

Standard document list for List B 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 List B 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 Church Buildings Team.

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 Church Buildings Team at dac@bathwells.anglican.org.

- Standard letter to Archdeacon
 - This should explain clearly what the current situation is and what you are proposing.
 - Please place any contextual information here and not in the 'List B application details' section on the online application. The 'List B application details' should only list what works are to be carried out as it pre-populates the Archdeacon's notice form.
- 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.
 - Please do not include any personal information. An extract of the relevant minute and outcome of the vote is fine.

- Architect's and Surveyor's Advice
 - 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 initial comment from the architect, but any further advice is likely to be chargeable and we advise speaking to your architect about this.
- Correspondence with church insurer
 - This is done by email, uploading the response to the application.
 - This is to ensure the church remains insured throughout the works.
 - Any conditions given should be followed during works.
- 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.
- CDM (Construction, Design and Management) Regulations
 - Any works require the necessary health and safety measures to be in place. This is ultimately the responsibility of the PCC. If there is more than one contractor during works a principal contractor needs to be appointed.
 - Please speak to your contractor or Inspecting Architect for further details on this.
 - Whilst the specific documents do not need to be added to the application some correspondence between the contractor/Inspecting Architect and the PCC should be.

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