

**Diocesan Advisory Committee for the Care of Churches
Notes on Request for Advice**

The principal role of the DAC is to act as an advisory body on matters affecting places of worship in the Diocese. Its advice should be sought on any proposal to carry out works affecting a consecrated building or consecrated ground. The DAC does not grant faculties, and does not require you to submit faculty application forms.

Requests for advice should be made in the form attached. *A request may be submitted electronically, but **2 paper copies** must in addition be sent by post.*

Notes:

- 1 Each document sent must be listed on the form in the relevant box or in a separate list attached. 2 copies of each document must be sent.
- 2 Failure to describe the proposals properly and to supply all the relevant information may well lead to difficulty or delay.
- 3 The DAC usually meets on the second Wednesday in January and on the first Wednesday in March, May, July, September and November. A request submitted to the DAC Secretary no later than the 15th of the previous month should be discussed by the DAC at its next meeting.
- 4 The DAC Secretary will be pleased to advise on any matters relating to the work of the DAC, the procedures and the rules involved.
- 5 Please bear in mind that the proposal may need one or more of the following in addition to a faculty—
 - planning approval
 - registered building consent
 - building regulation approvalIt is your responsibility to check whether you need any of those permissions.
- 6 If the proposed works require a faculty, and the DAC issues a certificate supporting the proposal, you should then send a faculty application form to the Diocesan Registrar. Forms and details of the procedure for applying for a faculty are on the Diocesan Registry website.

Requests must be accompanied by complete documentation, as set out in the checklist overleaf. Failure will result in a delay to your request.

Secretary
Diocesan Advisory Committee
11 Glen Maye Park
Glen Maye
IM5 3AX

Tel 01624 673477

Email synod@sodorandman.im

**Diocesan Advisory Committee for the Care of Churches
Checklist for a Request for Advice**

Before making your request please check that you have included:

- a completed **Request for Advice** form (annexed)
- a clear **summary** of the proposed work, stating why it is being proposed (e.g. recommended in quinquennial inspection report, need for toilets, need for refreshments servery etc.)
- the **standard information** (annexed) unless already supplied to the DAC
- any relevant **designs**)
- any relevant **plans**) See notes below
- any relevant **photographs**)
- a copy of any relevant **planning approval**
- any advice or other material obtained by the parish relating to the **environmental implications** of the proposals

If the proposals involve changes to a building entered in the Protected Buildings Register, the following documents must also be supplied —

- a copy of any relevant **registered building consent**
- a "**statement of significance**" describing the significance of the building in terms of its special architectural and historic interest
- a "**statement of needs**" justifying the proposals

If the proposal involves involve a **significant alteration to the fabric or internal layout** of a church you should provide —

- drawings and elevations of the church as existing and as proposed
- specifications of the materials and methods to be used
- a floor plan of the church (for interior works)
- a site plan of the church and churchyard (for exterior works)
- photographs showing the location of the proposed works
- photographs of any articles to be removed

- photographs or illustrations of any new articles to be installed, indicating dimensions and materials (eg. catalogue photographs of purchased articles, design drawings of bespoke articles)

You should also provide copies of all relevant **correspondence** (e.g. architect's or surveyor's report, correspondence with any public authorities or conservation bodies, grant or refusal of any permission). If planning approval, registered building consent or building regulation approval may be required, state —

- (a) what consultations with the Department of Environment, Food and Agriculture (Planning and Building Control) and Manx National Heritage have been carried out;
- (b) whether an application for such approval or consent has been made and, if so, the result of the application.

**Request for Advice
to the Diocesan Advisory Committee for the Care of Churches**

Name of parish		Name of church	
Name of architect or agent for proposal			
Tel:		Email	
Description of proposal			
List of plans, photographs and documents enclosed <i>(set out on a separate sheet if necessary)</i>			
Is the church a registered building?			YES / NO
Is the church in a conservation area?			YES / NO
Do the proposals affect trees covered by a tree preservation order?			YES / NO
Name of applicant			
Position <i>(incumbent. PCC secretary etc.)</i>			
Address		Postcode:	
Tel:		Email	
Date:			

Standard Information (parish churches etc.)
Parish of
Church of

Approximate date of church	
Is it a parish church or a chapel of ease?	Parish church / Chapel of ease
Is the church entered in the Protected Buildings Register?	Yes / No
Is the church or churchyard in a conservation area?	Yes / No
If it is, state which conservation area	
Is there any evidence that bats use the church, its curtilage or any adjoining structure?	Yes /No
Details of any privately owned chapels, aisles or windows	
Is there anybody other than the parochial church council who is liable to pay for repairs to the chancel?	
Is the churchyard or burial ground consecrated (whether closed or not)?	Yes /No
Has it been used for burials?	Yes /No
Is it still used for burials?	Yes /No
If the churchyard or burial ground is no longer used for burials has it been closed by order under the Burials Acts?	Yes /No
If it has, the date of the order	
Are there any graves that are identified as war graves by the Commonwealth War Graves Commission?	Yes /No
Identify any historic structures, tombs entered in the Protected Buildings Register or war memorials in the churchyard or burial ground	
Name and address of the architect or surveyor appointed for the church under section 45 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018	
Signed:	Date:
Office or position held:	