Supporting documents for faculty applications on the Online Faculty System (OFS)

The Online Faculty System (OFS) is designed to guide and prompt you through your faculty application. As part of the online application process, you will be required to give a written description of the proposed works, *but in addition you will need to upload full technical details* to the ‘Supporting documents and images’ tab for that application.

These details are very important and without them your application cannot be processed. You can either upload all the information in one session or you can add your information in separate sessions.

Please provide the following supporting documentation as appropriate to your project:

1. **Plans**
   These should be drawn to a scale of 1/100 or, in the case of large buildings, 1/200 and should show the existing situation and the proposed (i.e. two sets are required). They should also show the location of the proposed works including (where appropriate) wiring routes, details of areas to be redecorated, and the location into which items are to be introduced or from where they are to be removed.

   It is helpful to have not just a ‘bird’s eye view’ i.e. a ‘floor plan’, but also an ‘elevation’ i.e. a view of the vertical as if you were standing in front of it. A ‘section’ is a cut through a view and this is useful for showing how a feature is constructed.

   - *Floor plans*: a plan for each floor and, where appropriate, a roof plan also, clearly distinguishing between existing and proposed work in the case of alterations or extensions.
   - *Elevations*: showing any alterations/repairs (as appropriate) to the existing building or all elevations of new buildings/extensions.
   - *Sections*: i.e. the views through the building/feature showing, for example where entrances are proposed on sloping sites, the level of the ground in relation to the level of the building, or the thickness and profile of a proposed moulding.

2. **Specification of Works**
   Full details must be provided of the working methods, materials, and finishes to be used.

3. **Additional photographs/illustrations**
   As appropriate, including e.g. images of new light fittings and heating equipment.

4. **Costs, quotation/s, and details of the proposed arrangements for funding the works**

5. **PCC minute in support of the proposals**
6. Results of any consultation with statutory consultees (if applicable)

Please note the above list of information required is the minimum required and the DAC Officers may be in touch to require further information in support of your application.

When uploading information, please do not forget to name each file by subject and give a separate description of its contents on the OFS for each file you are attaching.

Getting help...
Further information on adding documents to your online application can be found in the following user manuals, hosted on the OFS website:

• How to upload supporting documents and images
• Guide to architectural drawings and plans
• Guide to scanning documents and photographs

If you are in any doubt as to exactly what documents to provide, please contact Giles Standing, DAC Secretary: 01543 622540 giles.standing@lichfield.anglican.org