



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

ONLINE FACULTY SYSTEM

LIST A & B GUIDANCE FOR APPLICANTS

Version 1.1

Introduction

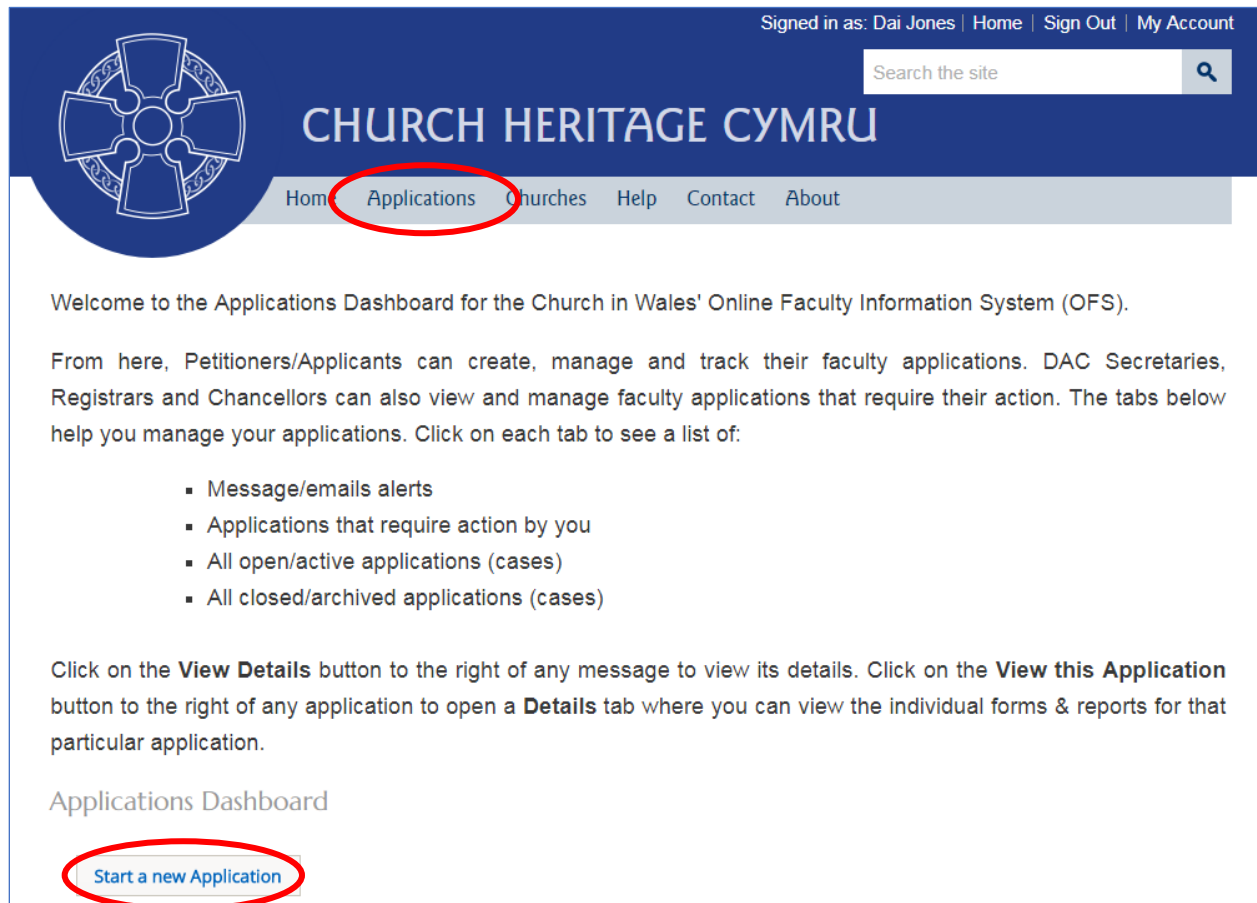
List A & B faculty applications were introduced at the same time as the Online Faculty System (OFS) to provide a more streamlined permissions process to parishes wishing to carry out routine maintenance and minor or straightforward works to their churches and churchyards. List A applications cover routine maintenance or minor like-for-like repairs and require no formal permission to proceed, although both the DAC and the Diocesan Registrar are notified. 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 are reviewed by a DAC member (or members) and require the permission of the Diocesan Registrar before they can proceed. See Appendix I for the type of work covered by a List A and B faculty application. Any work not on these lists would normally require a full faculty application – contact your DAC secretary for advice.

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Creating a List A Application

1. Sign in to the OFS (<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

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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

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

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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

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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
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 point. This is displayed at the top of the screen.

Case file

Application Ref: 2017-000103

Diocese: Bangor

Status: Awaiting List A item selection

Summary: Replace electrical sockets in vestry

Church: St Mary, Bangor

Archdeaconry: Bangor

Logged By: Mr Dai Jones (Wed 23 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, select “church buildings, etc”. 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: 2017-000103	Church: St Mary, Bangor
Diocese: Bangor	Archdeaconry: Bangor
Status: Awaiting List A item selection	Logged By: Mr Dai Jones (Wed 23 Aug 2017)
Summary: Replace electrical sockets in vestry	

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*

(A1-2) Repairs and replacement of fittings in existing kitchens, lavatories and office accommodation

(A1-3) Like for like repairs to modern window glass

Specified conditions:

- *The works do not include repairs to broken or cracked quarries in stained glass or historic clear glazed windows*

13. Read through the list and select the appropriate item (the Appendix at the back of this guidance document reproduces the full list of A & B items)

Remember to read any specified conditions associated with your selection as these will define the extent of the permitted work. If you do not see the item you are looking for, or are unsure of which one to select, speak to your DAC Secretary.

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

Case file

Application Ref: 2017-000103 Church: St Mary, Bangor
 Diocese: Bangor Archdeaconry: Bangor
 Status: Awaiting List A item selection Logged By: Mr Dai Jones (Wed 23 Aug 2017)
 Summary: Replace electrical sockets in vestry

Step 1 > Step 2 > Step 3 > Step 4

You have selected a List A item. Works on this list require no further permission. You may now proceed with your proposed works without further ado. Click on the **Finish Form** button to complete the application.

Previous Save & come back later Cancel Finish Form

15. Your List A item selection is confirmed

16. Click on the **Finish Form** button to complete the application

Application Ref: 2017-000103 Church: St Mary, Bangor
 Diocese: Bangor Archdeaconry: Bangor
 Status: **Post determination List A** Logged By: Mr Dai Jones (Wed 23 Aug 2017)
 Summary: Replace electrical sockets in vestry

Click on the **Details** tab below to view the forms/reports for this application, then click on the **View Details** buttons to view and print them. Click on the **History** tab to view the actions carried out on this application and the **Messages** tab to view any system messages.

Details History Messages

Summary description of proposed works	✓	📄
List A or List B classification	✓	📄
Confirmation of List A matters	✓	📄

Return to Applications dashboard Delete the application Download All Forms & Documents

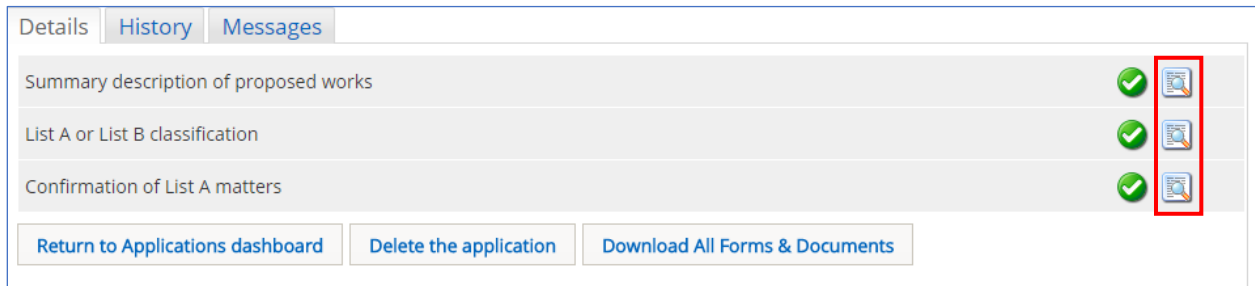
17. The **Details** screen is displayed listing the completed forms associated with the application (these were created as you completed the **Case File**)

18. The application status changes from “Awaiting List A item selection” to “Post determination List A” and is now recorded as an archived (closed) case

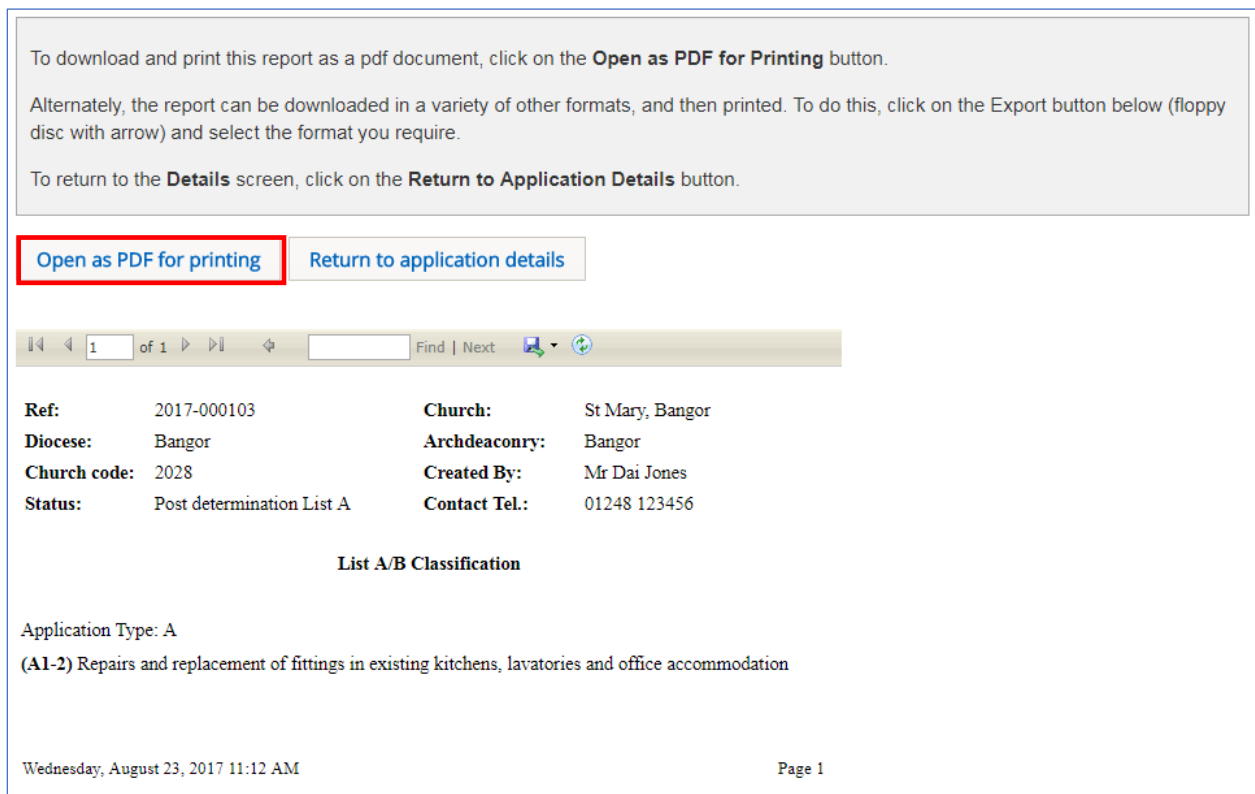
There are various other functions that you can perform from the **Details** screen such as viewing, downloading and printing forms (see next section). In addition, you can also view an application’s history by clicking on the **History** tab and see a copy of the emails sent out by the OFS by clicking on the **Messages** tab.

Printing forms in a List A application

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

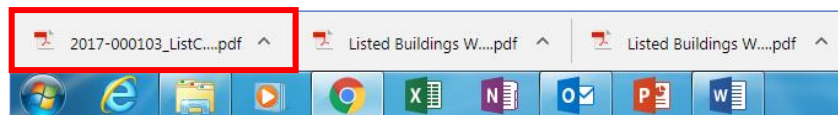


2. The report window is displayed



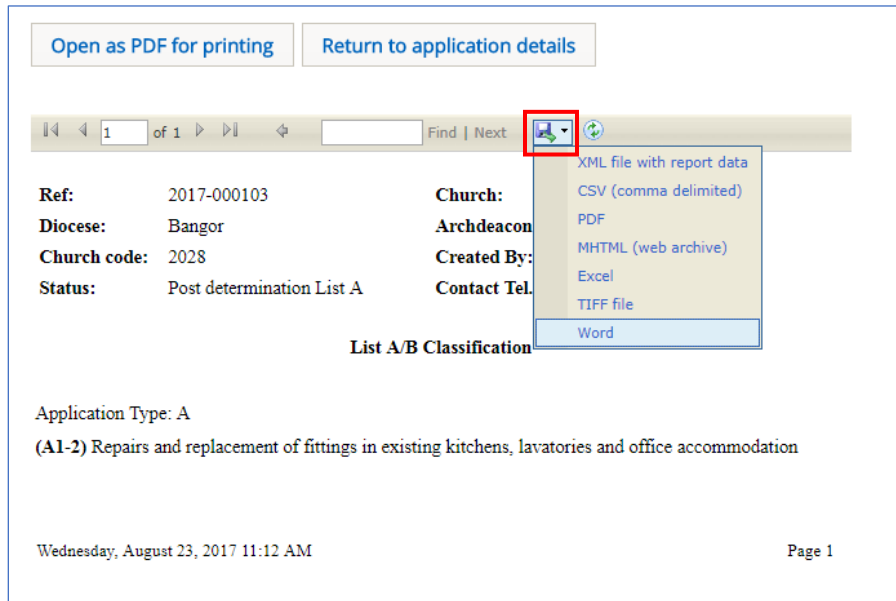
3. Click on the **Open as PDF for printing** button

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 or printed in the normal way.

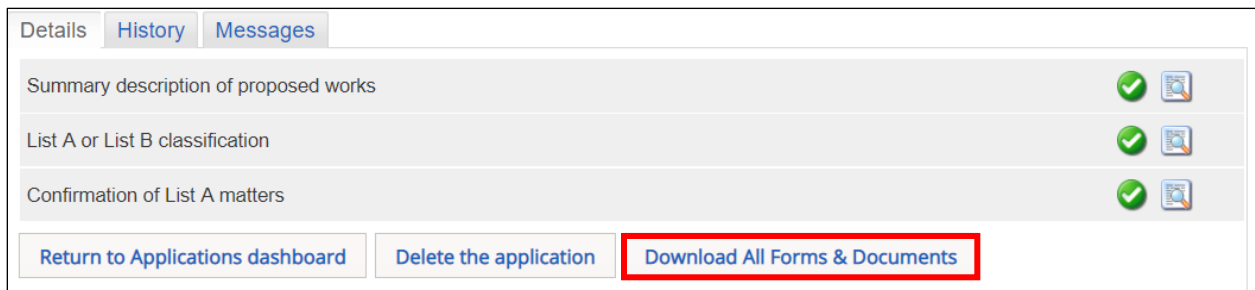
4. Alternately, you download the report in a variety of other formats by clicking on the Export drop-down menu



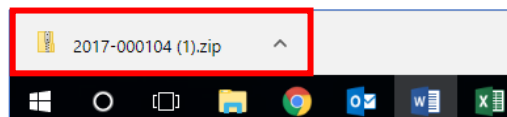
The report is downloaded to the status bar at the bottom of the screen. Clicking on it will open it, where it can be viewed, saved or printed in the normal way.

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



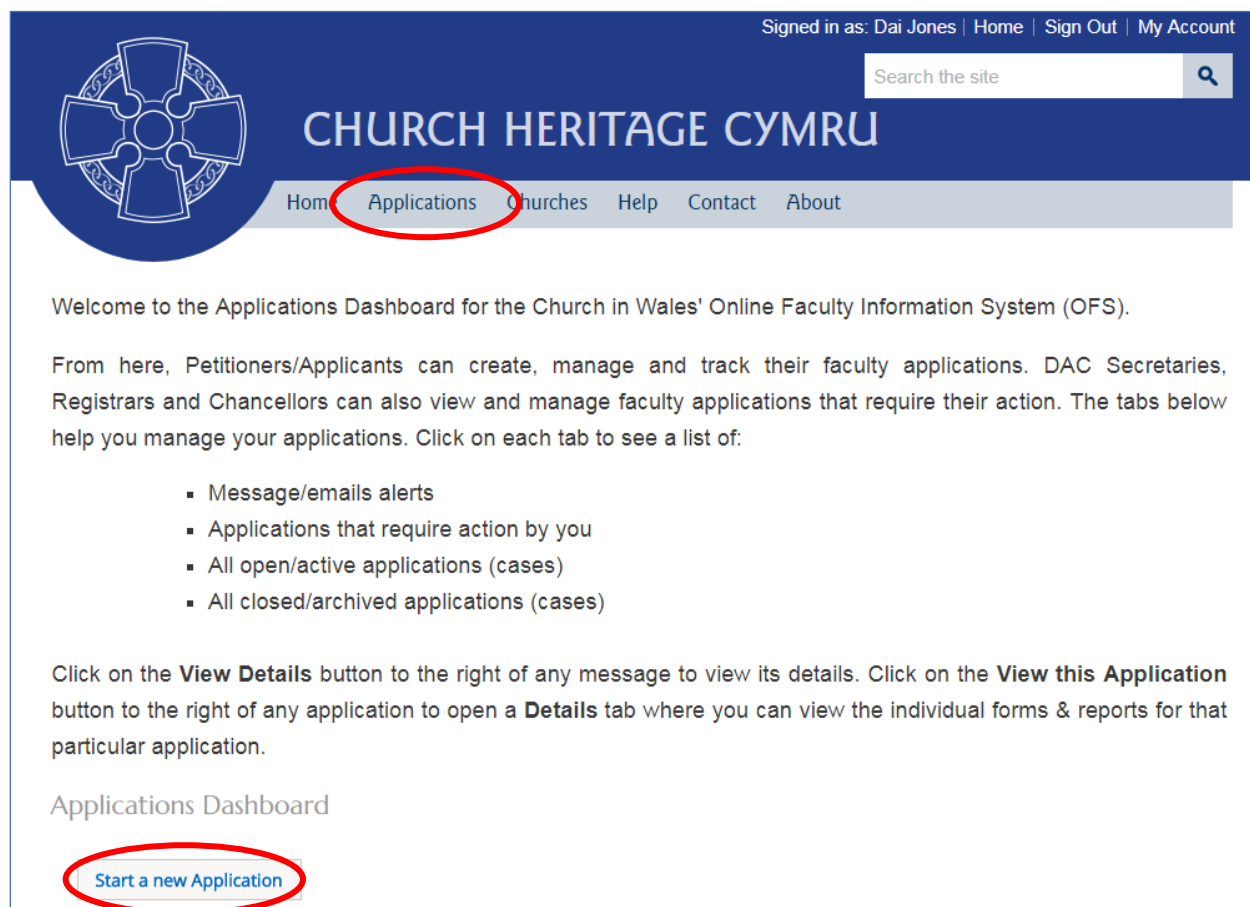
A zip file containing all the forms & documents is downloaded to the status bar at the bottom of the screen (and to the Downloads folder on your laptop/PC), although this step may depend on how your laptop/PC has been set up.



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

Creating a List B Application

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



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

Cancel Next

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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

Previous Save & come back later Cancel Next

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

If the works are for both, select "Church buildings, etc". 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. Read through the list and select the appropriate item (the Appendix at the back of this guidance document reproduces the full list of A & B items)

Remember to read any specified conditions associated with your selection as these will define the extent of the permitted work. If you do not see the item you are looking for, or are unsure of which one to select, speak to your DAC Secretary.

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 B items below. If the proposed works match one of the items, select it and click on the **Finish Form** button. List B items require permission from the Diocesan Registrar who will obtain advice from the DAC before making a determination.

If the proposed works do not match one of the List B items, select the **None of the above** option at the bottom of the screen and click on **Finish Form**. The application will now proceed to full faculty.

If in doubt, contact your DAC Secretary for advice.

(B1-1) Works of routine maintenance and repair affecting the fabric of a church or historic material

Specified conditions:

- 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
- Details of any materials to be used are submitted to the Registrar, when the Registrar is consulted on the proposal to undertake the matter
- The works do not involve any new disturbance below ground level
- 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
- The parochial church council's insurers are notified if external scaffolding is to be erected

(B1-2) The installation of a wall offertory box

Specified conditions:

- The installation does not affect historic fabric

(B1-3) The introduction of a safe in a vestry or similar room

17. Click on the **Finish Form** button (at the bottom of the screen) to confirm your List B selection




Application Ref: **2017-000106** Church: **St David, Bangor Road**
 Diocese: **Bangor** Archdeaconry: **Bangor**
 Status: **List B application in preparation** Logged By: **Mr Dai Jones (Thu 24 Aug 2017)**
 Summary: **Replacement of existing carpets throughout the church**




Your List B application is now in preparation and you will need to describe the proposed works and upload any supporting documents and photographs. This will help the DAC and Registrar to consider your application.




To describe your proposed works, click on the **Details** tab below (if not already selected), then click on the **Edit Details** button to the right of the "List B application details" form. To upload supporting documents and photographs, click on the **Supporting Documents and Images** tab.

When you are satisfied that your application is complete, click on the **Submit** button to send it to the DAC.

Details **Supporting Documents and Images** History Messages

Summary description of proposed works   

List A or List B classification   

List B application details   

Submit **Return to Applications dashboard** **Delete the application** **Download All Forms & Documents**

18. The **Details** screen is displayed showing the **List B Application Details** form as a work in progress (egg-timer) and the other forms (ie. sections/tabs of the **Case File**) as complete (green tick)

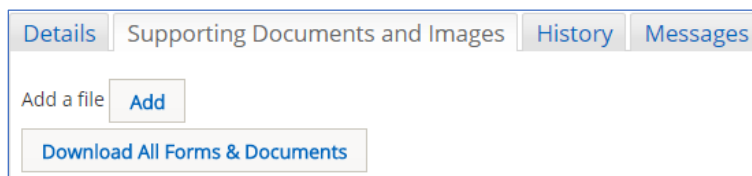
The **Edit Details** button is also displayed (note pad & pen) next to all the forms, indicating that they can still be edited before the **Submit** button is clicked.

Since List B applications require more detail than List A applications, you can upload extra information (eg. documents, photographs, etc) to enable the DAC and Registrar to better understand them. This will reduce the amount of information you need to include in the **List B Application Details** form, as you can refer to the uploaded documents rather than describing their contents in detail.

If you want to upload supporting documentation follow the steps below. If you do not need to upload anything, go to step 31.

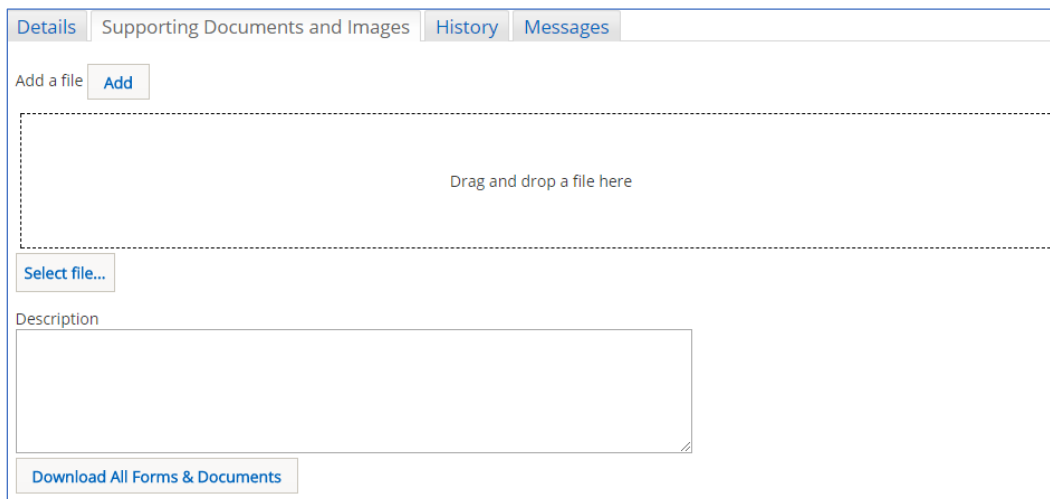
19. Click on the **Supporting Documents and Images** button

20. The **Add** button is displayed



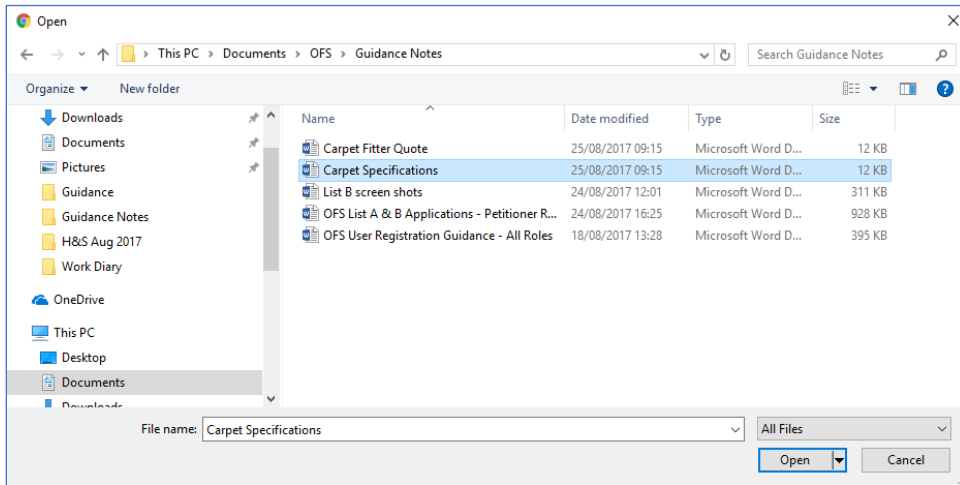
21. Click on the **Add** button

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



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

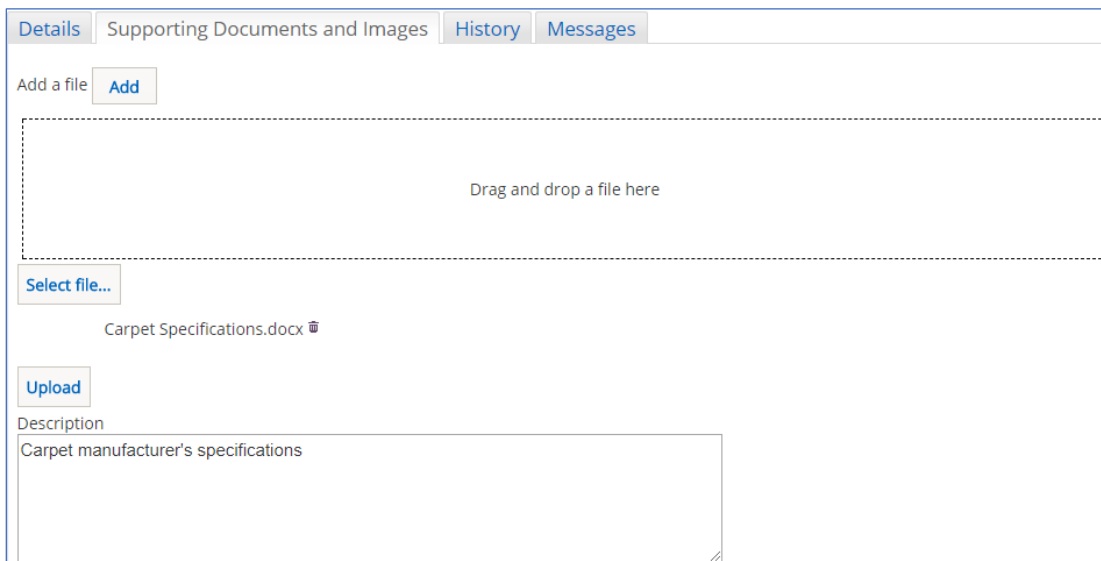
24. The **Open File** window is displayed






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

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

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



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

Details Supporting Documents and Images History Messages					
	File Name	Description	Size	Modified	Uploaded By
 	 Carpet Specifications.docx	Carpet manufacturer's specifications	11773	25/08/2017 09:33:53	Dai Jones

29. 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).

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

30. When you have finished uploading any documents or images, click on the **Details** tab

31. The **Details** screen is displayed




Application Ref: **2017-000106** Church: **St David, Bangor Road**
Diocese: **Bangor** Archdeaconry: **Bangor**
Status: **List B application in preparation** Logged By: **Mr Dai Jones (Thu 24 Aug 2017)**
Summary: **Replacement of existing carpets throughout the church**




Your List B application is now in preparation and you will need to describe the proposed works and upload any supporting documents and photographs. This will help the DAC and Registrar to consider your application.




To describe your proposed works, click on the **Details** tab below (if not already selected), then click on the **Edit Details** button to the right of the "List B application details" form. To upload supporting documents and photographs, click on the **Supporting Documents and Images** tab.

When you are satisfied that your application is complete, click on the **Submit** button to send it to the DAC.

Details **Supporting Documents and Images** History Messages

Summary description of proposed works   

List A or List B classification   

List B application details   

Submit **Return to Applications dashboard** **Delete the application** **Download All Forms & Documents**

32. Open the **List B Application Details** form by clicking on the **Edit Details** button

33. The **Application Details** screen is displayed

34. Describe the details of your faculty application in the **Details of Your Proposal** text box

Application Ref: **2017-000106** Church: **St David, Bangor Road**
Diocese: **Bangor** Archdeaconry: **Bangor**
Status: **List B application in preparation** Logged By: **Mr Dai Jones (Thu 24 Aug 2017)**
Summary: **Replacement of existing carpets throughout the church**

Application Details

Please enter details of your proposed works below and click on the **Finish Form** button when complete.

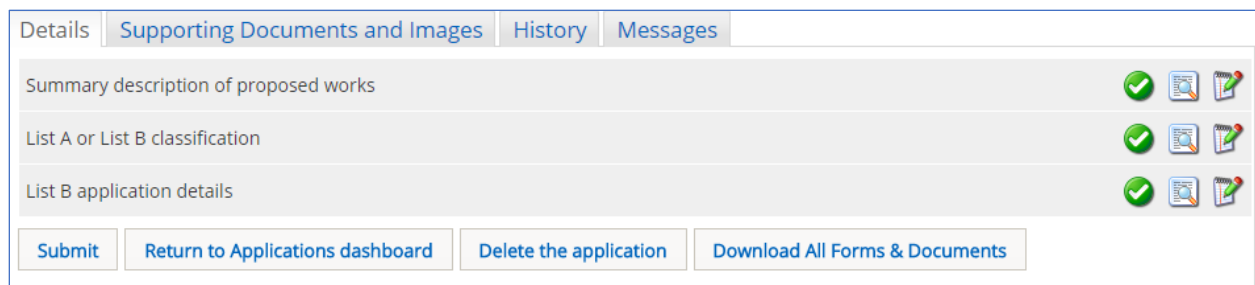
Details of your proposal

The PCC need to replace the existing carpet and underlay throughout the church. It is badly worn and presents a trip hazard in some places where it is coming away from its original fixings. New breathable carpet and underlay will be used that will allow the historic floor underneath to remain sound and dry, thus minimising any damage or degradation. The colour of the carpet will be sympathetic to the surrounding church features, fixtures and fittings. Manufacturer's details of the colour/pattern and specification of the new carpet and underlay have been uploaded, in addition to the carpet fitters' quote which includes fitting details. |




Cancel **Finish Form**




35. Click on the **Finish Form** button when complete




36. The **Details** screen is displayed showing the **List B Application Details** form as completed (green tick)



Details | Supporting Documents and Images | History | Messages

Summary description of proposed works   

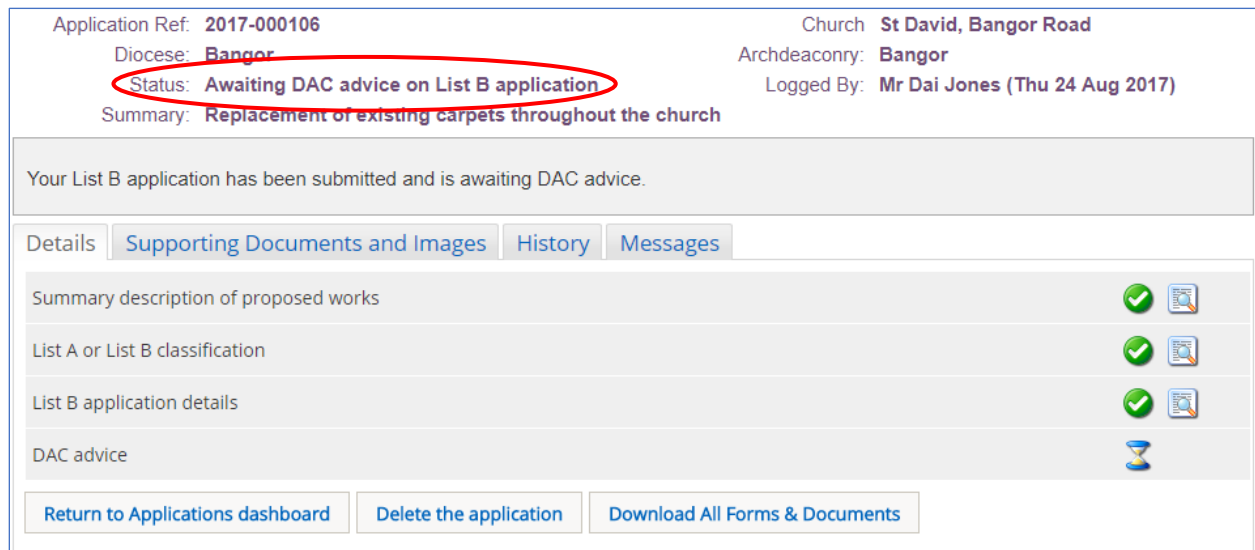
List A or List B classification   

List B application details   

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

37. Click on the **Submit** button to send the application to your DAC Secretary



The application status now changes from “List B application in preparation” to “Awaiting DAC advice on List B application”. The **DAC Advice** form is now visible as a work-in-progress and the other forms are no longer editable.







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


Your List B application has been submitted and is awaiting DAC advice.

Details | Supporting Documents and Images | History | Messages

Summary description of proposed works  

List A or List B classification  

List B application details  

DAC advice 

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






The **DAC Advice** form will be completed by the DAC Secretary following feedback from an appropriate DAC member (or members) about the application. This will be used by the Diocesan Registrar to assist him/her in assessing whether or not to allow the works to go ahead.

After your DAC Secretary has submitted the **DAC Advice** form to the Registrar, the status of the application changes to “Awaiting Registrar’s determination” and the **Registrar’s Determination** form shows as a work-in-progress on the **Details** screen.

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

The application is now awaiting determination by the Registrar.

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

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









Once the Registrar has reviewed the application they can give approval or recommend that it proceeds to full faculty if they do not consider it to be a List B item. For the purposes of this guide, the Registrar will approve the application. Once approval is given, the Applicant will receive an email (and system message) confirming this. The status of the application changes to “Post determination List B” and is now classed as an archived (closed) case. The works described in the application can now go ahead.

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

The Registrar has approved this faculty application. Click on the **View Details** buttons to view and print the Registrar's Determination form or the DAC Advice form.

Click on the **Details** tab below to view the forms/reports for this application, then click on the **View Details** buttons to view and print them. Click on the **History** tab to view the actions carried out on this application, the **Messages** tab to view any system messages and the **Supporting Documents & Images** tab to view and download any accompanying documentation.

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

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

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

The forms have now all been completed and are no longer editable. Click on any of the **View Details** buttons to view the contents of the forms and/or to download and print them (see later).

The **Registrar's Determination** report/printable form contains the application details as described by the Applicant (from the **List B Application Details** form), the List B item selected

and any special conditions associated with it (from the List B items list), plus any additional conditions imposed by the Registrar. Applicants are advised to read this form thoroughly and comply with all conditions.

Ref:	2017-000106	Church:	St David, Bangor Road
Diocese:	Bangor	Archdeaconry:	Bangor
Church code:	1899	Created By:	Mr Dai Jones (24/08/2017)
Status:	Post determination List B	Contact Tel.:	01248 123456

List B Application

Registrar's Determination

Diocese of Bangor

Church of St David, Bangor Road

Application details:

(B4-3) The replacement of carpets or other floor covering and underlay

The PCC need to replace the existing carpet and underlay throughout the church. It is badly worn and presents a trip hazard in some places where it is coming away from its original fixings. New breathable carpet and underlay will be used that will allow the historic floor underneath to remain sound and dry, thus minimising any damage or degradation. The colour of the carpet will be sympathetic to the surrounding church features, fixtures and fittings. Manufacturer's details of the colour/pattern and specification of the new carpet and underlay have been uploaded, in addition to the carpet fitters' quote which includes fitting details.

The works may be implemented without faculty, subject to the conditions outlined below:

I am satisfied that the PCC have considered the implications of introducing new carpeting and underlay to the historic fabric of the building and that it will not detract from the interior decor of the church or its fixtures and fittings. However, I recommend that the DAC inspect the new carpets and underlay after fitting to ensure that they match the original specifications.

Specified conditions:

- *Only breathable underlay is used when 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*

Signed: Lloyd Harris

Date: 25/08/2017

Friday, August 25, 2017 12:28 PM

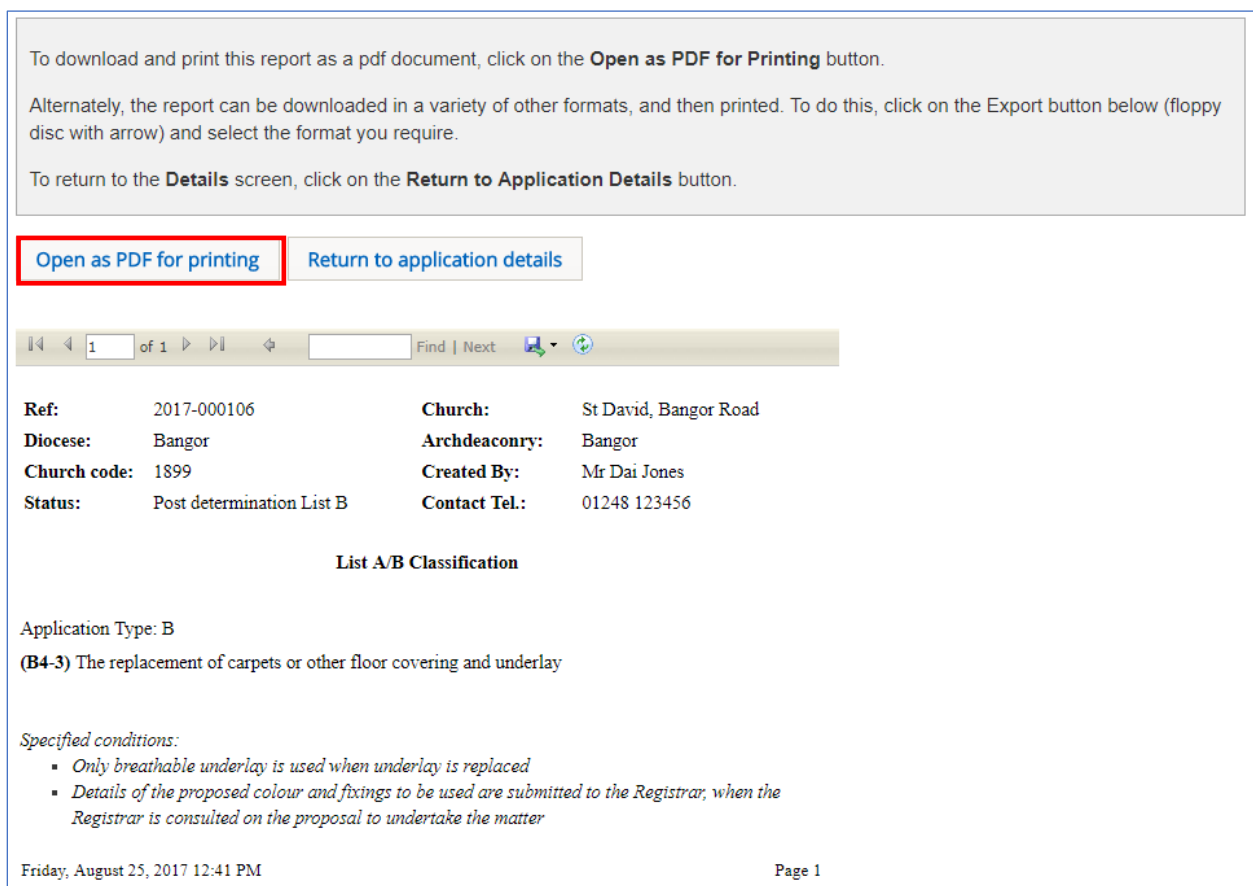
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Printing forms in a List B application

1. To view or print screens/reports from the application, click on any of the View Details buttons

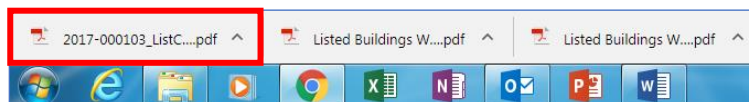


2. The report window is displayed



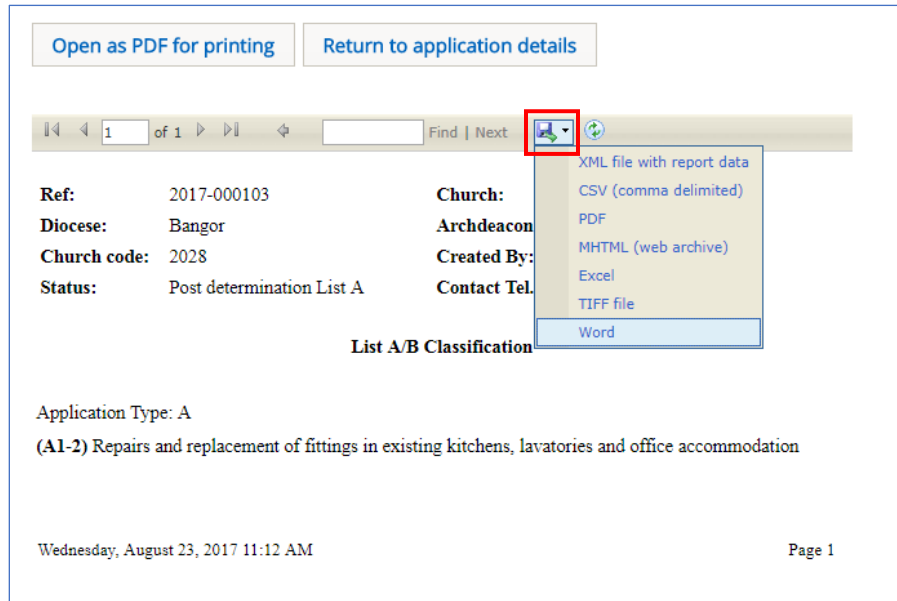
3. Click on the **Open as PDF for printing** button

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.

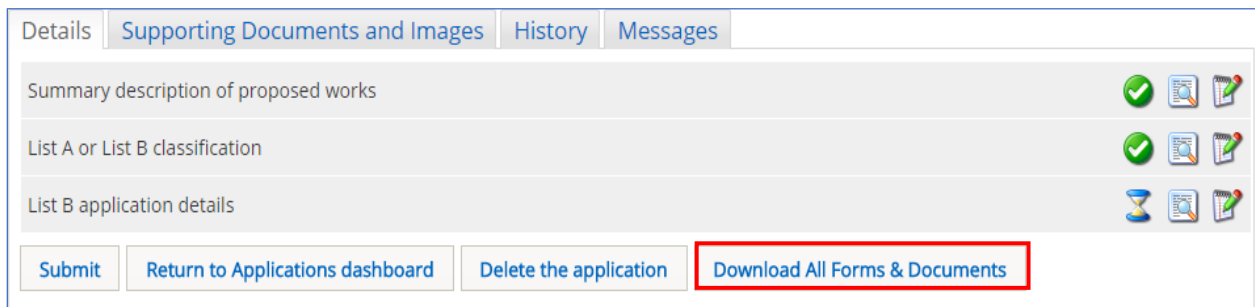
4. Alternately, you download the report in a variety of other formats by clicking on the Export drop-down menu



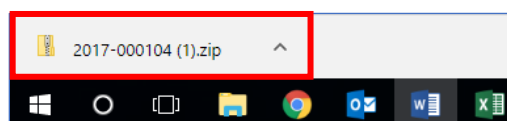
The report is downloaded to the status bar at the bottom of the screen. Clicking on it will open it, where it can be viewed, saved and printed in the normal way.

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 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.

Appendix I – List A & B Items

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

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

<i>Matter</i>	<i>Specified conditions</i>
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