



Planning and Permissions

If you are planning to undertake any works in your church, you must have obtained the relevant permissions first, which may involve both church and local planning authorities. You will need to contact the Diocesan Advisory Committee (DAC) to inform them of your project, and establish the appropriate permissions (if any) that will be required before your project can progress.

Is your Building Listed?

If your building is listed and especially if it is listed either grade II* or 1, then you may not be able to make all the changes you want, and you will need to seek further advice. The easiest way to find out whether your church is listed or not, is to obtain a copy of the listed building entry by visiting The National Heritage List, and can be accessed here

<http://www.englishheritage.org.uk/professional/protection/process/national-heritage-list-for-england/>

Alteration or Extension

Changing or affecting the character of a building requires listed building consent or its equivalent permission. You must demonstrate to those you are seeking permission from, why you are proposing the project changes, and what the likely impact of these changes will have on the building.

Understanding your building, its history and historical significance is key to obtaining the necessary permissions for your building works.

The Faculty Jurisdiction

The Faculty Jurisdiction is the Church of England's regulation of works to church buildings, their contents and churchyards. It ensures that churches are properly cared for and that whatever is done to them is properly considered beforehand and carried out in the most appropriate way. The system recognises that churches are living buildings, many of which are of great historic significance but all of which exist for the worship of God and the mission of the Church.

The Chancellor of each Diocese gives written guidance of matters of a minor nature that may be undertaken without a faculty. This guidance (usually referred to as De Minimis List) varies slightly from diocese to diocese. For a copy of the guidance for your diocese or advice contact your DAC Secretary. A faculty is a licence to carry out work. Any work carried out in the absence of a faculty is illegal. Therefore in order to carry out any changes or repairs, you must have a licence from the faculty, authorising the works. <http://www.churchcare.co.uk/churches/guidance-advice/making-changes-to-your-building/faculty-jurisdiction>

Major Changes: Alterations and Extensions

- 1) Consult with your Architect
- 2) Consult within the PCC and Parish
- 3) Ask for DAC site visit
- 4) Consult Archdeacon
- 5) Consult Planning and Amenity Societies
- 6) Consult with English Heritage
- 7) Prepare outline proposals

Minor Changes: Repairs and Maintenance

- 1) Consult DAC Secretary informally
- 2) Consult Architect
- 3) Consult Archdeacon
- 4) Prepare detailed proposals