Submitting an on-line application

Churches under Faculty Jurisdiction
The DAC supports the conservation of church buildings/churchyards and advises on their maintenance, repair and development; the DAC's Officers can advise PCCs on how to obtain the necessary permissions for works.

- Step by Step DAC online guide
- Permission List A, List B and Faculties
- DAC Dates
- Advice

http://www.lichfield.anglican.org/ourdiocese/departments/diocesan-advisory-committee/
Submitting an online application
Logging in
Submitting an online application
Logging in
Submitting an online application

Logging in

myDiocese

The Diocese of Lichfield

Please enter your email address in the form below. If your account is activated then you will be sent your password.

Email

Request Password
Submitting an online application
Logged in

Welcome Sandra
You are an Annual Return Administrator

Statistics for Mission
Enter an area of work (church) name and select it from the suggestions. Once selected click the 'Load Form' button.

Parish Finance
Enter an area of work (parish) name and select it from the suggestions. Once selected click the 'Load Form' button.

Accounts & Reports
Enter an area of work (parish) name and select it from the suggestions. Once selected click the 'Load Form' button.
Submitting an online application
Faculty Application

DAC
Home / DAC / Faculty Application

Faculty Application

Is your application urgent? Yes

or

Is your application for works to a church, churchyard, or consecrated burial ground? Yes

or

Is your application for works to a tree or trees within a churchyard or consecrated burial ground? Yes
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Faculty Overview

Faculty Overview

Your Church

Choose the name of your church or the building to which your application relates. If you are applying for a site that is not in the list, please select ‘Other’ and write its name in the box.

Your church or building

Select...
Enter a parish ref code or name of church and select it from the list.
Enter ref code or church

Faculty Contact

Choose the name of the person to act as contact on behalf of the church. If you wish for someone not on the list to act as contact, please click ‘Add a New Person’ and then add their name, address, telephone number and email into the relevant boxes.

Name of Contact

Select...
Choosing the name of the person to act as contact on behalf of the church. If you wish for someone not on the list to act as contact, please click ‘Add a New Person’ and then add their name, address, telephone number and email into the relevant boxes.

**Name of Contact**

Select...

**Brief description of works**

Please enter a brief description of works (up to 100 words)

Brief description of works
Submitting an online application
Standard Form

Choose the name of the person to act as contact on behalf of the church. If you wish for someone not on the list to act as contact, please click 'Add a New Person' and then add their name, address, telephone number and email into the relevant boxes.

**Name of Contact**

Select...

**Brief description of works**

Please enter a brief description of works (up to 100 words)

Brief description of works
Submitting an online application

Standard Information Form

Please review the information in this form to ensure it is up to date, and complete any blank fields.

Fields which are not blank cannot be edited but if you feel the information contained is incorrect, please specify why in the box below:

**Amendments**

Please specify any changes to locked fields below

**Approximate date of church**

Year or exact date (dd/mm/yyyy)  
Is the church listed?  ☐ Yes ☐ No

If so, please state whether it is grade I, II* or II

I, II* or II

Is the church, churchyard or any adjoining structure wholly or partly scheduled as an ancient monument?

☐ Yes ☐ No

Is there any evidence that bats use the church, its curtilage or any adjoining structure?

☐ Yes ☐ No

If it is, please state which

☐ Yes ☐ No
Submitting an online application
Standard Form

Is the churchyard or burial ground consecrated?  
- Yes  
- No

Is the churchyard or burial ground still used for burials?  
- Yes  
- No

If the churchyard or burial grounds is no longer used for burials has it been closed by Order in Council?  
- Yes  
- No

If it has, please give the date of the Order  
Where only the year is known. Please enter 01/01/yyyy

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

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

Architect or surveyor appointed for the church under the Inspection of Churches Measure 1955

Previous  Next  Save  ✓ The Faculty Application has been saved.
Statement of Significance and Statement of Needs only need to be completed and uploaded for a Faculty application.

Download a template from the Church Care website.

If you have produced a more detailed Statement of Significance or Conservation Management Plan, please upload it here.

Choose file  No file chosen

Save

✓ The Faculty Application has been saved.
Submitting an online application
Supporting Documents

Supporting Documents

These documents are here to explain your proposals to people who may never have visited the church or site concerned. Therefore it is important to make them as clear as possible otherwise it may not be possible for the Archdeacon, DAC or the Chancellor to approve your proposal.

You should explain the reasons why you want to carry out the proposal in a statement of needs. If your building is listed you should also include a statement of significance. Advice on preparing both of these can be found here: [http://www.churchcare.co.uk/churches/guidance-advice/statements-of-significance-need](http://www.churchcare.co.uk/churches/guidance-advice/statements-of-significance-need)

If the proposals use a professional contractor you should include their quotation for the works and any other documents they have sent you.

Where possible you should also include visual illustrations of what is proposed:
- Marked-up photographs can be an effective but simple way of helping people to understand your proposal.
- For proposals involving re-ordering it is important to include a plan.
- For proposals involving alterations to a building’s fabric, plans and elevations are likely to be needed, as well as the input of your inspecting architect or surveyor.

Please ensure you attach a copy of your PCC’s resolution in relation to this application.
A copy of the resolution of the Parochial Church Council or Standing Committee authorising the works;
 Specifications, full technical details and designs;
 Quotation/cost;
 A plan showing the location of the proposed works, (where appropriate) wiring routes, areas to be redecorated, and the location to which items are to be introduced or from which they are to be removed (where appropriate);
 Photographs and Plans (where appropriate);
 Details of the proposed arrangements for funding the works;
 QI architect’s recommendations (where appropriate);
 Statement of Need/Significance (for faculty applications only)
Submitting an online application

Supporting Documents

Ideally all documents uploaded should be a pdf (Adobe Acrobat) or jpeg (image) files.
Guidance when using the on-line system
Online Support
Telephone 01543 622540 e-mail DAC@lichfield.anglican.org

Queries about the type of equipment and the method of installation
DAC Secretary
email: kristina.williamson@lichfield.anglican.org
Any Questions