DAC FACULTY APPLICATION PROCESS

What would you like to do? Do you need a faculty? Is it "minor works" not requiring a faculty? **See List A & List B.** If your proposal includes elements which pertain to reaching **Net Zero Carbon** by 2030 please give due regard to the information provided ***

If the work is covered by **List A** no further permission is required and work may **go ahead**.

Remember to update the church Log.Book.

If the work is covered by List B you should contact the Archdeacon with details of the proposed works.

Archdeacon will consider the proposals and take specialist advice where necessary.

The Archdeacon will issue a response in writing either authorising the work, refusing the work as specified or say that a Faculty will be required.

Faculty Required

Bring your ideas to the PCC and get PCC Resolution.

Consult church architect for advice concerning any fabric repair or reordering. If no architect has been appointed consult DAC.

Contact Liverpool DAC Office (0151 705 2122) for initial advice and register for the online faculty system via Diocese website.

Submit forms and full details of work to the DAC. (More information you supply the better). Consultation with Amenity societies may be required - DAC will advise on this.
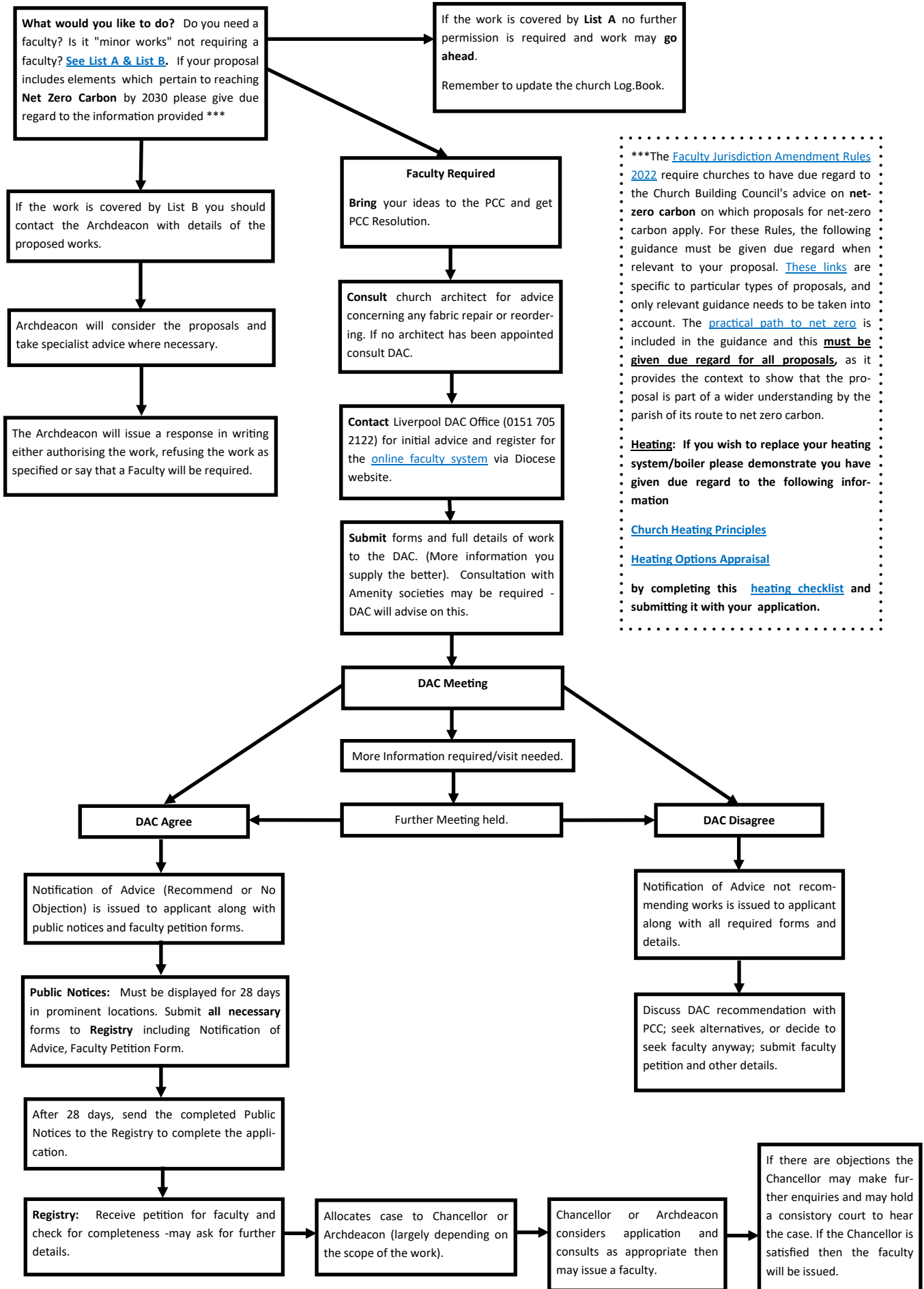
***The Faculty Jurisdiction Amendment Rules 2022 require churches to have due regard to the Church Building Council's advice on **net-zero carbon** on which proposals for net-zero carbon apply. For these Rules, the following guidance must be given due regard when relevant to your proposal. These links are specific to particular types of proposals, and only relevant guidance needs to be taken into account. The practical path to net zero is included in the guidance and this **must be given due regard for all proposals**, as it provides the context to show that the proposal is part of a wider understanding by the parish of its route to net zero carbon.

Heating: If you wish to replace your heating system/boiler please demonstrate you have given due regard to the following information

Church Heating Principles

Heating Options Appraisal

by completing this heating checklist and submitting it with your application.

DAC Meeting

More Information required/visit needed.

DAC Agree

Further Meeting held.

DAC Disagree

Notification of Advice (Recommend or No Objection) is issued to applicant along with public notices and faculty petition forms.

Notification of Advice not recommending works is issued to applicant along with all required forms and details.

Public Notices: Must be displayed for 28 days in prominent locations. Submit **all necessary** forms to **Registry** including Notification of Advice, Faculty Petition Form.

Discuss DAC recommendation with PCC; seek alternatives, or decide to seek faculty anyway; submit faculty petition and other details.

After 28 days, send the completed Public Notices to the Registry to complete the application.

If there are objections the Chancellor may make further enquiries and may hold a consistory court to hear the case. If the Chancellor is satisfied then the faculty will be issued.

Registry: Receive petition for faculty and check for completeness -may ask for further details.

Allocates case to Chancellor or Archdeacon (largely depending on the scope of the work).

Chancellor or Archdeacon considers application and consults as appropriate then may issue a faculty.