

Faculty and List B permissions – what, why and how?

Debunking some myths and explaining
how things work

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What is a faculty and what's a List B permission?

- A faculty is a legal permission to make a change to a church building or in the churchyard or church garden.
- A faculty is granted by the Diocesan Chancellor.
- There are national lists of Minor Matters that don't need a faculty – List A is for very minor items; List B covers work that needs to be checked to ensure it's done in the right way for a particular church building.

Why do we need permissions to do works to our church building or churchyard/church garden?

- A legal process across the Church of England

Any person or body carrying out functions of care and conservation under this Measure ... shall have due regard to the role of a church as a local centre of worship and mission.”...and environmental protection.

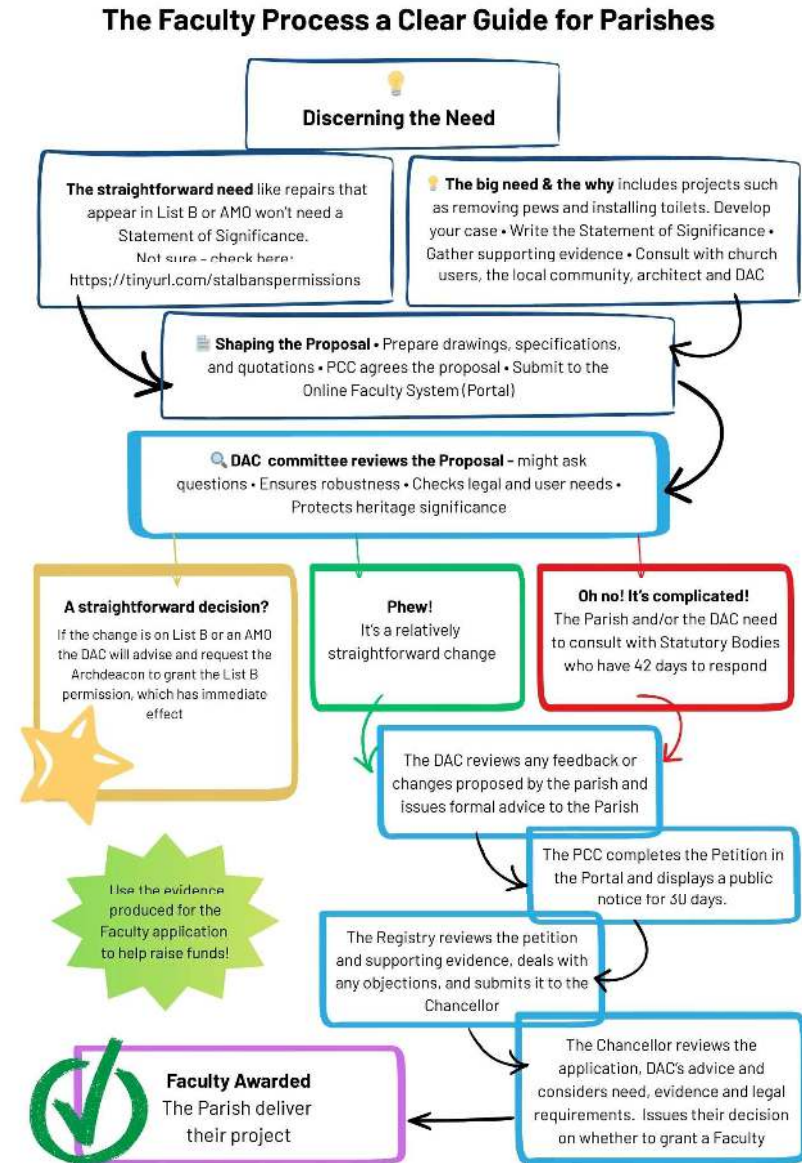
- Part of the framework for planning and listed building controls
- The advice and permission process supports the clergy and volunteers who use and care for churches and churchyard/church gardens
- Parishes benefit from free advice from expert DAC members and consultants, who may suggest a more cost-effective or effective way of doing something

How does the Faculty Jurisdiction operate?

Applying for a faculty is a 2-stage process:

Stage 1 – The applicant provides details of the proposed works so that the DAC can give advice. This may simply be to support the proposals, or the DAC may suggest other options or amendments, or say that consultation is needed with other bodies.

Stage 2 – Once the DAC has advised formally on the works, the applicant completes the faculty petition form and public notice. After the public notice period has been completed, the Diocesan Registrar notifies the Chancellor, the senior legal officer of the Diocese, that the application is ready for consideration. The Chancellor considers the application and, if all is in order, grants the faculty subject to any conditions.



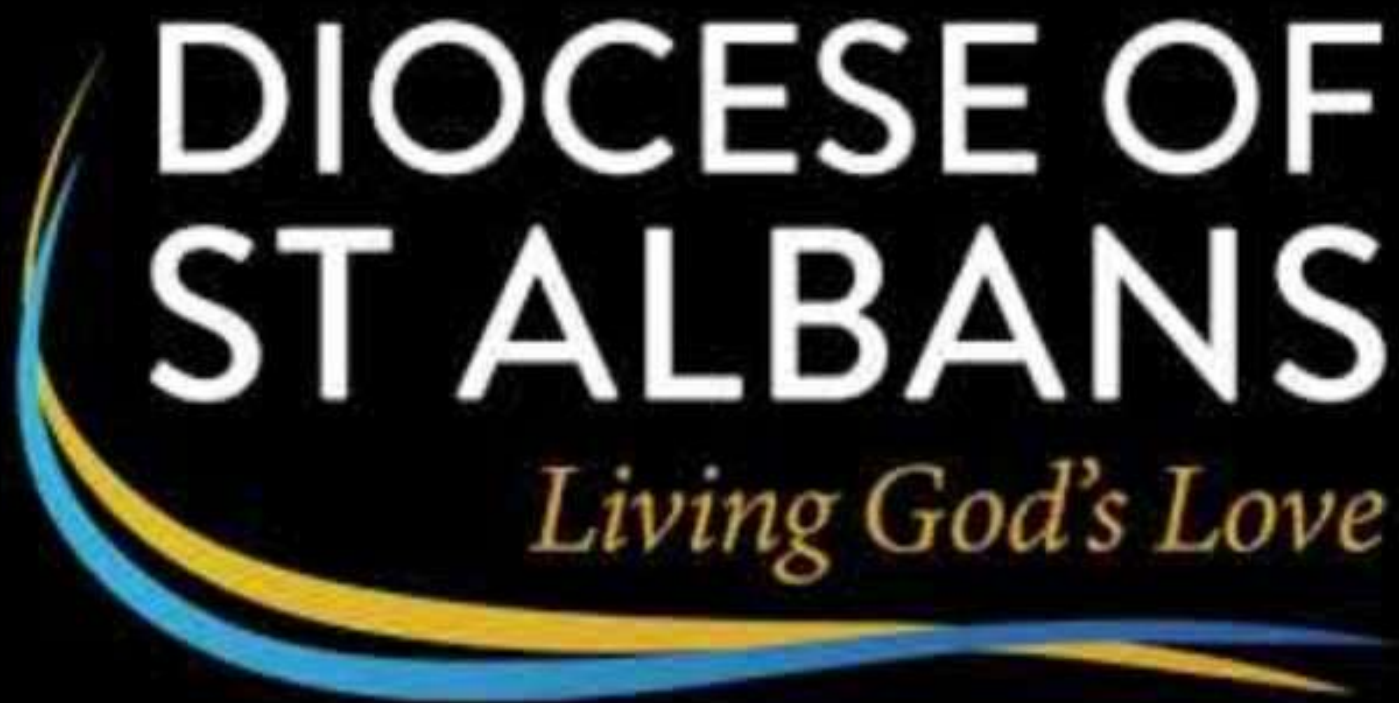
What information is needed?

- This is based on the Permissions page of the diocesan website: [Permissions - The Diocese of St Albans](#)
- An evidence-based system: please provide as much detail as possible about **what, how and why**
- Routine and technical proposals:
 - **What:** description of works and PCC resolution
 - **How:** specification/schedule of works from architect or surveyor, specialist contractor etc plus drawings/marked-up photos
 - **Why:** Statements of Significance & Needs (link to MAP)

How to make an application

- Applications for DAC advice which may lead to a faculty application or List B permission are made via the Diocesan Online Portal at
- There is a User Guide which you can download/print and a video step-by-step guide at [Online Portal User Guide - The Diocese of St Albans](#)

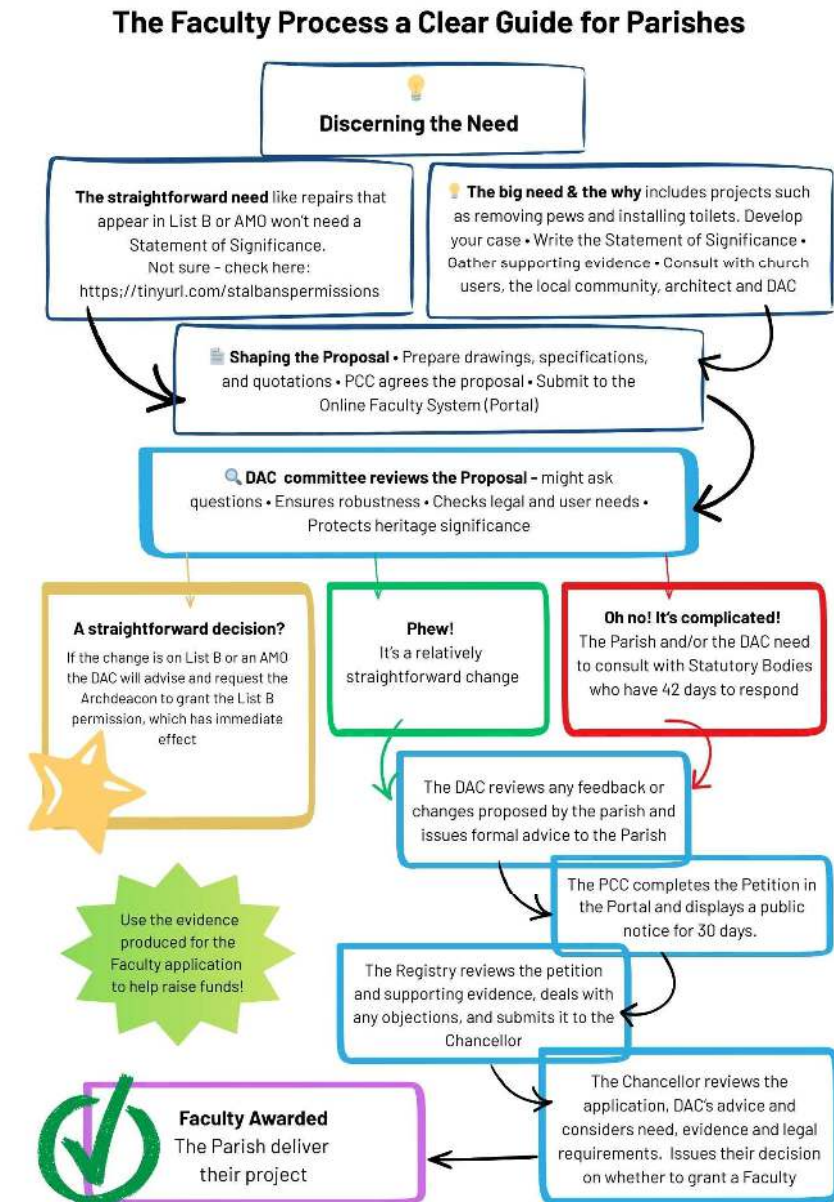


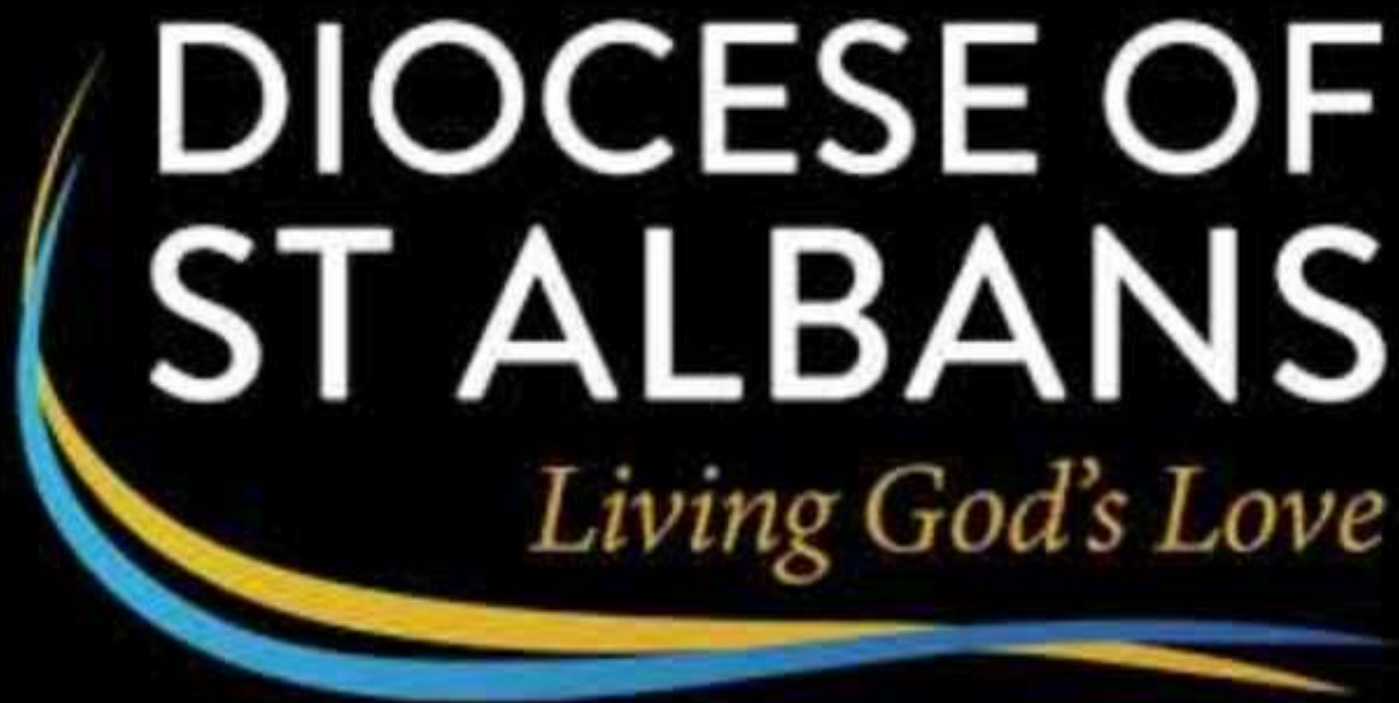


Using the DAC Section of the Diocesan Portal

What happens next?

- The DAC team receive a daily report of portal changes which we review.
- We may ask for more information to understand the proposal or we may ask if you would like a Teams call or an early-stages site visit to discuss your ideas and plans.
- Once we have enough information for the DAC to assess the proposal, we will “validate” the application which triggers an automatic email to the applicant.
- The DAC may consider the proposal by electronic consultation with specialist members, especially for routine or technical matters and most List B proposals.
- More major proposals will go on the agenda for the next available DAC meeting – meeting dates are at: [Diocesan Advisory Committee - The Diocese of St Albans](#)





Using the DAC Section of the Diocesan Portal

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graph TD
    A[Discerning the Need] --> B[The straightforward need]
    A --> C[The big need & the why]
    B --> D[Shaping the Proposal]
    C --> D
    D --> E[DAC committee reviews the Proposal]
    E --> F[A straightforward decision?]
    E --> G[Oh no! It's complicated!]
    F --> H[Faculty Awarded]
    G --> I[The DAC reviews any feedback or changes proposed by the parish and issues formal advice to the Parish]
    I --> J[The PCC completes the Petition in the Portal and displays a public notice for 30 days.]
    J --> K[The Registry reviews the petition and supporting evidence, deals with any objections, and submits it to the Chancellor]
    K --> L[The Chancellor reviews the application, DAC's advice and considers need, evidence and legal requirements. Issues their decision on whether to grant a Faculty]
    L --> H
    
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Discerning the Need

The straightforward need like repairs that appear in List B or AMO won't need a Statement of Significance.
Not sure - check here: <https://tinyurl.com/stalbanspermissions>

The big need & the why includes projects such as removing pews and installing toilets. Develop your case • Write the Statement of Significance • Gather supporting evidence • Consult with church users, the local community, architect and DAC

Shaping the Proposal • Prepare drawings, specifications, and quotations • PCC agrees the proposal • Submit to the Online Faculty System (Portal)

DAC committee reviews the Proposal - might ask questions • Ensures robustness • Checks legal and user needs • Protects heritage significance

A straightforward decision?
If the change is on List B or an AMO the DAC will advise and request the Archdeacon to grant the List B permission, which has immediate effect

Phew!
It's a relatively straightforward change

Oh no! It's complicated!
The Parish and/or the DAC need to consult with Statutory Bodies who have 42 days to respond

The DAC reviews any feedback or changes proposed by the parish and issues formal advice to the Parish

The PCC completes the Petition in the Portal and displays a public notice for 30 days.

The Registry reviews the petition and supporting evidence, deals with any objections, and submits it to the Chancellor

The Chancellor reviews the application, DAC's advice and considers need, evidence and legal requirements. Issues their decision on whether to grant a Faculty

Faculty Awarded
The Parish deliver their project

Use the evidence produced for the Faculty application to help raise funds!

Living God's Love

Any Questions?