PCC Application Form for DAC Advice on Appointment of a Quinquennial Inspector

**a) Please consult the following notes (before completing the form)**

* *This form should be completed by a church officer or PCC member authorised by the PCC*
* *The information provided on this form should be in accordance with the Church Buildings Council* [*guidance*](https://www.churchofengland.org/media/22243) *(2020), 'Criteria for appointing a suitable person to the role of inspector', reproduced below – please read the criteria before completing the form*
* *The information provided will be used solely by the Lichfield DAC in the process of giving statutory advice to the PCC on its proposal to appoint that quinquennial inspector, in accordance with* [*section 7*](https://www.legislation.gov.uk/ukcm/2020/1/section/7?timeline=false) *of the Church of England (Miscellaneous Provisions) Measure 2020, which came into effect on 1st September 2020*

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| **Criteria for appointing a suitable person to the role of inspector*** Competent to inspect **Major Churches** (as [defined](https://www.churchofengland.org/resources/diocesan-resources/strategic-planning-church-buildings/major-parish-churches) by the CBC) which includes what used to be Greater Churches: proven experience of working with such large and/or highly significant and complex church buildings is recommended, at least at a junior level under a more experienced professional; and experience of working on Grade I or II\* church buildings in a sole capacity. Relevant accreditation would normally be required, and always for professionals undertaking their first inspector role.
* Competent to inspect **Grade I or II\* churches**: proven experience of work in a sole capacity with listed buildings; proven experience of work with such highly designated church buildings at least at a junior level under a more experienced professional; preferably experience in sole capacity. Relevant accreditation would normally be required, and always for professionals undertaking their first inspector role.
* Competent to inspect **Grade II churches**: proven experience of work in a sole capacity with listed buildings; preferably experience of working with listed church buildings at least at a junior level under a more experienced professional. Relevant accreditation would normally be recommended, and always for professionals undertaking their first inspector role.
* Competent to inspect **unlisted churches**: no specific prior experience expected, but evidence of supervision from an experienced professional with experience of church buildings is recommended. For certain buildings, evidence of experience of working with traditional materials may be required.
* Given the [recent call](https://www.churchofengland.org/news-and-media/news-and-statements/general-synod-sets-2030-net-zero-carbon-target) by General Synod for all parts of the Church to achieve year-on-year reductions in emissions, it would be valuable for the inspector to have proven experience of how heritage buildings can be made more environmentally sustainable. This might include suitable ways to reduce heat loss, different approaches to church heating, and the possibility of renewable energy generation.
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**b) Details of church building which quinquennial inspector is to inspect**

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| 1 | Name of church: |  |
| 2 | Listing grade (I, II\*, II or unlisted): |  |

**c) Details of current (or last) quinquennial inspector**

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| 3 | Full name: |  |

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| 4 | Date of last inspection (and/or of QI report): |  |

**d) Details of selected quinquennial inspector (proposed to be appointed by PCC)**

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| --- | --- | --- |
| 5 | Full name: |  |

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| 6 | Name and address of company or practice: |  |
| Telephone no.: |  |
| Email address: |  |

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| 7 | Any other information: |  |

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| *The PCC is aware of the* [*Lichfield Diocesan Scheme for the Inspection of Churches*](https://www.lichfield.anglican.org/content/pages/documents/lichfield-diocesan-scheme-for-the-inspection-of-churches-amended-2022.pdf) *(Amended 2022) and the Church of England guidance on* [*Commissioning Quinquennial Inspection Reports*](https://www.churchofengland.org/media/22243) *(2020).*Signed [typed]: Role: Date:  |

**e) Please return this form by email to:**

Giles Standing, DAC Secretary: giles.standing@lichfield.anglican.org