

## Application for Faculty

(proceedings started pursuant to resolution of parochial church council)

**To the Consistory Court of the Diocese of Sodor and Man**

**Parish of** .....

**Church of** .....

Applicants:

FULL NAME*	RESIDENTIAL ADDRESS* (including postcode)	OFFICE HELD*

*\*Please use capital letters.*

Please indicate here which of the above should be regarded as the contact address. A telephone number and email address should also be provided where possible.

.....

Usually the minister and churchwardens should be the applicants. Where that is not the case, please provide an explanation here (including details of the interest which it is said that a person who is not the minister or a churchwarden has in the matter).

We apply to the Court for a faculty to authorise the following—

*Please describe the works or proposals for which a faculty is sought in the way recommended by the DAC in its Notification of Advice.*

### SCHEDULE OF WORKS OR PROPOSALS

Copies of the Standard Information Form and any drawings, plans, specifications, photographs or other documents showing the proposals must be provided with this application.

**A. PROFESSIONAL ADVICE**

*Please answer this section in every case*

1. Has the architect or surveyor appointed under section 45 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018 been —

a. engaged in connection with the proposals? Yes  No

b. asked for general advice in relation to these proposals? Yes  No

2. If another architect or surveyor is being engaged—

a. what is his or her name and address?

.....  
.....  
.....

b. why is he or she being instructed in relation to the proposed works?

.....  
.....  
.....

**B. FINANCIAL INFORMATION**

*Please answer this section in every case*

3. a. What is the estimated cost of the proposed works? £

b. Who has estimated this cost?

.....

c. Are the proposals wholly to be paid for from a source other than the parochial church council or wholly from funds which have already been given to the PCC for the purpose of the proposals? Yes  No

d. If the answer to c. is no, how are the proposals to be paid for? (Please give figures below)

From:

i. the PCC’s current balance of funds that are available for the purpose £

ii. gifts/legacies £

iii. grants or fund-raising - already available £  
- being sought £

*Please include details of any fund raising strategy (on a separate sheet if necessary).*

### **C. PLANNING APPROVAL**

*Please answer this section in every case*

4. a. Are any external works proposed? Yes  No
- b. If yes, have you consulted the Department of Environment, Food and Agriculture as to whether planning approval is required? Yes  No
- c. Please include a copy of any reply from the Department.
5. a. If required, has outline or full planning approval been granted? Yes  No
- b. Please include a copy of the planning approval, if any, with this application.

### **D. REGISTERED BUILDING**

*Please answer this section in every case*

6. a. Is the church entered in the Protected Buildings Register? Yes  No   
*If the answer to a. is no, proceed to Part E.*
- b. If the answer to a. is yes and changes to the building are proposed, has the PCC prepared a statement of significance and a statement of needs? Yes  No
- c. If the answer to b. is yes, please supply copies of the statements with this application.
- d. Have you consulted the Department of Environment, Food and Agriculture as to whether registered building consent is required? Yes  No
- e. Please include a copy of any reply from the Department.
7. a. If required, has registered building consent been granted? Yes  No
- b. Please include a copy of the registered building consent, if any, with this application.

### **E. CHURCH INSURANCE**

*Please answer this section for any work to or in the church or churchyard*

8. Do the proposals involve external scaffolding? Yes  No
9. a. Is the work or part of the work to be carried out by voluntary labour? Yes  No
- b. If yes, has the PCC consulted its insurers about protecting voluntary labour against the risk of injury during the course of the work? Yes  No
- c. If the answer to b. is yes, please supply a copy of the insurer's approval or letter in reply.
10. a. Have you informed the church's insurance company that work is to be carried out in the church or churchyard? Yes  No
- b. If the answer to a. is yes, please supply a copy of the insurer's approval or letter in reply.

**F. DETAILS OF CONTRACTORS**

*Please answer this section when you wish to carry out work of any kind*

11. If known, please give the name and address of each contractor to be employed for the different aspects of the works (e.g. builder, electrician, stained glass artist, organ builder etc.)

Contractor 1: .....  
.....  
.....

Contractor 2: .....  
.....  
.....

Contractor 3: .....  
.....  
.....

**G. TIME FOR WORK**

*Please answer this section in every case*

12. a. How soon will the work start after the faculty is granted?  
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b. How long is it expected that it will take for the work to be completed?  
.....

13. a. Will it be necessary to hold public worship in another building while the work is being carried out? Yes  No

b. If yes, has the Bishop consented to alternative arrangements for public worship? Yes  No

**H. ARCHDEACON’S LICENCE**

*Please answer this section if applicable. Otherwise proceed to section J.*

14. a. Has the archdeacon granted a licence authorising temporary minor re-ordering? Yes  No

b. If yes, please include a copy with this application.

**J. PCC RESOLUTION**

*Please answer this section, deleting words as appropriate, in every case*

15. The parochial church council at its meeting on \_\_\_\_\_ passed  
[unanimously] [without dissent] [by a majority of \_\_\_ to \_\_\_ among those present and voting] a  
resolution relating to the works or proposals. A copy of the resolution signed by the [chairman]  
[secretary] is included with this application. There are \_\_\_\_\_ members of the council.

**K. DIOCESAN ADVISORY COMMITTEE**

*Please answer this section in every case*

16. Is a notification of advice from the Diocesan Advisory Committee Yes  No   
included with this application?

**L. FURTHER INFORMATION**

*Please answer this section in every case*

17. a. Could the work affect any human remains? Yes  No

b. Could the work affect any monuments? Yes  No

18. Are any private rights (including rights in seats in the church) Yes  No   
affected by the works or proposals?

19. If the answer to question 17 or 18 is yes, please provide details in the schedule of works or  
proposals.

20. Is the information about the church and churchyard included in the Yes  No   
most recent quinquennial inspection report still accurate?

21. If there is any further information that the applicants would like the court to take into account,  
details should be set out in a letter or statement included with this application.

We believe that the facts stated in this application are true.

Signed: .....

Date: .....

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(Signature(s) of applicants or person acting on behalf of applicants)