

### **Standard document list for Faculty applications**

All applications are being processed through the [Online Faculty System](#). You must be registered before you can start, amend, or receive updates on any application. Instruction manuals on how to register and then start an application can be found on the Online Faculty System website.

Below is a list of standard documents that are required for a faculty submission. This list represents the minimum amount of information required for an application and as each application is different further, more specific, information may be required. If you are unsure as to what information may be needed, please contact the DAC secretary.

When uploading documents please ensure files are named in such a way that it is easy to identify what they are. Accepted file formats are; Word, PDF and Jpeg. Outlook emails (.msg) and Apple formats (.pages) cannot be read by staff and must be converted before uploading. It is important that files are readable and of a high quality. Multiple images should be combined and annotated in a single document for ease of access. If you have any questions, please contact the DAC secretary at [jacqui.carreira-white@bathwells.anglican.org](mailto:jacqui.carreira-white@bathwells.anglican.org).

- Standard Information Form
  - This is pre-populated for you from the Church Heritage Record when you start your application online, but it is important that you check this information is correct and amend as appropriate. Especially the Inspecting Architect's details
- Statement of Significance
  - This should give the history of the church and should be focused on the area of the church the proposals relate to.
  - Any Statement of Significance should have a detailed assessment of the significance of the area affected and the proposals' potential impact.
  - Please see the guidance from the Church Buildings Council.
  - Further guidance can be found on the Historic England Website.
- Statement of Needs
  - This should explain the current situation of the church but should also detail how the church is to benefit from the proposals. This is the 'sales pitch' so to speak so please don't be tempted to skip this part, even if it does seem obvious. The key is to assume the reader knows nothing of your church.
  - Please see the guidance from the Church Buildings Council.

- Architect's and Surveyor's Advice Form
  - It is important that the Inspecting Architect is made aware of any works to the church and is given opportunity to comment on the proposals should they wish.
  - It should not cost the PCC anything for this to be filled out, but any further advice is likely to be chargeable and we advise speaking to your architect about this.
  
- Further Images
  - Images are a good way of showing elements in detail but also aspects in context.
  - They help the DAC, amenity societies and Chancellor to better assess the proposals as it is likely that they may not have ever visited the church.
  - Plan of the church or churchyard annotated as necessary is also useful to gain a contextual information.
  
- Specification/quotation for works
  - These should detail what works are being carried out and what materials are being used.
  - Any contractor should be suitably qualified.
  
- PCC Minutes
  - It is important to evidence the PCC's agreement for all works.
  - This can be done out of committee virtually or via email, compiling the responses in a word document and uploading to the application.
  - An extract of the relevant minute and outcome of the vote is fine.

Further guidance on a wide range of aspects regarding churches can be found on the Church Buildings Council website which can be accessed [here](#).