement of Significance Form

All full faculty applications need to include a *Statement of Significance*. The amount of information and detail you include in the *Statement* will depend on the type of work you are proposing to do. For example, a large re-ordering project will need to include a lot more information than a replacement kitchen in a vestry. Your DAC Secretary will be able to advise what should be included and the level of detail required in your *Statement of Significance*. There is also a link in the Information box at the top of the *Statement of Significance* screen to a guidance note on this topic.

You have two options for including a *Statement of Significance* with your faculty application; upload a previously prepared document or complete a *Statement of Significance* form.

1. From the **Details** screen, open the *Statement of Significance* form by clicking on the **Edit Details** button
2. The **Step 1** tab is displayed
3. If you want to upload a *Statement*, select the **File Upload** option

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

Statement of Significance Form

If you have already prepared a Statement of Significance for your church, you can upload this on the **Supporting Documents and Images** tab. Alternately, you can create one manually by entering information directly into this form eg. by copying and pasting information from [Church Heritage Cymru](#). Details on how to create a Statement of Significance and what should be included in it, can be found by clicking [here](#).

Plan, exterior and interior images can be uploaded on pages 5, 6 & 7 to support your Statement of Significance. Please note that only jpg files can be used with this form (as pdf files will not display correctly).

1 2 3 4 5 6 7

I have uploaded it as a file instead

4. An **Upload Confirmation** box is displayed

Search results

Are you sure you wish to upload a single file instead?

5. Click on the Submit button

6. You will be returned to the **Details** tab

Note: You will still need to upload your *Statement* on the **Supporting Documents and Images** tab. Go to [page 17](#) for information on how to do this.

7. If you want to complete the online *Statement of Significance* form, do not select the **File Upload** option, but click on the **Next** button or the **Step 2** tab

8. The **Brief History and Description** text box is displayed

9. Enter your information then click on the **Next** button or **Step 3** tab

10. The **Step 3** tab is visible

11. Complete all the steps/tabs in the online form

12. The **Step 7** tab is displayed

The screenshot shows the 'Statement of Significance Form' interface. At the top, there is a heading 'Statement of Significance Form'. Below this, a text box contains instructions: 'If you have already prepared a Statement of Significance for your church, you can upload this on the **Supporting Documents and Images** tab. Alternately, you can create one manually by entering information directly into this form eg. by copying and pasting information from [Church Heritage Cymru](#). Details on how to create a Statement of Significance and what should be included in it, can be found by clicking [here](#).' Below this, another text box states: 'Plan, exterior and interior images can be uploaded on pages 5, 6 & 7 to support your Statement of Significance. Please note that only jpg files can be used with this form (as pdf files will not display correctly).' A progress bar below the text shows seven steps, with step 7 highlighted in purple. Underneath the progress bar, there is a radio button labeled 'Exterior' which is selected, followed by the text 'Add a file' and an 'Add' button. At the bottom of the form, there are four buttons: 'Previous', 'Save & come back later', 'Cancel', and 'Finish Form'.

13. Click on the **Finish Form** button to complete the *Statement of Significance* form

14. The Details screen is displayed showing the *Statement of Significance* form as complete

The screenshot shows the 'Details' screen of the application. At the top, there are four tabs: 'Details', 'Supporting Documents and Images', 'History', and 'Messages'. Below the tabs, there is a list of sections with their completion status: 'Summary description of proposed works' (green checkmark), 'Standard Information' (green checkmark), 'Petition' (green checkmark), 'Statement of Significance' (green checkmark), 'Statement of Needs' (hourglass icon), and 'Public Notice' (hourglass icon). At the bottom of the screen, there are four buttons: 'Submit', 'Return to Applications dashboard', 'Delete the application', and 'Download All Forms & Documents'.

Although the *Statement of Significance* form is now complete (as indicated by the green tick next to it), it can still be edited before the application is submitted. To edit or change any of the previously entered information, click on the **Edit Details** button and the form will re-open.

Completing the Statement of Needs Form

All full faculty applications need to include a *Statement of Needs* (also known as a *Statement of Justification*). The amount of information and detail you include in the *Statement* will depend on the type of work that you are proposing to do. For example, an extension to the church will need to include a lot more information than that needed for the refurbishment of a meeting room. Your DAC Secretary will be able to advise what should be included and the level of detail required in your *Statement of Needs*. There is also a link in the Information box at the top of the *Statement of Needs* screen to a guidance note on this topic.

1. From the **Details** screen, open the *Statement of Needs* form by clicking on the **Edit Details** button
2. The **Step 1** tab is displayed showing the **General Information** text box

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

Statement of Needs Form

Please describe why the work you are applying for in your faculty application is needed and your justification for requesting it. Details of what should be included in a Statement of Justification & Needs can be found by clicking [here](#).

1 2 3 4 5

Section 1: General information
This should provide an overview of the parish and the current use of the building. ⓘ

body p

Save & come back later Cancel Next


3. Enter your information then click on the **Next** button or **Step 2** tab
4. The **Step 2** tab is visible
5. Complete all the steps/tabs in the online form










6. The **Step 5** tab is displayed

Statement of Needs Form

Please describe why the work you are applying for in your faculty application is needed and your justification for requesting it. Details of what should be included in a Statement of Justification & Needs can be found by clicking [here](#).

1 2 3 4 5

Section 5: Justification
If the proposals are likely to harm the significance outlined in the Statement of significance, explain how the proposals would result in public benefits which outweigh such harm (public benefits include matters such as liturgical freedom, pastoral wellbeing and putting the church to viable uses that are consistent with its role as a place of worship and mission). 



















     **B** **I** Format    

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

7. Click on the **Finish Form** button to complete the *Statement of Needs* form

8. The Details screen is displayed showing the *Statement of Needs* form as complete

Details [Supporting Documents and Images](#) [History](#) [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](#) [Download All Forms & Documents](#)

Although the *Statement of Needs* form is now complete (as indicated by the green tick next to it), it can still be edited before the application is submitted. To edit or change any of the previously entered information, click on the **Edit Details** button and the form will re-open.

Completing the Public Notice Form

All full faculty applications need to be accompanied by a *Public Notice* (previously known as a *Form 2*) which is displayed outside the church (usually on a notice board). The *Notice* outlines the faculty proposals and gives the general public the opportunity to comment on them via the Diocesan Registrar. Any comments will be taken into account when the Diocesan Chancellor makes his/her determination on the grant or refusal of faculty. Although the *Notice* is completed online, it will still need to be printed out and displayed.

1. From the **Details** screen, open the *Public Notice* form by clicking on the **Edit Details** button
2. The *Public Notice* form is displayed
3. Enter the address where details of your proposal may be examined by the public. For example, this could be at the church itself (in which case opening hours should also be given), the Diocesan Office or the Parish office. Do not use your personal address.

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

Public Notice

The Public Notice must be displayed inside and outside the church on a notice board or in a prominent position so that it can be read by the public. For some applications (such as a major re-ordering project), it must also be displayed on the Diocesan website (you will be advised by your DAC Secretary if this is the case).

The Public Notice must be displayed for a period of 28 full days starting from the date you submit your faculty application to the DAC for consideration. The online system will send you an email reminder when the notice period has ended.

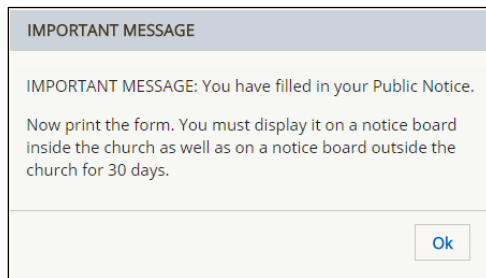
Once you have completed the form you must print it out and display it. To do this, make sure the **Details** screen is displayed, then click on the **View Details** button next to the **Public Notice** form. The form will open as a report that can be printed.

Copies of the relevant plans and documents may be examined at

Public notice start date

Public notice end date

4. Set the *Public Notice* start date (the end date is automatically set by the system)
5. Click on the **Finish Form** button to complete the *Public Notice* form
6. A pop-up reminder to display the *Public Notice* form is displayed



7. Click on the **OK** button

8. The **Details** screen is displayed showing the *Public Notice* form as complete

Although the *Public Notice* form is now complete (as indicated by the green tick next to it), it can still be edited before the application is submitted. To edit or change any of the previously entered information, click on the **Edit Details** button and the form will re-open.

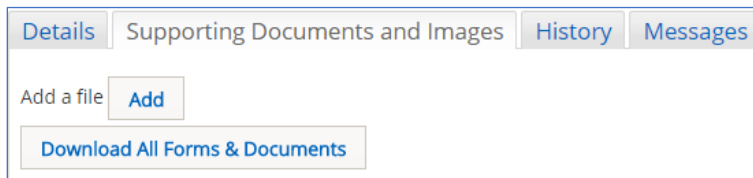
Note: Before submitting your application, you should check whether you need to upload any supporting documents and images. See below for information on how to do this. You may also want to print or download/save the whole application or parts of it. If so, [see page 19](#). If you want to submit your application, go to [page 22](#).

Uploading Supporting Documents and Images

You can upload extra information (eg. plans, documents, photographs, etc) to support your faculty application. This will help the DAC, Registrar, Chancellor and external consultees to better understand your application. It can also reduce the amount of information you need to enter in the *Petition* form, as you can refer to the uploaded documents rather than describing their contents in detail. You can upload supporting documents at any stage **before** you click on the **Submit** button.

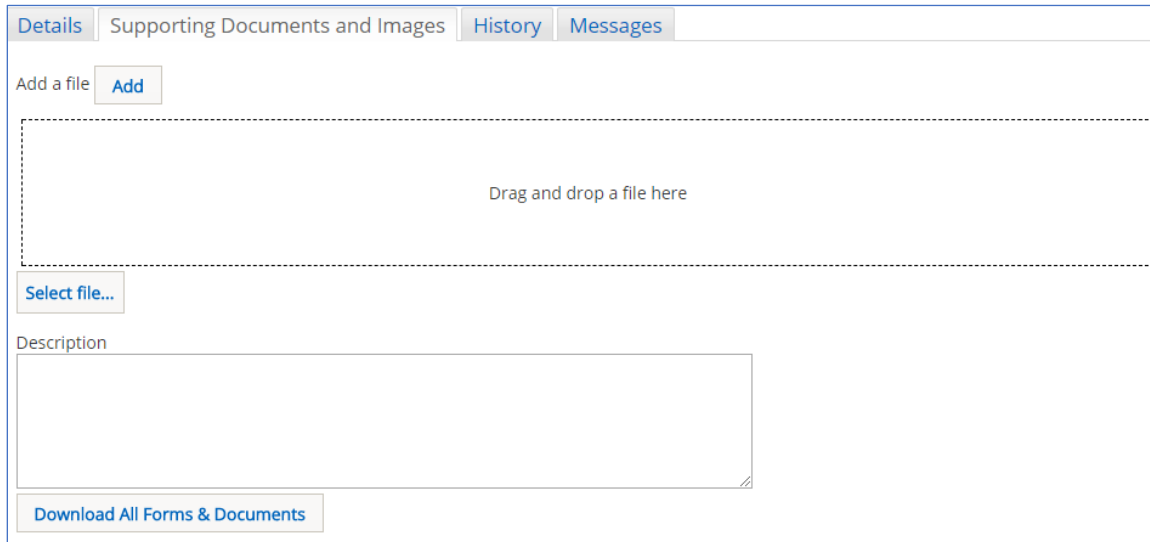
1. Click on the **Supporting Documents and Images** tab

2. The **Add** button is displayed



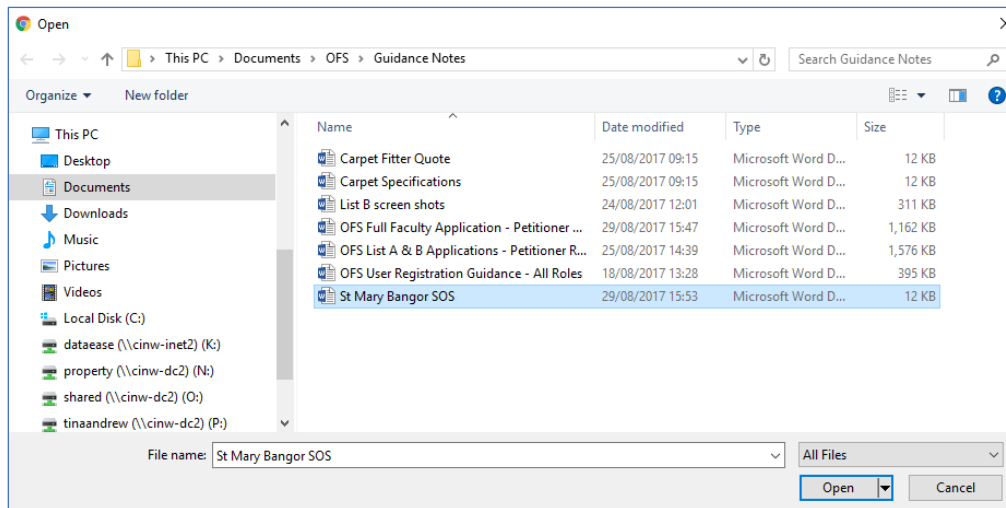
3. Click on the **Add** button

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



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

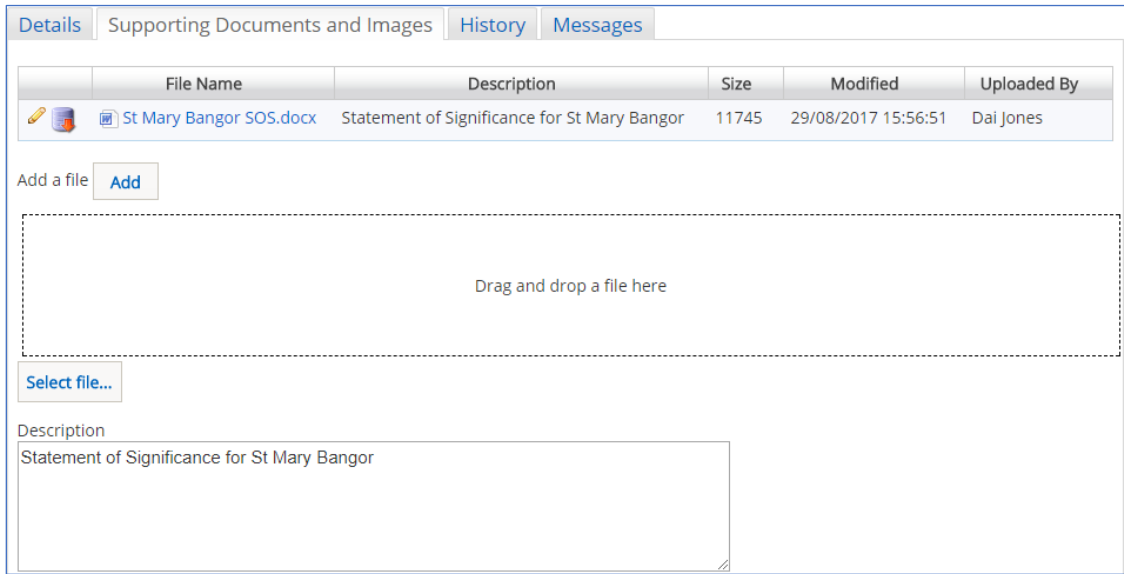
6. The **Open File** window is displayed



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

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

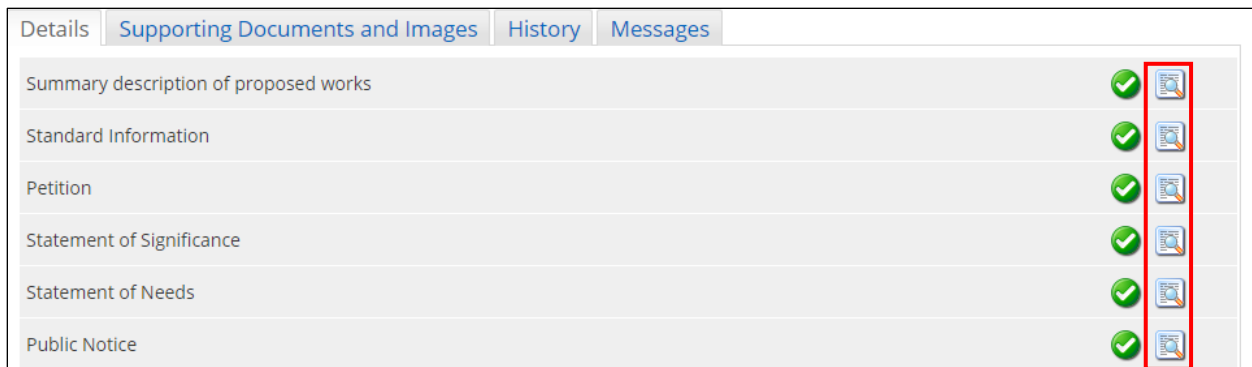
The description of the file can be changed by clicking on the **Edit** button (pencil). It can also be downloaded by clicking on the **Download** button (red arrow).

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

12. When you have finished uploading any documents or images, click on the **Details** tab to return to your application

Printing and Downloading an Application

I. To view or print forms from the application, click on any of the **View Details** buttons



2. The report window 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

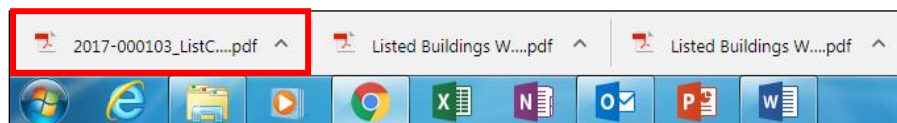
Ref:	2017-000134	Church:	Cathedral: St Deiniol, Bangor
Diocese:	Bangor	Archdeaconry:	Bangor
Church code:	2570	Created By:	Mr Dai Jones (30/10/2017)
Status:	Ready for formal application	Contact Tel.:	02920 348200

Standard Information

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

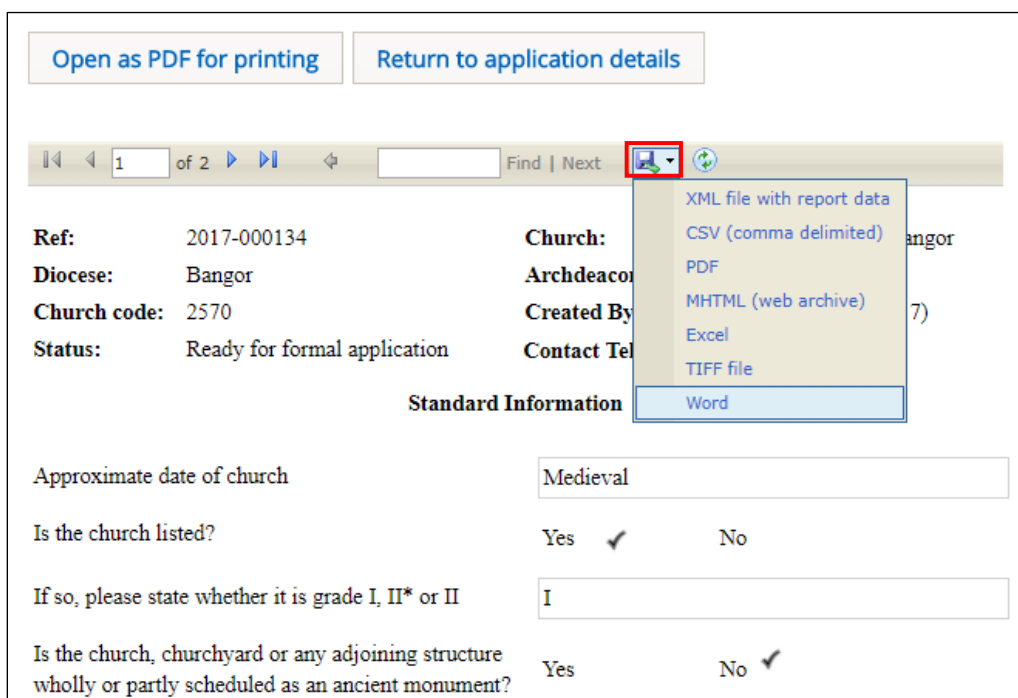
3. Click on the **Open as PDF for printing** button

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.

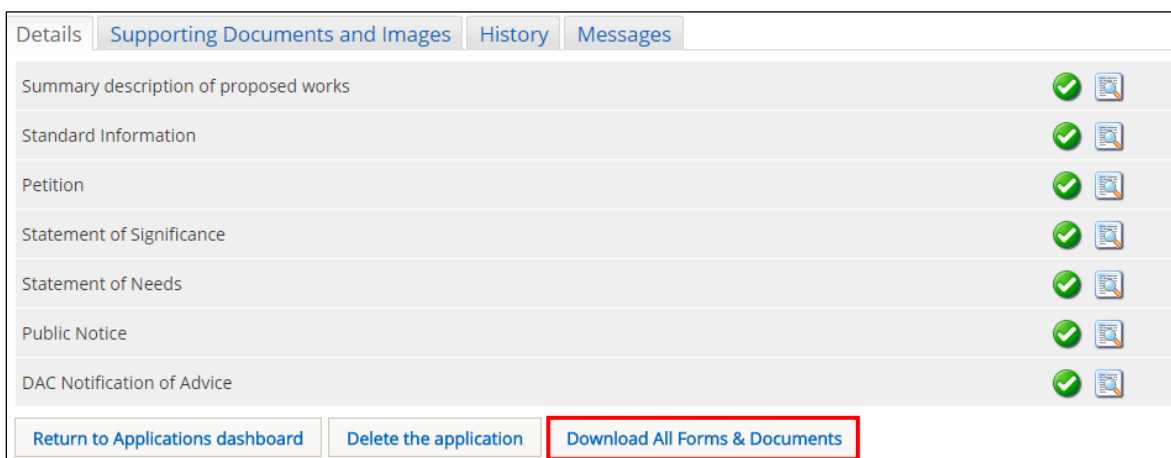
4. Alternately, you download the report in a variety of other formats by clicking on the **Export** drop-down menu



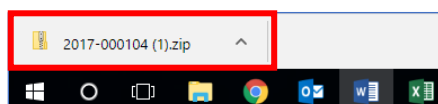
The report is downloaded to the status bar at the bottom of the screen. Clicking on it will open it, where it can be viewed, saved and printed in the normal way.

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 your application in one go, click on the **Download all Forms & Documents** button



A zip file containing all the forms & 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.

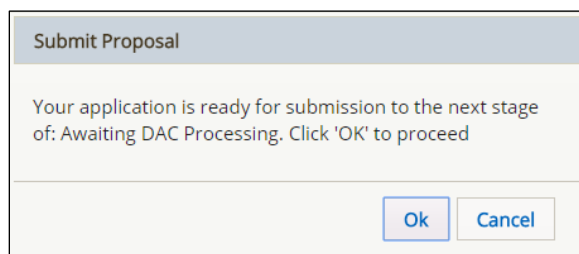


Submitting the Application

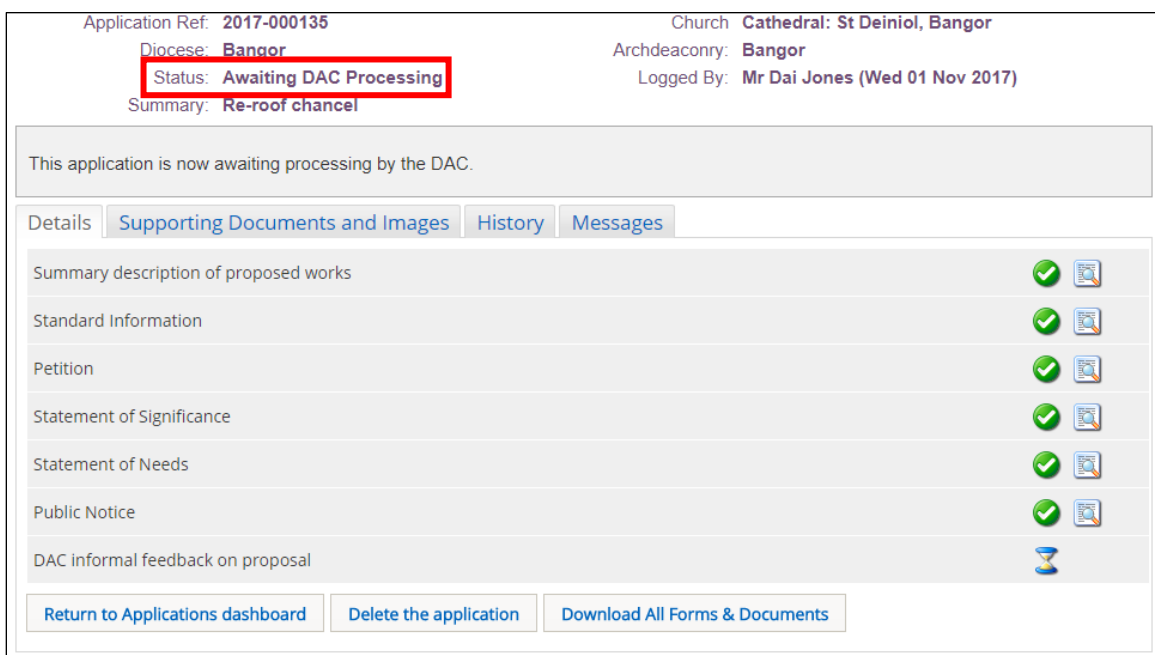
Prior to submitting your application, you should check it through thoroughly as it cannot be edited after the **Submit** button has been clicked (unless it is returned to you for revision by the DAC Secretary). Therefore, make sure you have uploaded any supporting documents and images that are required for your application eg. PCC minutes, architect's plans, photographs, etc. You may also want to download or print any of the online forms for your own records, although the OFS will retain all this information as part of the faculty application.

1. From the **Details** screen, click on the **Submit** button

2. A **Submit Proposal** pop-up box is displayed



3. Click on the **OK** button to submit the application

A screenshot of the application details screen. At the top, it shows 'Application Ref: 2017-000135', 'Church: Cathedral: St Deiniol, Bangor', 'Diocese: Bangor', 'Archdeaconry: Bangor', 'Status: Awaiting DAC Processing' (highlighted with a red box), 'Logged By: Mr Dai Jones (Wed 01 Nov 2017)', and 'Summary: Re-roof chancel'. Below this, a message states: 'This application is now awaiting processing by the DAC.' There are four tabs: 'Details', 'Supporting Documents and Images', 'History', and 'Messages'. A table lists various forms with their completion status: 'Summary description of proposed works' (green checkmark), 'Standard Information' (green checkmark), 'Petition' (green checkmark), 'Statement of Significance' (green checkmark), 'Statement of Needs' (green checkmark), 'Public Notice' (green checkmark), and 'DAC informal feedback on proposal' (hourglass icon). At the bottom, there are three buttons: 'Return to Applications dashboard', 'Delete the application', and 'Download All Forms & Documents'.

Once the application has been submitted, its status will change from “Proposal in Preparation” to “Awaiting DAC Processing”, which indicates it has been successfully submitted and is now at the next stage of the faculty process. The previously completed forms are no longer editable by the Applicant/Petitioner.

A new form, *DAC Informal Feedback on Proposal*, is now visible on the **Details** screen with an egg-timer next to it. This form is waiting to be completed by the DAC Secretary and is not editable

by the Applicant/Petitioner (ie. no **Edit Details** button is visible next to it). The Information box at the top of the screen also reflects the change in status of the application.

The Applications Dashboard

In addition to starting a new faculty application, you can also use the **Applications Dashboard** to view and manage other active (live) and archived (completed) applications and system messages.




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
5. To filter the list, enter a *church name* or *application number* 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 [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	

6. To view a list of all completed (archived) applications, click on the **Archived Cases** tab
7. To view the forms and supporting documents for an individual application, click on the **View this Application** button
8. The **Details** screen is displayed showing all the forms associated with that application

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

Summary description of proposed works	 
Standard Information	 
Petition	 
Statement of Significance	 
Statement of Needs	 
Public Notice	 
DAC informal feedback on proposal	

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

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

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

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




12. Any applications that require your action will be displayed

Applications Dashboard

[Start a new Application](#)

[Messages](#) |
 [Applications requiring your action](#) |
 [Active Cases](#) |
 [Archived Cases](#)

|
 |
 [Search](#) |
 [Reset](#)

App Ref	Summary	Church	Created	Status	View
2017-000139	Remove tower	St Mary, Bangor	Tue 14 Nov 2017	Proposal in Preparation	
2017-000138	Build extension to church for office, toilets & kitchen and meeting rooms	St Mary, Bangor	Tue 14 Nov 2017	Proposal in Preparation	
2017-000134	Installation of new heating system	Cathedral: St Deiniol, Bangor	Mon 30 Oct 2017	Ready for formal application	

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, the DAC Secretary may have passed the application back to you to supply some further information before it can be reviewed at the next DAC meeting.

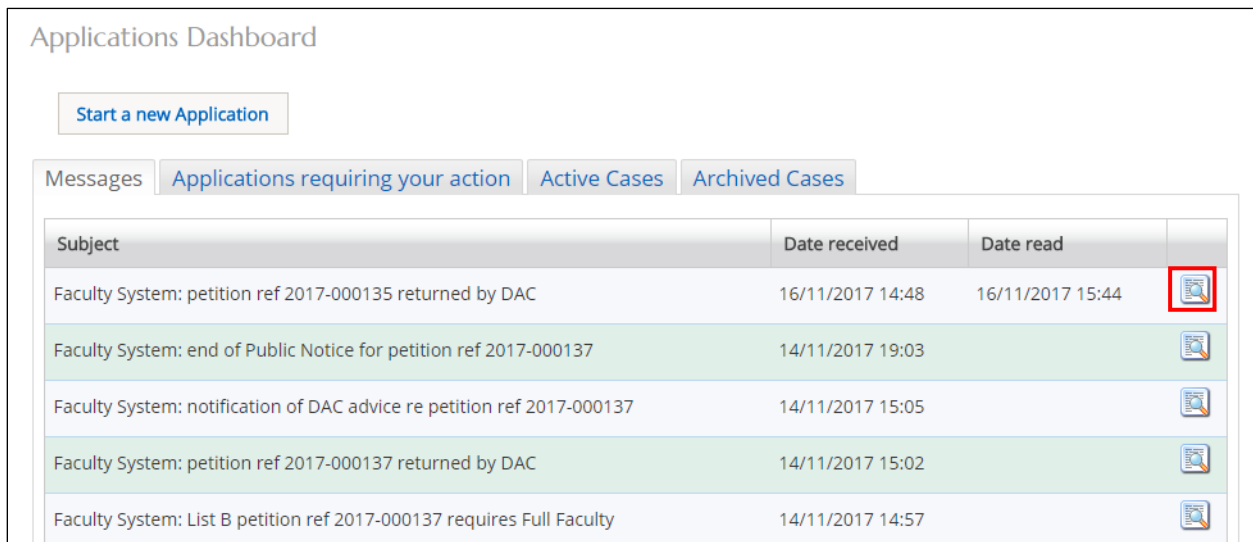
You will also be sent an email if an application needs your action. If this is the case, you can either sign in to the OFS and click on the **Applications Requiring Your Action** tab on the **Applications Dashboard**, or click on the link in the email to go to that application.



The OFS stores any message you have been sent via email on the **Messages** tab. Again, this is a good way to check whether an application needs your attention.

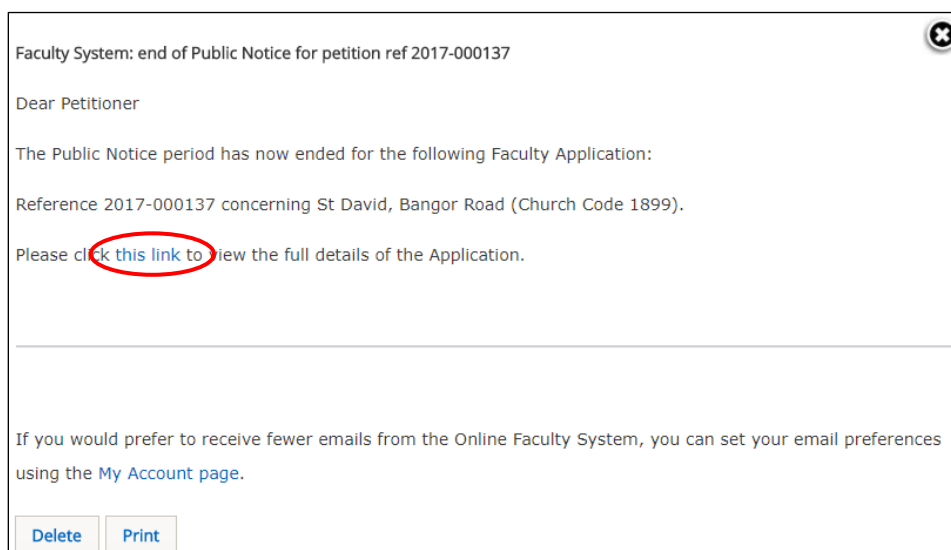
13. From the **Applications Dashboard**, click on the **Messages** tab

A list of all email messages you have received from the OFS are displayed. The list will include messages for *all* active and archived faculties.



14. To view a message, click on the **View Details** button

15. The message is displayed



- 16. To print the message, click on the **Print** button
- 18. To quickly go to the application that the message refers to, click on the link in the message
- 17. To delete the message, click on the **Delete** button
- 18. To close the message, click on the **X** (in the top right-hand corner)

What Happens Next

The DAC Secretary will review your application to make sure that all relevant details have been recorded and all supporting documentation is in order. If extra information is required, you will be contacted to supply this. He/she may also pass the application back to you so that you can edit the previously completed forms or upload extra supporting documents. If this is the case, you will receive an email from the OFS advising you that the application needs your attention and it will again become a “proposal in preparation” so that you can make your changes and re-submit.

Once the DAC Secretary is satisfied that the application is in order, it will be reviewed at the next DAC meeting. In some cases, it will also be reviewed by external consultees, such as the amenity societies (eg. Victorian Society, Georgian Group, etc) or local authority. After this, it will either be returned to you to supply further information or passed to the Diocesan Registrar to check that it complies with the Church in Wales’ Constitution rules. If the application is passed back to you, it will again become a “proposal in preparation” which can be re-submitted after you have supplied the required information. If it is passed to the Registrar and he/she is satisfied that everything is in order, it will be passed on to the Diocesan Chancellor for determination.

You can check how your application is proceeding at any time by logging onto the OFS and checking its status. Also make sure that you check your email regularly as the OFS will send out messages to alert you to any action that is required by you in relation to your application. The email alerts are also recorded on the **Messages** tab within the OFS.

Tina Andrew
Church Conservation & Support Manager
The Church in Wales
25th November 2021