

INITIAL CONSULTATION FORM

This form is used to seek preliminary advice from the Diocesan Advisory Committee before petitioning for a faculty.

Once the DAC has considered your proposals and given its advice, it will then be necessary to complete the main application (Form 1 part 2) to apply for a faculty from the Diocesan Chancellor.

If work needs to be done as a genuine emergency then contact your Archdeacon.

Ideally, the PCC (and wider congregation) will plan well ahead for work which is to be done to the church building. Plans may be prompted by a Quinquennial Inspection report or by the parish Mission Action Plan. Sometimes circumstances such as vandalism, an unforeseen breakdown, or (more happily) an unexpected grant, may precipitate the need to take action.

Parishes are encouraged not to enter into commitments or to incur major fees until they have first discussed proposals with the DAC. This can be particularly sensitive when someone is wishing to give a memorial such as a window.

As soon as the PCC has an initial plan, they should contact the DAC for preliminary advice by sending this form with outline information to the DAC secretary.

This gives the DAC the opportunity to discuss the proposals, ask questions, offer suggestions, and help the parish finalise its proposals.

This stage is often simple and straightforward but, for more complex proposals, may take months.

Please send one copy of this form, together with supporting papers, to the DAC Secretary: Rev Janet Bone, Monmouth Diocesan Office, 64 Caerau Road, Newport NP20 4HJ

To help the DAC deal speedily with your papers:

- Photographs and annotated illustrations are always helpful and are welcomed. But if you are including photographic material printed on a home printer then please supply the digital file as well.
- Please do not use highlighter pen to mark drawings – it does not photocopy!
- Any drawings which are larger than A3 should also be supplied as A3 or in .pdf format
- Please print single-sided, and do not staple papers together or fold smaller than A4
- If **all** the material is in digital form then you can email it to DAC.monmouth@churchinwales.org.uk
Please put the subject of your email as: ...church, [Parish], initial consultation re....
Eg St John's church, Llansomewhere, initial consultation re roof repairs

Church Details

Parish:

Church Dedication:

Is the church: listed grade I / grade II* / grade II / unlisted / in a Conservation Area

Is the church fabric: significantly pre-Victorian / Victorian / post-Victorian

Contact Details

Title / First Name / Last Name:

Address 1:

Address 2:

Address 3:

Postcode:

Phone Number:

E-mail address:

Declaration

I hereby give notification of the attached proposal and seek the advice of the DAC prior to making a formal petition to the Diocesan Chancellor.

The PCC is aware of and supports this consultation.

Signed

Date:

Description and justification of proposed work

So far as you are able at the moment, please describe in outline, your proposals for the church or churchyard. Include relevant sketch plans, photographs and drawings to enable the DAC to provide you with a preliminary response **before** you incur significant professional fees.

Your plans may be at a very early stage but it will be helpful if you give some information about:

- what you are seeking to achieve and why
- any constraints or possible alternatives that you have identified or investigated
- the impact of your proposals on any historic fabric
- any advice or comments you have received from other people such as your architect, amenity bodies, local community.