

Lists A & B of Matters not requiring a Faculty taken from Part 3 and Schedule 1 of the Faculty Jurisdiction Rules 2015 as amended by the Faculty Jurisdiction (Amendment) Rules 2019 and the Faculty Jurisdiction (Amendment) Rules 2023 **with effect from 1 January 2024**

**N.B. Alterations are shown in bold red type**

## Contents

|  |           |
|--|-----------|
| <b>SCHEDULE 1 Matters which may be Undertaken Without a Faculty .....</b>  | <b>3</b>  |
| General notes .....  | 3         |
| Procedure for obtaining authorization.....   | 4         |
| Table 1 – List A – Matters which may be undertaken without a faculty and without the need for consultation.....  | 5         |
| A2 Musical instruments.....  | 7         |
| A3 Bells etc.....  | 7         |
| A4 Clocks.....   | 8         |
| A5 Church contents .....   | 8         |
| A6 Church halls and similar buildings subject to the faculty jurisdiction .....  | 9         |
| A7 Churchyard etc. ....  | 9         |
| A8 Trees .....   | 11        |
| Table 2: List B — Matters which may be undertaken without a faculty subject to consultation etc.....   | 12        |
| B1 Church building etc .....   | 12        |
| B2 Bells etc.....  | 14        |
| B3 Clocks.....   | 15        |
| B4 Church contents .....   | 15        |
| B5 Church halls and similar buildings subject to the faculty jurisdiction .....  | 16        |
| B6 Churchyard etc. ....  | 17        |
| B7 Trees.....  | 18        |
| <b>ADDITIONAL DIOCESAN MATTERS NOT REQUIRING A FACULTY .....</b>   | <b>19</b> |
| AM01 .....   | 19        |
| The introduction into a Church of a new Altar Frontal .....  | 19        |
| AM02.....  | 19        |
| Temporary Electrical Installations .....   | 19        |
| AMO3 .....   | 20        |
| Replacement of a Heating System comprising: .....  | 20        |
| a) wall mounted gas heaters; and/or .....  | 20        |
| b) wall mounted electric heaters; and/or .....   | 20        |
| c) under-pew heaters .....   | 20        |
| in the same locations and positions as are currently used (the “Works”).....   | 20        |
| AMO4 .....   | 21        |
| Replacement of CCTV .....  | 21        |
| AM05.....  | 22        |
| The introduction of equipment to enable the provision or enhancement of internet connectivity for the use within a church building including the introduction of telephone lines and internet cables ..... | 22        |

**AM06.....23**

**The erection and use for a short limited defined period of temporary structures (such as gazebos or similar constructions) outside the church building for celebratory and/or commemorative events (the "Works") .....23**

**AM07 .....23**

**The encapsulation of Asbestos .....23**

**N.B. This will apply to asbestos, asbestos containing material and covers any preliminary works to encapsulation e.g. removing loose/damaged asbestos fibres, repairing/sealing crack/gaps in materials.....23**

## **SCHEDULE 1 Matters which may be Undertaken Without a Faculty**

### **General notes**

List A and List B set out matters which may generally be undertaken without a faculty subject to conditions specified in Table 1 and Table 2 and, in the case of List B, subject to the archdeacon giving written notice that the matter may be undertaken. However, a matter may not be undertaken without a faculty despite being included in List A or List B if it comprises

works which involve alteration to or the extension of a listed building to such an extent as would be likely to affect its character as a building of special architectural or historic interest

works which are likely to affect the archaeological importance of a building or any archaeological remains within a building or its curtilage

works for all or part of which scheduled monument consent is required under the Ancient Monuments and Archaeological Areas Act 1979

works which involve the extension, demolition or partial demolition of a building or the erection of a new building

a matter which gives rise to a question of law or doctrine, ritual or ceremonial or which would, if undertaken, affect the legal rights of any person

the exhumation or other disturbance of human

remains the reservation of a grave space

the sale or other disposal of an article of architectural, archaeological, artistic or historic interest the sale of any book remaining in or belonging to a parochial library

the introduction of an aumbry or another receptacle used for the reservation of the sacrament of Holy Communion

the introduction of a monument, or the carrying out of work to a monument

erected in or on, or on the curtilage of, a church or other consecrated building or on consecrated ground.

In List A and List B—

“authorised” means authorised by faculty or under List A or List B;

“church” includes a building which is included in the list maintained by the Church Buildings Council under section 38(1) of the Measure;

**“curtilage”, in relation to a church, means any land (whether or not consecrated for burials) which is—**

**(a) part of the curtilage of the church, or**

**(b) if there is a church hall or other similar building subject to the faculty jurisdiction, part of the curtilage of that other building;**

“fabric” means the structure of a building comprising its walls, floor and roof;

“historic”, in relation to material, means material which is of historic or

architectural significance; Advice may be sought from the Diocesan Advisory Committee

as to whether material is historic material or whether an article is of architectural,

archaeological, artistic or historic interest.

Application may be made to the chancellor for directions as to matters not included in List A or List B that are of such a minor nature that they may be undertaken without a faculty.

### **Notes on net zero guidance**

**Those proposing to undertake a matter without a faculty should make themselves aware of net zero guidance (that is, guidance issued by the Church Buildings Council under section 55 of the Dioceses, Pastoral and Mission Measure 2007 on reducing carbon emissions).**

**Where a matter to which net zero guidance applies is included in List B, the proposal sent to the archdeacon must include an explanation of how the applicants, in formulating the proposal, have had due regard to that guidance.**

## Procedure for obtaining authorization

All applications for authorisation of Minor Works by the Archdeacon should be submitted through the Online Faculty System (OFS).

These will need to be made on a category by category basis – you cannot make a single application covering more than one category in the List.

Please be careful to: -

Give a **10-word** description that will allow you to differentiate applications as the **Summary**

Give a detailed Schedule of Works for the **details** so that the Archdeacon knows what they will be asked to approve

Each application will normally need to be supported (uploaded to the **Supporting documents** tab):

-

- PCC Minute authorising the works
- Estimate from the Contractor(s)
- Architect's specification and/or other specialist reports e.g. arboricultural report or detailed report by stained glass or other conservator if appropriate
- Photographs / Architect's drawings illustrating the proposals – both as existing and details of any proposals

**Table 1 – List A – Matters which may be undertaken without a faculty and without the need for consultation**

This table prescribes matters which may be undertaken without a faculty subject to any specified conditions.

See the general notes as to matters which may not be undertaken without a faculty despite being included in List A.

| <b>Matter</b>  | <b>Specified conditions</b>  |
|--|--|
| <b>A1 Church building etc</b>  |  |
| (1)(a) Works of maintenance, not involving repair or substantial replacement of material, carried out as part of the regular course of care and upkeep of the building   | The parochial church council's insurers are notified if external scaffolding is to be erected  |
| (1)(b) works of repair not materially affecting the fabric or any historic material  |  |
| <b>N.B.</b> Any significant re-pointing would be “repair or substantial replacement of material”, and thus outside A1(1)(a) and also be “repair...materially affecting the fabric”, and thus outside A1.(b).   |  |
| (2) Repairs and replacement of fittings in existing kitchens, lavatories, office accommodation and other ancillary rooms   |  |
| (3) Like for like repairs to window glass  | The works do not include repairs to stained glass or to clear glass manufactured before 1960   |
| (4) The repair or like for like replacement of wire mesh window guards   | Only non-corroding fixings are used and, where practicable, are fixed in mortar joints   |
| <b>(4A) Draught proofing an external door or window</b>  |  |
|  | <b>The works do not affect the overall appearance or operation of the door or window and do not involve the replacement of a component</b>   |
| (5) The treatment of timber against beetle or fungal activity where the church is not a listed building  | The works do not involve the replacement of timber   |
| (6) Works of maintenance, repair and adaptation (not amounting to substantial addition or replacement but including re- wiring) to existing—   | The works do not involve making additions to an electrical installation  |
| (a) heating systems (including the replacement of control equipment <b>and the insulation of pipes in the boiler room and ancillary service areas</b> )  | Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998) |
| (b) gas, water or other services   |  |
| (c) electrical installations (including lighting installations) and other electrical equipment   |  |
| (d)(c) lighting installations, other electrical installations and other electrical equipment (but not the replacement of light fittings, and see matter B1(8)(b) in List B as to fittings for low-accredited certification scheme (as defined in rule 3.1(6)). | Any work to an oil-fired heating system or to an electrical installation or electrical equipment is carried out by a person whose work is subject to an  |
|  | In the case of adaptation, the parochial church council's insurers are notified of the proposals   |

- (7) (a) The replacement of a boiler in the same location and utilising an existing **non- fossil fuel supply and existing pipe runs, whether with existing or similar pipe runs** ~~Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998)~~

(See matter B1(5) in List B for replacement using different fuel supply or pipe runs)

**(b) The replacement of a flue liner**

- (8) The like for like replacement of roof lead or other material covering the roof of a building which is not a listed building ~~Any work to an oil-fired heating system is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))~~

The works do not involve the creation of a new external flue

The parochial church council's insurers are notified of the proposals

The original introduction of the material being replaced was authorised

**The installation of roof insulation is considered**

The parochial church council's insurers are notified of the proposals

- (9) The installation of a roof alarm (including an alarm with an image capture facility) The amount of associated cabling is kept to the minimum that is reasonably practicable

The parochial church council's insurers are notified of the proposals

Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))

- (10) The application of forensic marking on roof lead or other material covering a roof or to rain water goods or flashings

- (11) Work to an existing lightning conductor **or to an earth mat connected to an existing lightning conductor** The parochial church council's insurers are notified of the proposed work

The parochial church council is satisfied that the person who is to undertake the work has the necessary skill and experience

- (12) The replacement or introduction of a weathervane on a church which is not a listed building

- (13) The repair, maintenance, removal, disposal or replacement of a flagpole Only non-corroding fixings are used where a flagpole is repaired or replaced

- (14) The introduction, removal or disposal of furniture, furnishings, office equipment and minor fixtures (including safes) in vestries and similar rooms The existing use of the vestry or similar room is not changed  
No article of historic or artistic interest is removed or disposed of

- (15) The introduction, removal or disposal of fireAny instructions from the supplier or the parochial church council's insurer in relation to their type or location is complied with  
extinguishers
- (16) The making of additions to an existing nameThe board is not a war memorial or roll of honour  
board  
The addition is in the same style (including colour and materials) as existing names on the board
- (17) The installation of bat boxes as part of a bat management programme
- (18) The introduction of anti-roosting spikes Only non-corroding fixings are used and, where practicable, are fixed in mortar joints
- (19) The installation of bird netting to tower windows
- (20) The adaptation of an existing soundAny work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))  
reinforcement system  
In the case of a church which is a listed building, no alteration is made to existing fixings or cable runs (but see matter B1(13) in List B)
- (21) The introduction of a defibrillator in a church which is not a listed building

## **A2 Musical instruments**

- (1) The introduction or disposal of musicalNo article of historic or artistic interest is disposed of  
instruments (other than pipe organs and non-portable electronic organs) and associated equipment
- (2) The routine tuning and maintenance of organsIn the case of organs, any works do not involve tonal alterations, changes to the action or major dismantling of the instrument  
and pianos
- (3) The repair or replacement of electrical motors andAny work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))  
humidification equipment for organs

## **A3 Bells etc**

- (1) The inspection and routine maintenance of bells,No tonal alterations are made to any bell  
bell fittings and bell frames  
No bell is lifted from its bearings
- (2) The repair and maintenance of clappers, crownWorks do not include the re-soling or re-rimming of a  
staples (including re-bushing) and bell wheels bell wheel  
No bell is lifted from its bearings
- (3) The repair or replacement of bell stays, pulleys,No bell is lifted from its bearings  
bell ropes (including in Ellacombe apparatus), rope bosses,sliders or slider gear
- (4) The repainting of metal bell frames and metal bellNo bell is lifted from its bearings  
fittings

## **(5) The like for like replacement of a wrought iron clapper shaft**

## A4 Clocks

- (1) The inspection and routine maintenance of clocks and clock dials Works do not include re-painting or re-gilding of clock dials or repainting clock movements
- (2) Maintenance and like-for-like repairs, without removing the clock from the church, of:
- (a) ratchets, clicks and click springs on flies
  - (b) locking levers
  - (c) pulleys
  - (d) broken hands
  - (e) clock hammers and their springs
- (3) Replacement of:
- (a) weight lines
  - (b) suspension springs
  - (c) fixings of clock dials
- (4) The reinstallation of disconnected hands and numerals Works do not include re-painting or re-gilding of clock dials or repainting clock movements
- (5) Repairs to bell cranks and clock bell hammers
- (6) The upgrading of electrical control devices and programmers Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))

## A5 Church contents

- (1) The repair of woodwork, metalwork and movables Matching materials are used
- The repair does not involve any works to:
- woodwork or metalwork of historic or artistic interest
  - Royal coats of arms
  - hatchments or other heraldic achievements
  - paintings
  - textiles of historic or artistic interest church plate (including candlesticks and crosses)
- (2) The application to articles of forensic marking No article of historic or artistic interest is marked without first obtaining specialist advice
- (3) The introduction, removal or disposal of kneelers, hassocks, pew runners and cushions The introduction, removal or disposal of the articles does not result in a **major** change to the overall appearance of the church
- No article of historic or artistic interest is removed or disposed of
- (4) The introduction, removal or disposal of—
- (a) movable bookcases No article of historic or artistic interest is removed or disposed of
  - (b) books No article being introduced is fixed to historic fabric
  - (c) free-standing noticeboards
  - (d) movable display stands
  - (e) cruets
  - (f) vases and flower stands
  - (g) hymn boards
  - (h) altar linen (but not altar frontals or falls)
  - (i) flags and banners used for temporary displays (but not the laying up of flags, or the removal or disposal of flags that have been laid up)
  - (j) the Union flag or St George's flag (with or without the diocesan arms in the first quarter) for flying from the church
  - (k) portable audio-visual equipment
  - (l) wi-fi routers
  - (m) equipment for card payment systems



- (5) The removal or disposal of— No article of historic or artistic interest is removed or disposed of
- (a) redundant sound reinforcement equipment
  - (b) carpet
  - (c) free-standing chairs (but not pews, benches or stalls)
- (6) The like for like replacement of carpet **or the introduction or replacement of movable floor coverings between individual pews** Only breathable material is used
- No article of historic or artistic interest is removed or disposed of
- (7) Treatment of fixtures and furniture against beetle or fungal activity No material of historic or artistic interest is treated
- See matter B4(6) in List B for treatment of material of historic or artistic interest
- (8) The replacement of curtains (other than curtains and other hangings associated with an altar) No article of historic or artistic interest is removed or disposed of
- (9) The introduction of free-standing chairs in a church which is not a listed building
- (10) The introduction, in a church which is a listed building, of additional free-standing chairs of a design which has previously been introduced in the church under the authority of a faculty
- (11) The introduction of a fixed internal noticeboard (including in a porch) in a church which is not a listed building

#### **A6 Church halls and similar buildings subject to the faculty jurisdiction**

- (1) Works of maintenance and repair to the building and the replacement of fittings in the building
- (2) The introduction, removal or disposal of furniture and fittings No article of historic or artistic interest is removed or disposed of
- (3) Replacement of material covering the roof where neither the church nor the church hall or similar building is a listed building **The installation of roof insulation is considered**
- (4) The introduction of a defibrillator in a building which is not a listed building

#### **A7 Churchyard etc.**

- (1) The introduction and maintenance of equipment for maintenance of the church and churchyard
  - (2) The repair of paths and other hard-surfaced areas, including resurfacing in the same materials and colour
  - (3) The introduction of unwired lighting to mark the edge of a path
  - (4) The maintenance of fences, walls and gates (including lychgates and stiles), not involving repair or replacement, carried out as part of the regular course of care and upkeep of the fence, wall or gate Any new disturbance below ground level is kept to a minimum
  - (5) Repairs to, and like for like replacement of, fences and gates other than lychgates, walls or historic railings Any new disturbance below ground level is kept to a minimum
- (See matters B6(2) and (3) in List B for repairs to walls and lychgates)

- (6) The repair, repainting or like for like replacement of a noticeboard  
The wording on the board is not changed except for the purpose of updating existing information that is included on the board  
In the case of replacement:  
the Town and Country Planning (Control of Advertisements) (England) Regulations 2007 are complied with,  
the replacement noticeboard is not illuminated, and  
any new disturbance below ground level is kept to a minimum
- (7) The grant by the incumbent of a licence for grazing in the churchyard  
The licence is in a form approved by the chancellor
- (8) The disposal ~~or replacement~~ of gas and oil tanks (and associated pipe work)  
No works of excavation are involved  
**(See matter B6(4A) in List B for replacement gas tanks)**  
The local planning authority is notified of the proposal  
Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998)  
Any work to an oil-fired heating system is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))  
~~In the case of replacement, the replacement tank is of similar dimensions and in substantially the same location~~
- (9) The introduction, replacement or disposal of a flagpole not attached to the church building  
The local planning authority is notified of the proposal  
Any new disturbance below ground level is kept to a minimum
- (10) The introduction of a defibrillator where the church is not a listed building
- (11) The installation in the churchyard or elsewhere in the curtilage of the church of an upstand with an electrical outlet mounted on it for recharging an electric vehicle, where the church is not a listed building**  
The upstand and outlet together do not exceed 1.6 metres in height from the level of the surface used for parking vehicles  
Any new disturbance below ground level is kept to a minimum  
The upstand is situated in an area which may be lawfully used for off-street parking  
The upstand is not situated within 2 metres of a highway  
No more than one upstand is provided for each parking space  
The work is carried out by a body or person who is registered with the relevant government department or other body responsible for accreditation

## A8 Trees

- (1) The felling, lopping or topping of a tree theThe works do not relate to any tree in respect of diameter of any stem of which does not exceed 75 which a tree preservation order is in force or which millimetres (measured over the bark at a height of is in a conservation area 1.5 metres above ground level)
- Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards
- (2) The lopping or topping of any tree— that is dyingRegard is had to guidance issued by the Church or dead; or has become dangerous Buildings Council as to the planting, felling, lopping and topping of trees in churchyards
- (3) The removal of dead branches from a living tree Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards

**Table 2: List B — Matters which may be undertaken without a faculty subject to consultation etc**

This table prescribes matters which may, subject to any specified conditions, be undertaken without a faculty if the archdeacon has been consulted on the proposal to undertake the matter and has given notice in writing that the matter may be undertaken without a faculty. The archdeacon may impose additional conditions in the written notice.

See the general notes as to matters which may not be undertaken without a faculty despite being included in List B.

| <b>Matter</b>   | <b>Specified conditions</b>  |
|---|--|
| <b>B1 Church building etc</b>   |  |
| (1) Works of repair affecting the fabric or historic material   | <p>The repair does not introduce material of a type that does not already form part of the fabric or historic material that is to be repaired</p> <p>The repair does not involve the substantial replacement of a major part of the fabric or of historic material</p> <p>Details of any materials to be used are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p> <p>The works do not involve any new disturbance below ground level</p> <p>The parochial church council's insurers are notified if external scaffolding is to be erected</p> |
| (2) The installation of a wall offertory box  | The installation does not affect historic fabric   |
| (3) Works of external or internal redecoration (other than to areas of historic wall painting, even if already painted over)  | <p>Details of materials and colours are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p> <p>The overall appearance of the building is not changed</p> <p>The parochial church council's insurers are notified if external scaffolding is to be erected</p>   |
| (4) The treatment of timber against beetle or fungal activity where the church is a listed building   | The works do not involve the replacement of timber   |
| <p><del>(5) The replacement of a boiler in the same location utilising a different fuel supply or pipe runs</del></p> <p><del>(See matter A1(7) in List A for replacement using existing fuel supply or pipe runs)</del></p> <p><b>The replacement of a boiler, whether in the same or substantially the same location and utilising, whether with existing or similar pipe runs—</b></p> <p><b>(a) a non-fossil fuel supply in place of a fossil fuel supply, or</b></p> <p><b>(b) a different non-fossil fuel supply.</b></p> | <p>Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998</p> <p><b>Any work to an oil-fired heating system is carried out by a person whose work is subject to an accredited certification system (as defined in rule 3.1(6))</b></p>  |
| <b>(See matter A1(7)(a) in List A for replacement using existing non-fossil fuel supply)</b>  | The parochial church council's insurers are notified of the proposals  |
| (6) The like for like replacement of roof lead or other material covering the roof of a listed building   | <p>The original introduction of the material being replaced was authorised</p> <p><b>The installation of roof insulation is considered</b></p> <p>The parochial church council's insurers are notified of the proposals</p>  |

- (6A) The installation of roof insulation in a church which is not a listed building** **The insulation material is chosen, and the method of installing the material is decided upon, after obtaining specialist advice**
- (7) The installation of lighting and safety equipment The lighting or other equipment:  
is installed only in a part of the church (such as a tower or crypt) that is not normally visible to the public, or  
when installed will not be visible from ground level  
Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))  
The installation will not affect any graves or vaults  
The parochial church council's insurers are notified of the proposals
- (8) **(a)** The extension of an existing lighting system  
**(8) (b) The replacement of light fittings with fittings suitable for low-energy lamps** Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))  
The parochial church council's insurers are notified of the proposals
- (9) The installation of a lightning conductor **or the connection of an earth mat to a lightning conductor** The parochial church council's insurers are notified of the proposals  
  
The parochial church council is satisfied that the person who is to undertake the work has the necessary skill and experience
- (10) The installation of closed circuit television for security purposes Details of cameras and other equipment, their proposed location and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter  
Regard is had to any guidance issued by the Church Buildings Council relating to privacy and the protection of personal data  
Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))
- (11) The installation of security and fire alarms Details of equipment, its proposed location and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter  
Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))
- (12) The installation of locks (including timed and other electronic locking devices)
- (13) The installation of a sound reinforcement system or loop system (including a control desk) or the alteration of an existing system
- (14) The introduction of a defibrillator in a church which is a listed building

**(14A) The mounting of an electrical outlet for recharging an electric vehicle on an external wall of a church which is not a listed building** The outlet is mounted at a height not exceeding 1.6 metres from the level of the surface used for parking vehicles

Any new disturbance below ground level is kept to a minimum

The wall is adjacent to an area which may be lawfully used for off-street parking

The wall is not situated within 2 metres of a highway

The work is carried out by a body or person who is registered with the relevant government department or other body responsible for accreditation

(15) The introduction of fixed audio-visual equipment in a church which is not a listed building Details of equipment, its proposed location and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter

(16) The removal of asbestos

Works, other than works of minor reinstatement and repair, will not be required following the removal of the asbestos

(17) The refurbishment of facilities for serving refreshments The original introduction of the facilities being refurbished was authorised

(18) The removal of partitions or divisions that did not form part of the original construction of a church which is not a listed building

(19) The introduction of bird boxes

**(20) The installation of photovoltaic panels on a church which is not a listed building or in a conservation area**

## **B2 Bells etc**

(1) The lifting of a bell to allow the cleaning of bearings and housings Regard is had to any guidance issued by the Church Buildings Council

No modification is made to the manner in which any bell may be sounded

No historic material is modified or removed

(2) The like for like replacement of—

(a) bearings and their housings

(b) gudgeons

(c) crown staple assembly

(d) steel or cast iron headstocks

(e) wheels

The works do not involve the drilling or turning of the bell

No modification is made to the manner in which any bell may be sounded

No historic material is modified or removed

(3) The replacement of—

(a) bell bolts

(b) a wrought iron clapper shaft with a wooden-shafted clapper Regard is had to any guidance issued by the Church Buildings Council

No modification is made to the manner in which any bell may be sounded

No historic material is modified or removed

(4) The treatment of timber bell frames with preservative or insecticide materials

- (5) The re-pinning or re-facing of hammers in Ellacombe apparatus in Regard is had to any guidance issued by the Church Buildings Council

No modification is made to the manner in which any bell may be sounded

No historic material is modified or removed

- (6) The installation of an electric silent ringing device for the training of ringers Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))

The device is installed in a location not normally visible to the public

No alteration is made to the fittings of the bells other than the installation of electric contacts and wires

The device does not adversely affect the church's protection against lightning

- (7) ~~The installation of louvres in a belfry as a sound control measure~~ **The installation of louvres in a belfry as a sound control measure** Any fixings are made into mortar

- (8) The introduction of peal boards in a location not normally visible to the public

### **B3 Clocks**

- (1) Alterations to striking trains to prevent striking at night No part of the clock movement is affected

- (2) The repair or replacement of electrical or electronic clocks manufactured after 1950

### **B4 Church contents**

- (1) The repair and maintenance of church plate (including candlesticks and crosses) not of historic or artistic interest

- (2) The replacement of an electronic organ (but not of a pipe organ) The original introduction of the electronic organ being replaced was authorised

The replacement electronic organ is on a similar scale to the electronic organ being replaced

- (3) Like for like repairs and works of conservation to a pipe organ The archdeacon is satisfied, having regard to the advice of the diocesan advisory committee or a member or officer of the committee, that the person who is to carry out the work has the necessary skill and experience

- (4) The installation of humidification equipment for a pipe organ The archdeacon is satisfied, having regard to the advice of the diocesan advisory committee or a member or officer of the committee, that the person who is to carry out the work has the necessary skill and experience

Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))

- (5) The replacement of carpets or other floor covering Only breathable material is used and underlay **other than movable floor coverings between individual pews** (see **matter A5(6)** in No article of historic or artistic interest is replaced List A for like for like replacement of carpets **and introduction or replacement of movable floor coverings between individual pews**)
- (6) Treatment of fixtures and furniture against beetle or fungal activity (see List A for treatment of material not of historic or artistic interest)
- (7) The introduction of a book of remembrance and stand
- (8) The introduction of a stand for candles
- (9) The introduction of a fixed internal noticeboard (including in a porch) where the church is a listed building
- (10) The introduction of **an electrical** heating Details of the appliance, its proposed location and appliance not forming part of a heating system the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter  
Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))
- (10A) The installation of an electrical heating system for attachment to pews made in or after 1850 and which are not of historic interest** Details of the appliances, their proposed location and fixing and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter  
Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))
- No article of historic or artistic interest is removed or disposed of**
- (11) Works of repair to altar frontals and falls No work is carried to an article of historic or artistic interest
- (12) Disposal of redundant altar frontals and falls No article of historic or artistic interest is disposed of

## **B5 Church halls and similar buildings subject to the faculty jurisdiction**

- (1) The introduction of a defibrillator in a building which is a listed building
- (2) The installation of roof insulation in a building which is not a listed building** The insulation material is chosen, and the method of installing the material is decided upon, after obtaining specialist advice
- (3) The mounting of an electrical outlet for recharging an electric vehicle on an external wall of a building which is not a listed building** The outlet is mounted at a height not exceeding 1.6 metres from the level of the surface used for parking vehicles  
Any new disturbance below ground level is kept to a minimum  
The wall is adjacent to an area which may be lawfully used for off-street parking  
The wall is not situated within 2 metres of a highway  
The work is carried out by a body or person who is registered with the relevant government



**department or other body responsible for accreditation**

**(4) The installation of photovoltaic panels on a building which is not a listed building or in a conservation area**

**B6 Churchyard etc.**

- (1) The introduction and removal of benches in a churchyard
- No bench proposed to be introduced has an inscription on it which would not be permitted on a monument in the churchyard under the applicable churchyard regulations made or approved by the chancellor
- (2) The repair or rebuilding of walls
- The works do not relate to any wall which is included in the Schedule maintained for the purposes of the Ancient Monuments and Archaeological Areas Act 1979 or is separately listed as a building of special architectural or historic interest under the Planning (Listed Buildings and Conservation Areas) Act 1990  
Any new disturbance below ground level is kept to a minimum
- (3) The repair of lychgates
- The lychgate is not separately listed as a building of special architectural or historic interest under the Planning (Listed Buildings and Conservation Areas) Act 1990
- (4) The introduction, replacement or alteration of a notice board
- A new notice board is not illuminated
- The Town and Country Planning (Control of **Advertisements**) (**England**) Regulations 2007 are complied with
- (4A) The replacement of gas tanks (and associated pipe work)**  
**(See matter A7(8) in List A for disposal of gas and oil tanks)**
- No works of excavation are involved, other than the digging of a trench—**  
**(a) where it is underneath land used for the passage of vehicles (whether or not a public right of way), is at a depth of 600 millimetres, and**  
**(b) where it is underneath a footpath (whether or not a public right of way), is at a depth of 450 millimetres**  
**The local planning authority is notified of the proposal**  
**Any work to a gas fitting is carried out by a person who is registered on the Gas Safety Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998)**  
**The replacement tank is of similar dimensions and in substantially the same location**  
**If articulated human remains are discovered in the carrying out of the work, the work ceases, the discovery is reported to the court and the work does not resume until the court so orders.**
- (5) The introduction of a defibrillator where the church is a listed building
- Any new disturbance below ground level is kept to a minimum

**(5A) The installation in the churchyard or elsewhere in the curtilage of the church of an upstand with an electrical outlet mounted on it surface used for parking vehicles for recharging an electric vehicle, where the church is a listed building** orThe upstand and outlet together do not exceed 1.6 metres in height from the level of the surface used for parking vehicles  
Any new disturbance below ground level is kept to a minimum

The upstand is situated in an area which may be lawfully used for off-street parking

The upstand is not situated within 2 metres of a highway

No more than one upstand is provided for each parking space

The work is carried out by a body or person who is registered with the relevant government department or other body responsible for accreditation

(6) The introduction of stands for bicycles

(7) The resurfacing of paths and other hard-surfaced areas using different materials or colour where the church is not a listed building

(8) The introduction of hand rails to steps or paths

**(9) The digging of a cable trench and the installation of cables, and the attachment of wiring, in the trench** A plan showing the proposed route of the trench is submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter and the archdeacon approves the route proposed

No cables exceed 1000 volt rating

Where the trench is underneath land used for the passage of vehicles (whether or not a public right of way), the depth of the trench is 600 millimetres

Where the trench is underneath a footpath (whether or not a public right of way), the depth of the trench is 450 millimetres

If articulated human remains are discovered in the carrying out of the work, the work ceases, the discovery is reported to the court and the work does not resume until the court so orders

## **B7 Trees**

(1) The planting of trees

Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards

(2) The felling of a tree—

(a) that is dying or dead; or

(b) has become dangerous

In the case of any tree in respect of which a tree preservation order is in force or which is in a conservation area, section 206 of the Town and Country Planning Act 1990 (which provides for the planting of replacement trees) is complied with

Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards

- (3) All other works to trees (whether or not prescribedIf applicable, the law relating to the preservation of trees in respect of which a tree preservation order is in force or which are in a conservation area is complied with  
 Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards

## **ADDITIONAL DIOCESAN MATTERS NOT REQUIRING A FACULTY**

AM01 The introduction into a Church of a new Altar Frontal

AM02 Temporary Electrical Installations

1. That details of the Works are entered in the Log Book so that a record is kept of what has been done
2. That an updated Electrical Condition Report is commissioned, and submitted to the DAC Secretary, after the installation
3. That, in line with the requirement and advice of the Ecclesiastical Insurance Group, the installation and/or testing must be carried out by an electrician who is an accredited member of the NICEIC, the ECA or the NAPIT on a "Full Scope" basis to work on commercial systems as failure to comply may result in the insurance cover not being invalid
4. That the installation must comply with Regulation 413-02-02 "Main equipotential bonding conductors are required to connect the following metallic parts to the main earthing terminal ... (vi) lightning protection systems". Bonding should generally include metal bell frames, clock faces and mechanisms and the mains electrical installation, which will itself be connected to other services. BS EN 62305-3 states in clause 5.4.1 "Earth termination systems shall be bonded in accordance with the requirements of the IEE Wiring Regulations
5. That the installation must comply with Amendment 1 of BS 7671:2008 17th Edition Wiring Regulations now includes a key new section (534) for protection against transient overvoltages using surge protection devices (SPD's) needs to be complied with Section 534
6. That, where possible, all fixings should be made into joints, not stonework, using stainless steel or non-ferrous screws in fibre plugs
7. That all wiring should be as unobtrusive as possible and of an appropriate colour to blend with the background and to be "FP200" cable or similar approved
8. That unless otherwise approved by faculty order, the structure, equipment or works

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| AM03 | <p>Replacement of a Heating System comprising:</p> <p>a) wall mounted gas heaters; and/or</p> <p>b) wall mounted electric heaters; and/or</p> <p>c) under-pew heaters</p> <p>in the same locations and positions as are currently used (the "Works")</p> | <p>must be removed within ten weeks of installation</p> <ol style="list-style-type: none"> <li>1. That details of the works are entered in the Log Book so that a record is kept of what has been done.</li> <li>2. That an updated Electrical Condition Report is commissioned, and submitted to the DAC Secretary, after the installation.</li> <li>3. That the installation testing and/or post-installation testing is undertaken by a contractor on the Gas Safe Register &amp;/or an electrician who is an accredited member of the NICEIC, the ECA or the NAPIT. Accreditation must be on a "Full Scope" basis for work on commercial systems. Failure to comply may result in the insurance cover not being invalid.</li> <li>4. That the installation must comply with Regulation 413-02-02: "Main equipotential bonding conductors are required to connect the following metallic parts to the main earthing terminal ... (vi) lightning protection systems". Bonding should generally include metal bell frames, clock faces and mechanisms and the mains electrical installation, which will itself be connected to other services. BS EN 62305-3 states in clause 5.4.1 "Earth termination systems shall be bonded in accordance with the requirements of the IEE Wiring Regulations."</li> <li>5. The installation must comply with Amendment 1 of BS 7671:2018 18th edition Wiring Regulations that now includes a key new section (534) for protection against transient overvoltages using surge protection devices.</li> <li>6. That, where possible, all fixings should be made into joints, not stonework, using stainless steel or non-ferrous screws in fibre plugs.</li> <li>7. That all wiring should be as unobtrusive as possible, of an appropriate colour to blend with the background and "FP200" cable or similar approved.</li> <li>8. For gas heaters: That all pipework should be as unobtrusive as possible, of an appropriate colour to blend with the background and colour coded and fitted with valve labels etc. to conform to the Gas Regulations.</li> </ol> |
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1. That details of the works are entered in the Log Book;
2. That an updated Electrical Condition Report is commissioned and submitted to the DAC Secretary after the installation;
3. That, in line with the requirement and advice of the Ecclesiastical Insurance Group, the installation and/or testing must be carried out by an electrician who is an accredited member of the NICEIC, the ECA or the NAPIT on a "Full Scope" basis to work on commercial systems as failure to comply may result in the insurance cover not being invalid;
4. That the installation must comply with Regulation 413-02-02 "Main equipotential bonding conductors are required to connect the following metallic parts to the main earthing terminal ... (vi) lightning protection systems". Bonding should generally include metal bell frames, clock faces and mechanisms and the mains electrical installation, which will itself be connected to other services. BS EN 62305- 3 states in clause 5.4.1 "Earth termination systems shall be bonded in accordance with the requirements of the IEE Wiring Regulations; that the installation must comply with Amendment 1 of BS 7671:2018 18th edition Wiring Regulations that includes a key section (534) for protection against transient over-voltages using surge protection devices;
5. that the installation must comply with Amendment 1 of BS 7671:2018 18th edition Wiring Regulations that includes a key section (534) for protection against transient over-voltages using surge protection devices;
6. That, where possible, all fixings should be made into joints, not stonework, using stainless steel or non-ferrous screws in fibre plugs;
7. That all wiring should be as unobtrusive as possible and of an appropriate colour to blend with the background and to be "FP200" cable or similar approved;
8. That the PCC registers as data controller with the Information Commissioner;
9. That access to any recording equipment is limited and any recordings are kept securely;
10. That current guidance issued and updated from time to time by the Church Buildings Council and the Information Commissioner relating to the CCTV, including privacy and protection of personal data connected with the same, should be followed and in the event that such guidance is not followed the matter should be referred to the Registry for consideration of the circumstances and advice as to whether a faculty is required;

AM05 The introduction of equipment to enable the provision or enhancement of internet connectivity for the use within a church building including the introduction of telephone lines and internet cables

11. That the PCC shall erect in prominent locations as recommended in the Church Buildings Council's guidance signage indicating images are being monitored for the purpose of public safety, crime prevention, detection and prosecution of offenders by the CCTV;
  12. That if at the date of the Notice it has not already done so, the PCC shall forthwith approve a CCTV policy to include without limitation the matters referred to in conditions 8, 9, 10 and 11 and the Works shall not commence until such policy has been approved and instigated; and
  13. That for so long as the Works are in place, the PCC annually reviews its CCTV policy in light of up to date guidance and regulation of CCTV systems as issued by the Information Commissioner and the Church Buildings Council.
1. That details of the works are entered in the Log Book
  2. That neither the installation nor the works to install the same are likely to disturb human remains
  3. That all wiring and the router are installed in as unobtrusive manner as is reasonably practicable with the wiring and the router being of a colour to blend in to the background or so painted or sheathed;
  4. That all wiring shall be "FP200" cable or similar approved;
  5. That so far as is reasonably practicable all fixings are made into joints not stonework, using stainless steel or non-ferrous screws;
  6. That any work to an electrical installation or electrical equipment is undertaken pursuant to current British Standard Wiring Regulations and by a person whose work is subject to an accredited certification scheme, being a scheme applicable to work of this kind and accredited by the United Kingdom Accreditation Service;
  7. That unless already completed, an updated Electrical Condition Report shall be commissioned and submitted to the DAG secretary within 3 months of the date of grant of this consent;
  8. That the PCC ensure appropriate means of protecting the computer network from unauthorised access are put in place;
  9. That in the event that Wifi access is to be made available to the public in the church, appropriate means of maintaining the privacy of the church computer equipment shall be put in place (e.g. a dedicated virtual private network (VLAN) or appropriate use of guest networks); and

AM06 The erection and use for a short limited defined period of temporary structures (such as gazebos or similar constructions) outside the church building for celebratory and/or commemorative events (the "Works")

10. That all those working at height shall take all appropriate safety measures. Those used must be capable of arresting the fall of a person who loses a handhold or foothold.
1. that the use to which the temporary structure is to be put whilst erected; and
2. the date by which the temporary structure must be dismantled and removed that details of the Works are specified in the application
3. that details of the Works are entered in the Log Book;
4. that the temporary structure is to be sufficiently and securely fixed to the ground or otherwise whilst erected;
5. that the temporary structure is located so as not to substantially impede access to any graves and any Garden of Remembrance or general access in and around the church site; and
6. that prior to commencement of the Works the PCC obtains confirmation that planning permission is not required for the erection and proposed use of the temporary structure.

**AM07 The encapsulation of Asbestos**

**N.B.** This will apply to asbestos, asbestos containing material and covers any preliminary works to encapsulation e.g. removing loose/damaged asbestos fibres, repairing/sealing crack/gaps in materials.

1. encapsulation has to be advised as the best option following an assessment and survey by qualified licensed asbestos professionals;
2. encapsulation must be carried out by qualified licensed asbestos professionals;
3. the encapsulation is followed by inspection and testing carried out by qualified licensed asbestos professionals;
4. the encapsulated asbestos should be visually inspected periodically to ensure that the encapsulation is undamaged and not showing signs of deterioration.
5. where, upon inspection, encapsulation is seen to be damaged, deteriorating or having deteriorated, the reapplication/ repair of the encapsulation should be carried out as required and in accordance with the above conditions; and
6. encapsulation should not occur if a qualified licensed asbestos professional has advised, in the first instance, or upon future inspection(s), that the best or better option is removal of asbestos.