

Online Faculty System

A Parish's User Manual
Starting a List A or List B item

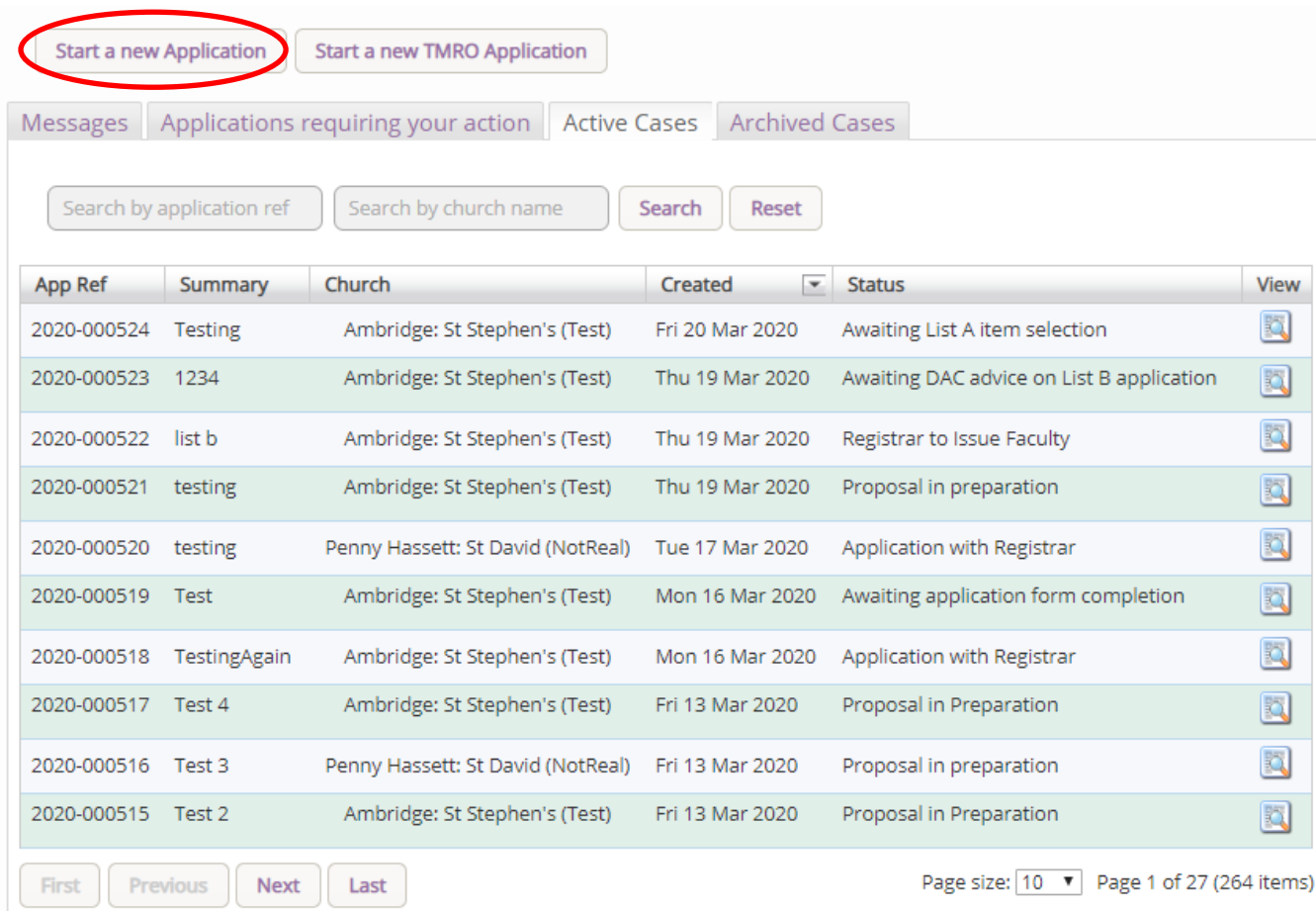
2020 Rules

James Miles
1st April 2020

Starting an Application – List A, List B and Faculty Application

When you are ready to begin an application:

1. Go to the main page <https://facultyonline.churchofengland.org>
2. Sign In
3. Click on the **Applications** tab
4. Click on **Start a new Application** to start



The screenshot shows the Faculty Online interface. At the top, there are two buttons: "Start a new Application" (circled in red) and "Start a new TMRO Application". Below these are tabs for "Messages", "Applications requiring your action", "Active Cases", and "Archived Cases". A search bar is present with fields for "Search by application ref" and "Search by church name", along with "Search" and "Reset" buttons. The main content is a table with the following columns: App Ref, Summary, Church, Created, Status, and View. The table contains 10 rows of application data. At the bottom, there are navigation buttons: "First", "Previous", "Next", and "Last". The page size is set to 10, and it is Page 1 of 27 (264 items).

App Ref	Summary	Church	Created	Status	View
2020-000524	Testing	Ambridge: St Stephen's (Test)	Fri 20 Mar 2020	Awaiting List A item selection	
2020-000523	1234	Ambridge: St Stephen's (Test)	Thu 19 Mar 2020	Awaiting DAC advice on List B application	
2020-000522	list b	Ambridge: St Stephen's (Test)	Thu 19 Mar 2020	Registrar to Issue Faculty	
2020-000521	testing	Ambridge: St Stephen's (Test)	Thu 19 Mar 2020	Proposal in preparation	
2020-000520	testing	Penny Hassett: St David (NotReal)	Tue 17 Mar 2020	Application with Registrar	
2020-000519	Test	Ambridge: St Stephen's (Test)	Mon 16 Mar 2020	Awaiting application form completion	
2020-000518	TestingAgain	Ambridge: St Stephen's (Test)	Mon 16 Mar 2020	Application with Registrar	
2020-000517	Test 4	Ambridge: St Stephen's (Test)	Fri 13 Mar 2020	Proposal in Preparation	
2020-000516	Test 3	Penny Hassett: St David (NotReal)	Fri 13 Mar 2020	Proposal in preparation	
2020-000515	Test 2	Ambridge: St Stephen's (Test)	Fri 13 Mar 2020	Proposal in Preparation	

Case File Summary

1. Complete the Case File Summary
 - a. If you have **registered for only one church**, this will appear automatically under Church
 - b. If you have **registered for multiple churches**, click on the arrow to the right of the church box to produce a drop-down menu and select the appropriate church building

Signed in as: Rupert Allen | Home | Sign Out | My Account | Site Map

THE CHURCH OF ENGLAND Online Faculty System Search the site

Application Ref: 2014-000064 Church: Diocese: Archdeaconry: Status: Awaiting initial application details Logged By: Mr Rupert Allen (Thu 13 Nov 2014) Summary:

Case file summary

Case reference 2014-000064

Church Ambridge: St Stephen's (Test) Penny Hasset: St David (Test)

Summary of proposed works

Contact number

Cancel Finish

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2. Enter a **brief** summary of the works into the **Summary of proposed works box**
3. Enter a contact telephone number into the next box
4. Click **Finish**

Case file

Step 1 Step 2 Step 3 Step 4

You have started the process of creating a new application. All applications created here will be visible on the Church Log. Please enter a brief summary description of the proposed works, and a contact telephone number, then click "Next".

Church Ambridge: St Stephen's (Test)

Summary of proposed works Test 1

Contact number 1234567890

Cancel Next

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Recording a List A matter

Under the 2019 legislation change, a number of new items have been included under List A. The new list is available [here](#) and we would strongly recommend that this list is reviewed in full.

On the online system, you are able to select whether the works apply to the building or within the churchyard and the specified List A items will appear. The categorisation is as follows:

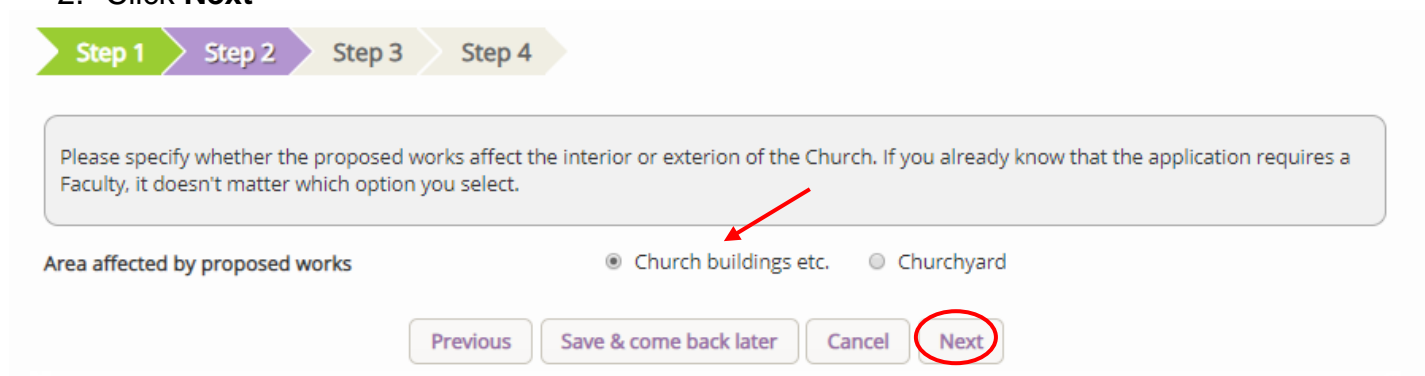
Church buildings etc. includes:

- A1 – Church buildings etc.
- A2 – Musical instruments
- A3 – Bells etc.
- A4 – Clocks
- A5 – Church content
- A6 – Church halls and similar buildings

Churchyard includes:

- A7 – Churchyard
- A8 – Trees

1. Select the appropriate option
2. Click **Next**



Step 1 Step 2 Step 3 Step 4

Please specify whether the proposed works affect the interior or exterior of the Church. If you already know that the application requires a Faculty, it doesn't matter which option you select.

Area affected by proposed works Church buildings etc. Churchyard

Previous Save & come back later Cancel **Next**

3. Select the appropriate List A matter which you want to record. Don't forget to read the conditions

Case file

Application Ref: 2020-000526
Diocese: Barchester (Test)
Status: Awaiting List A item selection
Summary: Test 1

Church: [Ambridge: St Stephen's \(Test\)](#)
Archdeaconry: [Felpersham \(Test\)](#)
Logged By: [The Test Petitioner \(Mon 23 Mar 2020\)](#)

Step 1 Step 2 Step 3 Step 4



(A1-1)

(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.

(b) Works of repair not materially affecting the fabric or any historic material.

Specified conditions:

- The parochial church council's insurers are notified if external scaffolding is to be erected.

(A1-2)

Repairs and replacement of fittings in existing kitchens, lavatories, office accommodation and other ancillary rooms.

(A1-3)

Like for like repairs to window glass.

Specified conditions:

- The works do not include repairs to stained glass or to clear glass manufactured before 1960.

(A1-4)

The repair or like for like replacement of wire mesh window guards.

Specified conditions:

- Only non-corroding fixings are used and, where practicable, are fixed in mortar joints.

(A1-5)

The treatment of timber against beetle or fungal activity where the church is not a listed building.

Specified conditions:

- The works do not involve the replacement of timber.

4. Scroll to the bottom of the page

5. Click **Next**

(A6-3)

Replacement of material covering the roof where neither the church nor the church hall or similar building is a listed building.

(A6-4)

The introduction of a defibrillator in a building which is not a listed building.

None of the above

Previous

Save & come back later

Cancel

Next

6. A message confirms that you have selected a List A matter

Awaiting List A classification

Application Ref: 2015-001075

Diocese: Barchester (Test)

Status: Awaiting List A item selection

Summary: testing

Church: Ambridge: St Stephen's (Test)

Archdeaconry: Felpersham (Test)

Logged By: Mrs Fiona Petty (Wed 30 Dec 2015)

Step 1

Step 2

Step 3

You selected an item of work from "List A". Works on this list do not require any permission. You may proceed without further ado.

If in doubt, contact your DAC Secretary <http://www.churchcare.co.uk/churches/church-buildings-council/who-s-who/dacs/dac-contact-details>

Edit

Previous

Save & come back later

Cancel

Finish



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7. If you are **certain** that the work you wish to undertake falls under List A and complies with all specified conditions, click **Finish**.

Step 1

Step 2

Step 3

You selected an item of work from "List A". Works on this list do not require any permission. You may proceed without further ado.

If in doubt, contact your DAC Secretary <http://www.churchcare.co.uk/churches/church-buildings-council/who-s-who/dacs/dac-contact-details>

Edit

Previous

Save & come back later

Cancel

Finish



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Applying for a List B matter

Under the 2019 legislation change, a number of new items have been included under List B. The new list is available [here](#) and we would strongly recommend that this list is reviewed in full. There is now no longer a requirement that requested works have to be included within your Quinquennial Inspection Report.

On the online system, you are able to select whether the works apply to the building or within the churchyard and the specified List B items will appear. The categorisation is as follows:

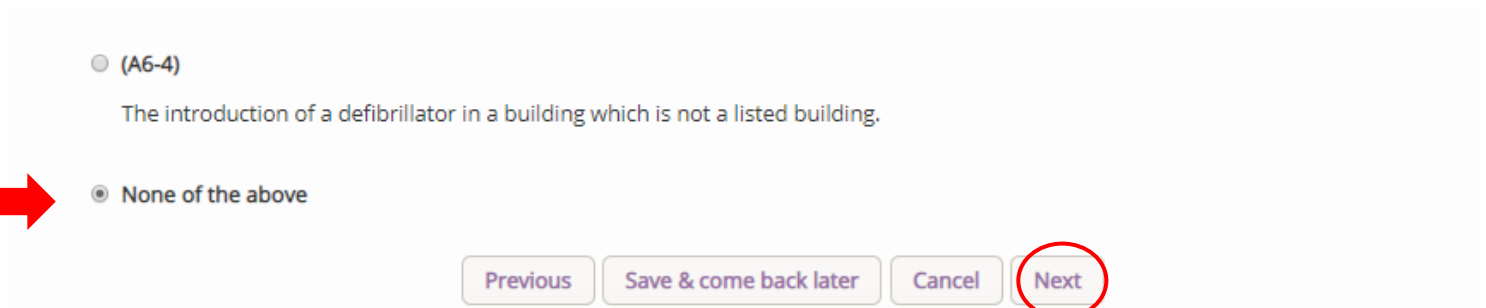
Church buildings etc. includes:

- B1 – Church buildings etc.
- B2 – Bells etc.
- B3 – Clocks.
- B4 – Church Contents
- B5 – Church halls and similar buildings

Churchyard includes:

- B6 – Churchyard
- B7 – Trees

1. Repeat steps included under *Case File Summary*
2. When you arrive at List A, scroll to the bottom of the page
3. Click **None of the Above**
4. Click **Next**



(A6-4)
The introduction of a defibrillator in a building which is not a listed building.

None of the above

5. You will arrive at List B
6. Select the appropriate List B matter which you want to apply for. Don't forget to read the conditions

Step 1

Step 2

Step 3

Step 4

If the proposed works match one of the "List B" items below, please select that item, otherwise select "None of the above". If you are confident you have selected the right option, click "Finish form", otherwise click "Save and come back later".

(B1-1)

Works of repair affecting the fabric or historic material.

Specified conditions:

- 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.
- The repair does not involve the substantial replacement of a major part of the fabric or of historic material.
- Details of any materials to be used are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter.
- The works do not involve any new disturbance below ground level.
- The parochial church council's insurers are notified if external scaffolding is to be erected.

(B1-2)

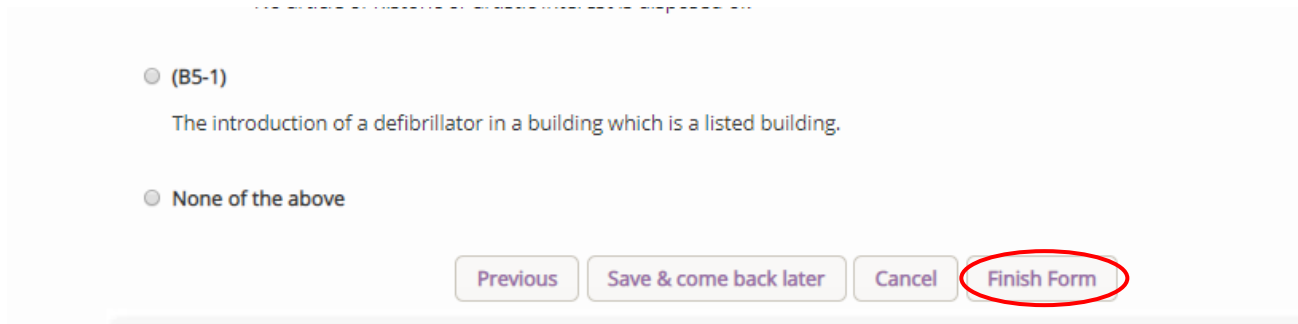
The installation of a wall offertory box.

Specified conditions:

- The installation does not affect historic fabric.

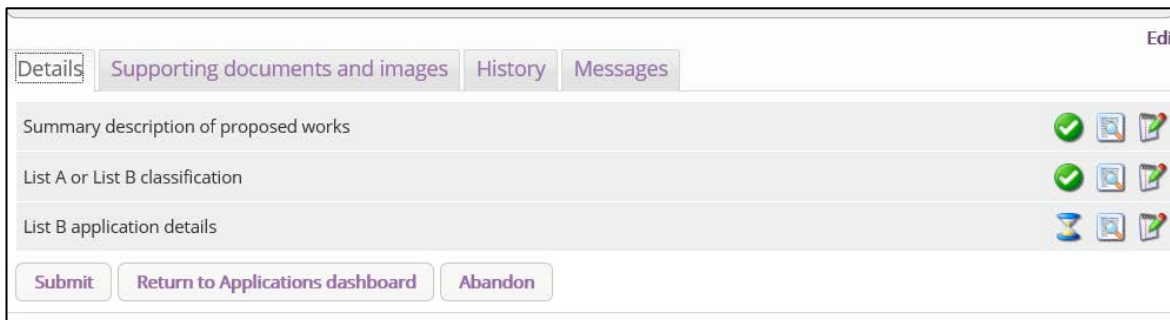
7. Scroll to the bottom of the page

8. Click **Finish**



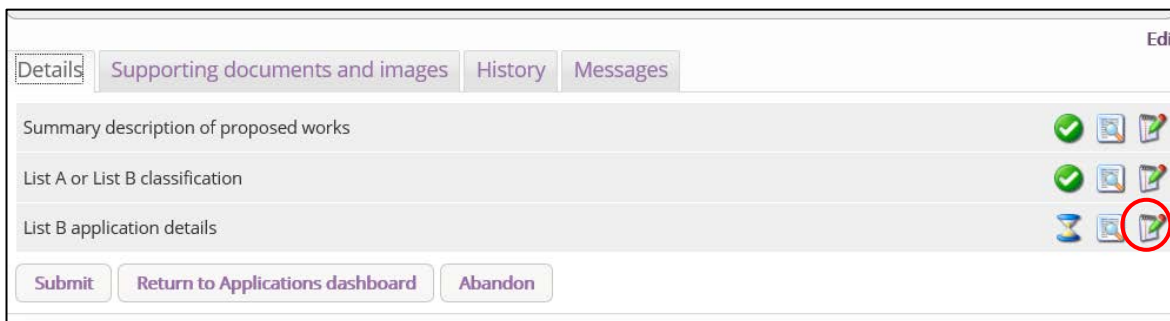
A screenshot of a form with two radio button options:
● (B5-1) The introduction of a defibrillator in a building which is a listed building.
● None of the above
At the bottom, there are four buttons: Previous, Save & come back later, Cancel, and Finish Form. The Finish Form button is circled in red.

You have successfully begun a new List B application and created a case file.



A screenshot of an application overview page. It has tabs for Details, Supporting documents and images, History, and Messages. The main content area lists three sections: Summary description of proposed works, List A or List B classification, and List B application details. Each section has a green checkmark icon, a document icon, and a pencil icon. At the bottom, there are three buttons: Submit, Return to Applications dashboard, and Abandon.

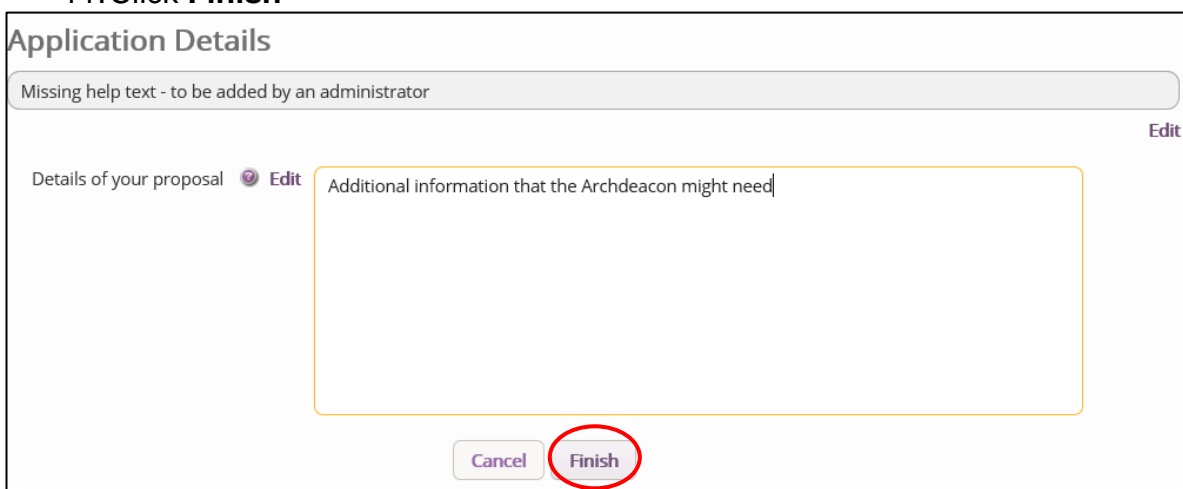
9. Click the **Edit** icon to add more details to the application



A screenshot of the application overview page, identical to the previous one. The pencil icon (Edit) for the 'List B application details' section is circled in red.

10. Type additional details about your proposal in the text box

11. Click **Finish**












A screenshot of the 'Application Details' page. It shows a text box with the placeholder text 'Additional information that the Archdeacon might need'. Below the text box are two buttons: Cancel and Finish. The Finish button is circled in red.

12. Attach any additional files under the **Supporting Documents and Image** tab

13. Click **Submit** to send to the next stage

Edit

Details Supporting documents and images History Messages

Summary description of proposed works	  
List A or List B classification	  
List B application details	  

Submit Return to Applications dashboard Abandon

Getting Help

If you have any problems navigating the Online Faculty System, please read the [Frequently Asked Questions](#) section on the website.

If you cannot find an answer to your question, please contact the DAC Secretary in your diocese for further advice.

If you are experiencing technical difficulties with the Online Faculty System or have an emergency, contact the Admin team at <https://facultyonline.churchofengland.org/contact>