

## **Lists A & B**

**Matters which may be undertaken without a Faculty and  
without need for consultation**

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## 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 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.

### **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.

<i>Matter</i>	<i>Specified conditions</i>
<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
(b) Works of repair not materially affecting the fabric or any historic material	
(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
(4A) Draught proofing an external door or window	The works do not affect the overall appearance or operation of the door or window and do not involve the replacement of a component
(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

<p>(6) Works of maintenance, repair and adaptation (not amounting to substantial addition or replacement but including rewiring) to existing-</p> <p>(a) heating systems (including the replacement of control equipment and the insulation of pipes in the boiler room and ancillary service areas)</p> <p>(b) gas, water or other services</p> <p>(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-energy lamps)</p>	<p>The works do not involve making additions to an electrical installation</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>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 accredited certification scheme (as defined in rule 3.1(6))</p>
<p>(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 (See matter B1(5) in List B for replacement using different fuel supply)</p> <p>(b) The replacement of a flue liner</p>	<p>In the case of adaptation, the parochial church council's insurers are notified of the proposals</p> <p>The works do not involve the creation of a new external flue</p> <p>The parochial church council's insurers are notified of the proposals</p>
<p>(8) The like for like replacement of roof lead or other material covering the roof of a building which is not a listed building</p>	<p>The original introduction of the material being replaced was authorised</p> <p>The installation of roof insulation is considered</p> <p>The parochial church council's insurers are notified of the proposals</p>
<p>(9) The installation of a roof alarm (including an alarm with an image capture facility)</p>	<p>The amount of associated cabling is kept to the minimum that is reasonably practicable</p> <p>The parochial church council's insurers are notified of the proposals</p> <p>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))</p>
<p>(10) The application of forensic marking on roof lead or other material covering a roof or to rain water goods or flashings</p>	<p>The parochial church council's insurers are notified of the proposed work</p> <p>The parochial church council is satisfied that the person who is to undertake the work has the necessary skill and experience</p>
<p>(11) Work to an existing lightning conductor or to an earth mat connected to an existing lightning conductor</p>	<p>The parochial church council's insurers are notified of the proposed work</p> <p>The parochial church council is satisfied that the person who is to undertake the work has the necessary skill and experience</p>

(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 fire extinguishers

Any instructions from the supplier or the parochial church council's insurer in relation to their type or location is complied with

(16) The making of additions to an existing name board

The board is not a war memorial or roll of honour

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 sound reinforcement system

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))

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 musical instruments (other than pipe organs and non-portable electronic organs) and associated equipment

No article of historic or artistic interest is disposed of

(2) The routine tuning and maintenance of organs and pianos

In the case of organs, any works do not involve tonal alterations, changes to the action or major dismantling of the instrument

(3) The repair or replacement of electrical motors and humidification equipment for organs

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))

### **A3. Bells etc.**

(1) The inspection and routine maintenance of bells, bell fittings and bell frames

No tonal alterations are made to any bell

No bell is lifted from its bearings

(2) The repair and maintenance of clappers, crown staples (including re-bushing) and bell wheels

Works do not include the re-soling or re-rimming of a bell wheel

No bell is lifted from its bearings

(3) The repair or replacement of bell stays, pulleys, bell ropes (including in Ellacombe apparatus), rope bosses, sliders or slider gear

No bell is lifted from its bearings

(4) The repainting of metal bell frames and metal bell fittings

No bell is lifted from its bearings

(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 regilding 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 regilding 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
- (b) books
- (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

No article of historic or artistic interest is removed or disposed of

No article being introduced is fixed to historic fabric

<p>(5) The removal or disposal of—</p> <ul style="list-style-type: none"> <li>(a) redundant sound reinforcement equipment</li> <li>(b) carpet</li> <li>(c) free-standing chairs (but not pews, benches or stalls)</li> </ul>	<p>No article of historic or artistic interest is removed or disposed of</p>
<p>(6) The like for like replacement of carpet or the introduction or replacement of movable floor coverings between individual pews</p>	<p>Only breathable material is used</p> <p>No article of historic or artistic interest is removed or disposed of</p>
<p>(7) Treatment of fixtures and furniture against beetle or fungal activity</p>	<p>No material of historic or artistic interest is treated</p> <p>(See matter B4(6) in List B for treatment of material of historic or artistic interest)</p>
<p>(8) The replacement of curtains (other than curtains and other hangings associated with an altar)</p>	<p>No article of historic or artistic interest is removed or disposed of</p>
<p>(9) The introduction of free-standing chairs in a church which is not a listed building</p>	
<p>(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</p>	
<p>(11) The introduction of a fixed internal noticeboard (including in a porch) in a church which is not a listed building</p>	

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

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

## **A7. Churchyard etc.**

(1) The introduction and maintenance of equipment for maintenance of the church and churchyard

(2) The repair of paths and other hardsurfaced 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 of gas and oil tanks (and associated pipe work)

No works of excavation are involved

(See matter B6(4A) in List B for replacement of 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))
(9) The introduction, replacement or disposal of a flagpole not attached to the church building	<p>The local planning authority is notified of the proposal</p> <p>Any new disturbance below ground level is kept to a minimum</p>
(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	<p>The upstand and outlet together do not exceed 1.6 metres in height from the level of the surface used for parking vehicles</p> <p>Any new disturbance below ground level is kept to a minimum</p> <p>The upstand is situated in an area which may be lawfully used for off-street parking</p> <p>The upstand is not situated within 2 metres of a highway</p> <p>No more than one upstand is provided for each parking space</p> <p>The work is carried out by a body or person who is registered with the relevant government department or other body responsible for accreditation</p>

## A8. Trees

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

churchyards

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## 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.

<i>Matter</i>	<i>Specified conditions</i>
<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	<p>The installation does not affect historic fabric</p>
(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	<p>The works do not involve the replacement of timber</p>

<p>(5) The replacement of a boiler, whether in the same or substantially the same location and utilising, whether with existing or similar pipe runs-</p> <p>(a) a non-fossil fuel supply in place of a fossil fuel supply, or</p> <p>(b) a different non-fossil fuel supply</p> <p>(See matter A1(7)(a) in List A for replacement using existing non-fossil fuel supply)</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>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))</p>
	<p>The parochial church council's insurers are notified of the proposals</p>
<p>(6) The like for like replacement of roof lead or other material covering the roof of a listed building</p>	<p>The original introduction of the material being replaced was authorised</p>
	<p>The installation of roof insulation is considered</p>
	<p>The parochial church council's insurers are notified of the proposals</p>
<p>(6A) The installation of roof insulation in a church which is not a listed building</p>	<p>The insulation material is chosen, and the method of installing the material is decided upon, after obtaining specialist advice</p>
<p>(7) The installation of lighting and safety equipment</p>	<p>The lighting or other equipment:</p> <ul style="list-style-type: none"> <li>— is installed only in a part of the church (such as a tower or crypt) that is not normally visible to the public, or</li> <li>— when installed will not be visible from ground level</li> </ul> <p>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))</p>
	<p>The installation will not affect any graves or vaults</p>
<p>(8)(a) The extension of an existing lighting system</p> <p>(b) The replacement of light fittings with fittings suitable for low-energy lamps</p>	<p>The parochial church council's insurers are notified of the proposals</p> <p>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))</p> <p>The parochial church council's insurers are notified of the proposals</p>



(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))

(11A) The installation of equipment for receiving, or for receiving and sharing, wireless broadband services

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

Any cable runs are secured so as to minimise the risk that they become loose

Details of the equipment, its proposed location and the location and securing of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter

In the formulation of those details, regard is had to the desirability of avoiding loss of or damage to historic material

The diocesan registrar is consulted on the terms of any proposed contract for the sharing of the wireless broadband services

(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	<p>Regard is had to any guidance issued by the Church Buildings Council</p> <p>No modification is made to the manner in which any bell may be sounded</p> <p>No historic material is modified or removed</p>
(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	<p>Regard is had to any guidance issued by the Church Buildings Council</p> <p>The works do not involve the drilling or turning of the bell</p> <p>No modification is made to the manner in which any bell may be sounded</p> <p>No historic material is modified or removed</p>
(3) The replacement of— (a) bell bolts (b) a wrought iron clapper shaft with a wooden-shafted clapper	<p>Regard is had to any guidance issued by the Church Buildings Council</p> <p>No modification is made to the manner in which any bell may be sounded</p> <p>No historic material is modified or removed</p>
(4) The treatment of timber bell frames with preservative or insecticide materials	
(5) The re-pinning or re-facing of hammers in Ellacombe apparatus	<p>Regard is had to any guidance issued by the Church Buildings Council</p> <p>No modification is made to the manner in which any bell may be sounded</p> <p>No historic material is modified or removed</p>
(6) The installation of an electric silent ringing device for the training of ringers	<p>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))</p> <p>The device is installed in a location not normally visible to the public</p> <p>No alteration is made to the fittings of the bells other than the installation of electric contacts and wires</p> <p>The device does not adversely affect the church's protection against lightning</p>

(7) The installation of a sound control measure in a belfry

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 and underlay other than movable floor coverings between individual pews (see matter A5(6) in List A for like of like replacement of carpets and introduction or replacement of movable floor coverings between individual pews)

Only breathable material is used

No article of historic or artistic interest is replaced

(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 appliance not forming part of a heating system

Details of the appliance, 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 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

(5) The installation of equipment for receiving, or for receiving and sharing, wireless broadband services

The equipment does not adversely affect the building's protection against lightning

Any cable runs are secured so as to minimise the risk that they become loose

Details of the equipment, its proposed location and the location and securing of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter

In the formulation of those details, regard is had to the desirability of avoiding loss of or damage to historic material

The diocesan registrar is consulted on the terms of any proposed contract for the sharing of the wireless broadband services

## **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



	<p>historic interest under the Planning (Listed Buildings and Conservation Areas) Act 1990</p> <p>Any new disturbance below ground level is kept to a minimum</p>
(3) The repair of lychgates	<p>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</p>
(4) The introduction, replacement or alteration of a notice board	<p>A new notice board is not illuminated</p> <p>The Town and Country Planning (Control of Advertisements) (England) Regulations 2007 are complied with</p>
<p>(4A) The replacement of gas tanks (and associated pipe work)</p> <p>(See matter A7(8) in List A for disposal of gas and oil tanks)</p>	<p>No works of excavation are involved, other than the digging of a trench which-</p> <p>(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</p> <p>(b) where it is underneath a footpath (whether or not a public right of way), is at a depth of 450 millimetres</p> <p>The local planning authority is notified of the proposal</p> <p>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</p> <p>The replacement tank is of similar dimensions and in substantially the same location</p> <p>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</p>
(5) The introduction of a defibrillator where the church is a listed building	<p>Any new disturbance below ground level is kept to a minimum</p>

(5A) 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 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

(6) The introduction of stands for bicycles

(7) The resurfacing of paths and other hardsurfaced 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 low voltage (as defined by the regulations on electrical wiring published by the British Standards Institution)

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

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) that 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 prescribed in List A) except felling

If 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 MATTERS ORDERS

### **AM01    The introduction into a Church of a new Altar Frontal**

1. That details of the Works are entered in the Log Book so that a record is kept of what has been done

## **AM02 Temporary Electrical Installations**

2. That details of the Works are entered in the Log Book so that a record is kept of what has been done
3. That an updated Electrical Condition Report is commissioned, and submitted to the DAC Secretary, after the installation
4. 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
5. 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
6. 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
7. That, where possible, all fixings should be made into joints, not stonework, using stainless steel or non-ferrous screws in fibre plugs
8. 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
9. That unless otherwise approved by faculty order, the structure, equipment or works must be removed within ten weeks of installation

<p><b>AMO3</b></p>	<p><b>Replacement of a Heating System comprising:</b>  <b>a) wall mounted gas heaters; and/or</b>  <b>b) wall mounted electric heaters; and/or</b>  <b>c) under-pew heaters</b>  <b>in the same locations and positions as are currently used (the “Works”)</b></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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<b>AMO4</b>	<b>Replacement of CCTV</b>	<ol style="list-style-type: none"> <li>1. That details of the works are entered in the Log Book;</li> <li>2. That an updated Electrical Condition Report is commissioned and submitted to the DAC Secretary after the installation;</li> <li>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;</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; 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;</li> <li>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;</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 and of an appropriate colour to blend with the background and to be "FP200" cable or similar approved;</li> <li>8. That the PCC registers as data controller with the Information Commissioner;</li> <li>9. That access to any recording equipment is limited and any recordings are kept securely;</li> <li>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</li> </ol>
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		<p>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;</p> <p>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;</p> <p>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</p> <p>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.</p>
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AM05	<p><b>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</b></p>	<ol style="list-style-type: none"> <li>1. That details of the works are entered in the Log Book</li> <li>2. That neither the installation nor the works to install the same are likely to disturb human remains</li> <li>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;</li> <li>4. That all wiring shall be "FP200" cable or similar approved;</li> <li>5. That so far as is reasonably practicable all fixings are made into joints not stonework, using stainless steel or non-ferrous screws;</li> <li>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;</li> <li>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;</li> <li>8. That the PCC ensure appropriate means of protecting the computer network from unauthorised access are put in place;</li> <li>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</li> <li>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.</li> </ol>
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<b>AM06</b>	<b>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")</b>	<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 the use to which the temporary structure is to be put whilst erected; and</li> <li>3. the date by which the temporary structure must be dismantled and removed that details of the Works are specified in the application</li> <li>4. that details of the Works are entered in the Log Book;</li> <li>5. that the temporary structure is to be sufficiently and securely fixed to the ground or otherwise whilst erected;</li> <li>6. 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</li> <li>7. 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.</li> </ol>
<b>AM07</b>	<b>Small functional items, e.g. letterbox (either attached to a gate, wall or fence, or on a freestanding post), bird boxes (attached to trees or churchyard structures which are not memorials), small signage in the churchyard.</b>	<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 no sign exceeds 0.3m<sup>2</sup></li> <li>3. Advertising regulations must be satisfied</li> <li>4. That the item is in keeping with its surroundings</li> <li>5. That neither the installation nor the works to install the same are likely to disturb human remains</li> <li>6. That so far as is reasonably practicable all fixings are made into joints not stonework, using stainless steel or non-ferrous screws;</li> <li>7. 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.</li> <li>8. The work must be carried out in accordance with the details submitted to the Archdeacon for approval.</li> </ol>

AM08	Commonwealth War graves Signage	<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. The dimensions, location and installation of the sign has been the subject of an affirmative PCC resolution,</li> <li>3. Details of the proposal (to include details as to the location, dimensions, colour and method of fixing of any sign) have been submitted to the Archdeacon and the incumbent and PCC have taken into account any recommendations of the Archdeacon as to the size and location of the sign (who may seek the advice of a Diocesan Advisory Committee (DAC) assessor as circumstances require)</li> <li>4. The sign is of a standard design previously recommended by the DAC or adapted to the requirements of a particular location on the advice of the DAC</li> <li>5. The Archdeacon, in consultation with the DAC, has given notice in writing that the proposal may be undertaken without a faculty.</li> <li>6. The work must be carried out in accordance with the details submitted to the Archdeacon for approval.</li> </ol>

<p><b>AM09</b></p>	<p><b>Installation of router and cable in the churchyard</b></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. The introduction of markings and signage for disabled parking has been the subject of an affirmative PCC resolution.</li> <li>3. Details of the proposal have been submitted to the Archdeacon and the incumbent and PCC have taken into account any recommendations of the Archdeacon as to installation (who may seek the advice of a Diocesan Advisory Committee (DAC) assessor as circumstances require);</li> <li>4. The Archdeacon, in consultation with the DAC, has given notice in writing that the proposal may be undertaken without a faculty.</li> <li>5. Installation nor the works to install markings or signage are likely to disturb human remains.</li> <li>6. That the current British Standard (BS 8300 or superseding publication) is adhered to.</li> <li>7. That signage and markings are in keeping with its surroundings.</li> <li>8. That so far as is reasonably practicable all fixings are made into joints not stonework, using stainless steel or non-ferrous screws.</li> <li>9. The work must be carried out in accordance with the details submitted to the Archdeacon for approval.</li> </ol>

<b>AM10</b>	<b>Marking of car park spaces and signage for disabled parking</b>	<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. The introduction of markings and signage for disabled parking has been the subject of an affirmative PCC resolution.</li> <li>3. Details of the proposal have been submitted to the Archdeacon and the incumbent and PCC have taken into account any recommendations of the Archdeacon as to installation (who may seek the advice of a Diocesan Advisory Committee (DAC) assessor as circumstances require);</li> <li>4. The Archdeacon, in consultation with the DAC, has given notice in writing that the proposal may be undertaken without a faculty.</li> <li>5. That neither the installation nor the works to install markings or signage are likely to disturb human remains.</li> <li>6. That the current British Standard (BS 8300 or superseding publication) is adhered to.</li> <li>7. That signage and markings are in keeping with its surroundings.</li> <li>8. That so far as is reasonably practicable all fixings are made into joints not stonework, using stainless steel or non-ferrous screws.</li> <li>9. The work must be carried out in accordance with the details submitted to the Archdeacon for approval.</li> </ol>

<p><b>AM11</b></p>	<p><b>Installation, Replacement or Disposal of Information Boards in churchyards</b></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. The installation, replacement or disposal of an Information Board has been the subject of an affirmative PCC resolution.</li> <li>3. Details of the proposal including board design, size, fixings, images, wordings and location have been submitted to the Archdeacon and the incumbent and PCC have taken into account any recommendations of the Archdeacon as to installation (who may seek the advice of a Diocesan Advisory Committee (DAC) assessor as circumstances require);</li> <li>4. The Archdeacon, in consultation with the DAC, has given notice in writing that the proposal may be undertaken without a faculty.</li> <li>5. That details of the works are entered in the Log Book.</li> <li>6. That installation or replacement Information Boards are in keeping with its surroundings.</li> <li>7. That so far as is reasonably practicable all fixings are made into joints not stonework, using stainless steel or non-ferrous screws.</li> <li>8. The work must be carried out in accordance with the details submitted to the Archdeacon for approval. 5. The information board is to be made of good quality materials and workmanship.</li> <li>9. The information provided on the Board shall be limited to the social, cultural and architectural heritage of the church.</li> <li>10. The information shall be presented on the board in a way that is accessible be all visitors to the church.</li> <li>11. Nothing of historic significance is removed by the removal and/or disposal of the Information Board.</li> <li>12. Any damage caused by disposal of the Information Board must be made good.</li> <li>13. That all Planning controls are observed.</li> </ol>
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<b>AM11</b>	<b>Like-for-like Repainting of clock faces</b>	<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. The re-painting of the clock face is like-for-like and does not include re- gilding</li> <li>3. That the re-painting of the clock face has been the subject of an affirmative PCC resolution.</li> <li>4. Details of the proposal have been submitted to the Archdeacon and the incumbent and PCC have taken into account any recommendations of the Archdeacon as to installation (who may seek the advice of a Diocesan Advisory Committee (DAC) assessor as circumstances require);</li> <li>5. The Archdeacon, in consultation with the DAC, has given notice in writing that the proposal may be undertaken without a faculty.</li> <li>6. That details of the works are entered in the Log Book.</li> <li>7. That the specification of the paint is approved by the DAC Clock advisor.</li> <li>8. The work must be carried out in accordance with the details submitted to the Archdeacon for approval.</li> <li>9. 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.</li> </ol>

<p><b>AM12</b></p>	<p><b>Conservation cleaning and minor conservation repairs to internal and external church memorials (including War Memorials) of historical interest</b></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 the conservation cleaning and minor conservation repairs to internal and external church memorials (including War Memorials) of historical interest have been the subject of an affirmative PCC resolution.</li> <li>3. Details of the proposal have been submitted to the Archdeacon and the incumbent and PCC have taken into account any recommendations of the Archdeacon as to installation (who may seek the advice of a Diocesan Advisory Committee (DAC) assessor as circumstances require);</li> <li>4. The Archdeacon, in consultation with the DAC, has given notice in writing that the proposal may be undertaken without a faculty.</li> <li>5. That details of the works are entered in the Log Book.</li> <li>6. The work must be carried out in accordance with the details submitted to the Archdeacon for approval.</li> <li>7. That the works do not involve disturbance below ground level or the dismantling of table tombs.</li> </ol>
<p><b>AM13</b></p>	<p><b>Replacement of locks</b></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. Nothing of historic significance is removed or replaced.</li> <li>3. That the decision to replace a lock(s) been the subject of an affirmative PCC resolution</li> <li>4. Details of the proposal have been submitted to the Archdeacon and the incumbent and PCC have taken into account any recommendations of the Archdeacon as to installation (who may seek the advice of a Diocesan Advisory Committee (DAC) assessor as circumstances require);</li> <li>5. The Archdeacon, in consultation with the</li> <li>6. DAC, has given notice in writing that the</li> <li>7. proposal may be undertaken without a faculty</li> </ol>