



Diocese of Bristol

We have a problem!

Have a problem with your building?

What is the issue?

Where has it occurred?

When did it occur?

Why actual or likely cause of the problem?

Action taken to make safe/cordon off the area

Inform the Diocese before implementation of temporary repairs

Permanent repairs required.

Ensure appropriate records are kept as to the issue.
Apply to the Diocese for an Emergency Faculty
(by following the separate process chart).
Also notify the church insurers if applicable.