

FACULTY PETITION: PLEASE READ THESE NOTES— your petition cannot be properly dealt with until the papers are complete and the forms correctly filled in.

Do not submit this form until you have checked with the DAC secretary that it is appropriate to do so.

Form 1/2: Send 2 copies of the completed form and all accompanying papers (ie 2 complete sets of papers) to the Registrar:

Mr T M S Russen,
Monmouth Diocesan Registry
Equity Chambers
John Frost Square
Newport
NP20 1PW

When completing Form 1 part 2, please make sure

- it is printed single-sided
- page 3 is filled in
- page 12 is dated and
- signed by **all** the petitioners

The form should be accompanied by:

- the Registry copy of Form 2
- a copy of the relevant Resolution of the PCC certified by the **PCC Secretary**
- a full specification of the work to be done, making clear what the present situation is, why it is to be changed, and what the changes are.
- Photographs, either professional print or in digital format, are always helpful and are appreciated by the committee.

The papers will be photocopied and sent to each member of the DAC.

Therefore, please ensure

- they are unfolded when they are sent to the Registrar
- highlighter pens are **not** used to mark plans—it doesn't show on the copy
- either: any large drawings are accompanied by a reduction to A3
or: they are also sent as .pdf files
or: 15 copies of such drawings are included

Form 2: 3 copies are enclosed. Two copies are to be on public display for at least 28 days, one inside and one outside the church.

If the church is a Chapel-of-Ease, Mission Church or Daughter Church then Form 2 must also be displayed inside and outside the Parish Church.

If your church is a Listed Building

It is the responsibility of the DAC secretary to notify amenity bodies of all petitions relating to a listed church building. Amenity bodies have 28 days in which to comment and the DAC has to take account of these comments before sending its advice to the Chancellor.

In some cases, where the work will change or affect the character of the listed church building, it will also be necessary (Rule 8 subsection 2) for the parish to place a public notice in a local newspaper.

If you have any queries, please contact the DAC secretary

Revd Janet Bone
Monmouth Diocesan Office
64 Caerau Road
Newport
NP20 4HJ

Tel: 01633 267490 email: dac.monmouth@churcheinwales.org.uk

PCC resolutions

The petition must be accompanied by a resolution which demonstrates the PCC's understanding and support (or not!) of the petition.

For example: "The PCC agrees to apply for a faculty for new heating" is not sufficient.

"The PCC has considered proposals from X, Y and Z, and agreed to commission Y to install a gas-fired wet radiator heating system" is much clearer.

The complete PCC minutes do not need to be sent, just a copy of the relevant resolution(s) in the format: "At their meeting on (date) the PCC resolved that..... For... Against... Abstentions..." with the endorsement "I certify that this is a true record" signed and dated by the PCC Secretary.

Filling in the Form – some notes

Q1.13e [Notice in a public newspaper] should have one of the options deleted.

The rules state that, where the work envisaged would change or affect the character of a building in a Conservation Area, or listed as being of special architectural or historic interest, a copy of Form 2 must also be published, by the Petitioner in a local newspaper. A cutting of the published notice should accompany the petition.

This is usually only required when the outside appearance of the building will be significantly altered.

Q1.14 must be completed

Box 1.14 should contain a brief description of the scope of the work you propose to do.

eg "to repair the roof of the tower and nave and to carry out repointing to the external walls",

"to carry out works of restoration according to the specification (reference number) dated.... of X, architect."

Don't forget to mention all ancillary work. Eg pews are being rearranged or removed to accommodate radiators for a new heating system, or a new carpet is to be laid after redecoration work is complete.

This description should be supported by a full specification of the work to be done, making clear what the present situation is, why it is to be changed, and what the changes are.

Q5 contractors

If the work is being specified and supervised by an architect, it may not be necessary to give details of the contractor - indeed, the work may not yet have been put out to tender.

Q6 approvals

This is a checklist of other approvals which may be necessary.

Q8 Archaeology

If your proposals involve ground disturbance in an ancient churchyard or removal of plaster from historic walls, then a watching brief by an archaeologist will almost certainly be required. There may be other circumstances in which an archaeologist should be involved.

Q9 consultations

If your church is a listed building then the DAC will have to notify amenity bodies and there is no need for you to do so. If you have had any discussions with amenity bodies then please include any relevant correspondence with the petition form.

Q13 ownership

Unless there is good reason to think otherwise, the church and its contents are the property of the Representative Body of the Church in Wales. If you are planning to dispose of contents (eg pews) then contact the Property Department for advice.

Property Department, Church in Wales, 39 Cathedral Road, Cardiff CF11 9XF Tel: 029 2034 8200

Q17 removal of human remains

If the proposal is for the removal of Human Remains (whether un-cremated or cremated) from an Existing Grave, Vault or Tomb please obtain a supplementary form from the Registrar

SECOND SCHEDULE

FORM 1 – PART 2

Do not submit this form until you have checked with the DAC secretary that it is appropriate to do so. Send two sets of papers to the Diocesan Registrar- please see covering notes.

PETITION FOR A FACULTY THE CHURCH IN WALES

1.08 Enter name of Diocese	IN THE DIOCESAN COURT OF MONMOUTH
1.09 If a Cathedral, enter dedication	
1.10 Enter Name of Parish and Benefice Number	THE PARISH OF
	BENEFICE NO:
1.11 Enter Dedication of Church and Representative Body Register Number	THE CHURCH OF
	REGISTER NO:

1.12 Please enter the names and addresses of Petitioners and the telephone numbers of contactable petitioners.		
FULL NAME OF PETITIONERS		
ADDRESS(ES)		
OFFICE HELD		

1.13 We hereby signify our submission to the Diocesan Court and, subject to any right of appeal, agree to be bound by the Court's decision (including any order as to the costs).

We seek a faculty authorising the works or purposes described in the draft Schedule of Works or Purposes hereto.

We declare that:

- (a) the particulars of the works or purposes will be fully and accurately shown in the plans, specifications, designs or other documents accompanying this Petition when it is lodged with the Diocesan Registrar under rule 7;
- (b) the Incumbent, Cleric-in-Charge or Area Dean and the Churchwardens (if they are not themselves the Petitioners) have been made aware of the nature of this Petition and have indicated that they do / do not* recommend that it be granted;
- (c) the Parochial Church Council at its meeting held on

Considered the subject of the Petition and resolved that it would / would not* recommend that it be granted. (A copy of the Resolution, certified by the Secretary to the Parochial Church Council, as being a true copy, is attached to this Petition);

- (d) a Notice in accord with Form 2 and addressed to all persons interested will be put on public display for a period of twenty-eight days, in the requisite location or locations under sub-section (1) of rule 8;
- (e) *[one or other must be filled in]*
either:
sub-section (2) of rule 8[†] does not apply to the Petition

or:
publication of the Notice in a local paper will be effected in compliance with sub-section (2) of rule 8 and a copy given to the Diocesan Registrar.

[†] *Where the work envisaged would change or affect the character of a building in a Conservation Area, or listed under the Planning (Listed Buildings and Conservation Areas) Act 1990, or any statutory amendment or re-enactment thereof, as being of special architectural or historic interest, a copy of the Notice shall also, forthwith, be published, by the Petitioner, in a local newspaper*

* *Delete as appropriate*

NOTES ON COMPLETION OF THIS SCHEDULE - please identify in the numbered paragraphs, your proposed works or purposes.

(a) Any Faculty granted on this Petition will authorise only works or purposes which are included in this Schedule. The scope of the work must therefore be fully described (on a separate sheet if necessary), **and the Petition must be accompanied by the relevant plans, specifications, drawings, photographs and other documents identifying the works or purposes proposed to be undertaken.**

(b) The subject and position of any window, sculpture, tablet or memorial, and the wording and style of any inscription must be clearly indicated.

(c) The DAC Secretary can advise on the necessary information to be included.

SCHEDULE:

GENERAL FORM OF ENQUIRY

2.00 The Church (including the Cathedral Church)

Is the Church:		YES	NO
2.01	predominantly pre-Victorian?	<input type="checkbox"/>	<input type="checkbox"/>
2.02	Victorian?	<input type="checkbox"/>	<input type="checkbox"/>
2.03	20 th Century?	<input type="checkbox"/>	<input type="checkbox"/>
2.04	If the date of the Church's foundation is known, please indicate:	<input type="text"/>	

3.00 Planning and Other Regulations

		YES	NO
3.01	Is the Church Listed under current legislation i.e. Planning (Listed Buildings & Conservation Areas) Act 1990	<input type="checkbox"/>	<input type="checkbox"/>
3.02	If YES, state what Grade	<input type="text"/>	
3.03	Is the Church in a National Park? (e.g. Brecon Beacons)	<input type="checkbox"/>	<input type="checkbox"/>
3.04	Are there any adjacent structures Scheduled as Ancient Monuments?	<input type="text"/>	

4.00 Architect or other Professional Advisor

4.01	Who is the Architect or Chartered Building Surveyor appointed for the Quinquennial Inspection of the Church?	
	Name: <input type="text"/>	Qualification: <input type="text"/>
	Address: <input type="text"/>	
4.02	Has he / she been instructed in relation to the proposed work?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4.03	If you answered NO, state name, address and qualifications of the professional advisor appointed (continue on a separate sheet if there is more than one professional advisor)	
	Name: <input type="text"/>	Qualification: <input type="text"/>
	Address: <input type="text"/>	
4.04	Give details of the professional indemnity insurance cover and insurer of the Architect or professional advisor in respect of the proposed works:	
	Insurer: <input type="text"/>	Cover: <input type="text"/>

5.00 Contractors

5.01 State the name(s) and address of the contractor(s) including specialists e.g. organ builder; stained glass designer etc. (include the professional qualifications or membership of a professional association noted by the specialist(s))

Name: Qualification:

Address:

5.02 Please confirm that each and every contractor will provide adequate insurance cover for their liabilities. YES NO

6.00 Approvals

		YES	NO	N/A
6.01	Planning approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.02	Listed Building Consent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.03	Building Regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.04	Scheduled Monument Consent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.05	Construction (Design & Management) Regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.06	The Disability Discrimination Act 1995	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.07	Health & Safety Regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.08	Are there any proposals for demolition of part or whole of the structure? If YES, please provide details:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7.00 Insurance

		YES	NO
7.01	Please confirm that the Church is included in the Representative Body's Group Insurance Policy	<input type="checkbox"/>	<input type="checkbox"/>
7.02	Please note Insurance Band	<input type="text"/>	
7.03	Please confirm that the Insurer has been notified in writing of all the proposed works	<input type="checkbox"/>	<input type="checkbox"/>

8.00 Archaeology

		YES	NO
8.01	Has archaeological advice been sought as to the proposed works?	<input type="checkbox"/>	<input type="checkbox"/>
8.02	If YES, please identify the archaeologist. Please enclose a copy of the advice offered.		
	Name:	<div style="border: 1px solid black; width: 300px; height: 100px;"></div>	
	Address:		

9.00 Consultations

		YES	NO
9.01	CADW?	<input type="checkbox"/>	<input type="checkbox"/>
9.02	Local Planning Authority?	<input type="checkbox"/>	<input type="checkbox"/>
9.03	Council for British Archaeology Wales?	<input type="checkbox"/>	<input type="checkbox"/>
9.04	Ancient Monument Society	<input type="checkbox"/>	<input type="checkbox"/>
9.05	Society for the Protection of Ancient Buildings (SPAB) (before 1715)?	<input type="checkbox"/>	<input type="checkbox"/>
9.06	The Georgian Group (1700 – 1840)?	<input type="checkbox"/>	<input type="checkbox"/>
9.07	The Victorian Society?	<input type="checkbox"/>	<input type="checkbox"/>
9.08	The Twentieth Century Society (1914 onwards)	<input type="checkbox"/>	<input type="checkbox"/>
9.09	The British Institute of Organ Studies?	<input type="checkbox"/>	<input type="checkbox"/>

10.00 Do you, or your architect, think that the proposed works will affect:

		YES	NO
10.01	Any graves or monuments?	<input type="checkbox"/>	<input type="checkbox"/>
10.02	Seating accommodation?	<input type="checkbox"/>	<input type="checkbox"/>
10.03	Any private rights?	<input type="checkbox"/>	<input type="checkbox"/>
10.04	Bats roosting in the building?	<input type="checkbox"/>	<input type="checkbox"/>
	If so, please attach copies of correspondence dealing with these matters (consents sought and given etc.)		

11.00 Finance

What is the estimate of the cost of the proposed works provided by:

11.01 Architect or Professional Advisor

£

11.02 The contractor or supplier

£

YES NO

11.03 Has the Parochial Church Council or Chapter approved the cost of works?

If so, how will the cost be met (please insert relevant sums):

11.04 From the Cathedral or Parochial Funds?

£

11.05 From grants and / or donations?

£

11.06 By way of gifts already made or promised?

£

11.07 At private expense?

£

11.08 Grant aid from CADW?

£

11.09 Grant aid from Heritage Lottery Fund (HLF)

£

YES NO N/A

11.10 Please confirm that, if the Church has previously received a grant(s) from CADW or HLF, you have reported the present proposals to their office(s)

12.00 Duration of Works

12.01 When is it anticipated that the proposed works will begin?

Month:

Year:

12.02 And when will it be completed?

Month:

Year:

13.00 Disposal of Church Property

If the disposal of any item of Church property is contemplated:		YES	NO
13.01	Is the item owned by the Representative Body of the Church in Wales?	<input type="checkbox"/>	<input type="checkbox"/>
13.02	If NO, who is regarded as the owner? <input type="text"/>		
13.03	If YES, has the consent of (i) the Representative Body and (ii) the assent of the Diocesan Bishop been obtained?	<input type="checkbox"/>	<input type="checkbox"/>
13.04	Where the Church is listed as being of "Special Architectural or Historic Interest" is any item proposed to be removed included in that listing description?	<input type="checkbox"/>	<input type="checkbox"/>
13.05	Is it proposed that the item be transferred to another Church vested in the Representative Body and added to that Church's Log Book and Terrier & Inventory?	<input type="checkbox"/>	<input type="checkbox"/>
13.06	Has a professional valuation been obtained about the use of the proceeds of the sale?	<input type="checkbox"/>	<input type="checkbox"/>
13.07	Has the Representative Body been consulted about the use of the proceeds of the sale?	<input type="checkbox"/>	<input type="checkbox"/>

14.00 Commemorative Plaque or Memorial

		YES	NO
14.01	Is it proposed to introduce a plaque or memorial into a Church? If YES please attach a copy of the proposed design, drawn to scale, indicating inscription, style and layout and show the position it would occupy.	<input type="checkbox"/>	<input type="checkbox"/>
14.02	What is the nature of the event to be commemorated or the circumstances which makes it appropriate to introduce a personal memorial of the type proposed? <input type="text"/>		

15.00 Churchyards (including those in which Cathedral Churches stand):

		YES	NO
15.01	Will the proposed works affect a churchyard or burial ground?	<input type="checkbox"/>	<input type="checkbox"/>
15.02	If YES is the land consecrated?	<input type="checkbox"/>	<input type="checkbox"/>
15.03	Is the churchyard or burial ground still used for burials?	<input type="checkbox"/>	<input type="checkbox"/>
15.04	Is the churchyard or burial ground used for the interment of cremated remains?	<input type="checkbox"/>	<input type="checkbox"/>
Are the proposed works likely to affect:			
15.05	Any graves or vaults?	<input type="checkbox"/>	<input type="checkbox"/>
	Or any spaces which have been acquired by faculty for exclusive right of burial?	<input type="checkbox"/>	<input type="checkbox"/>
15.06	If you have answered YES please provide a copy of the correspondence you have had with the known near relatives.		
15.07	If it is proposed to remove or reposition any monuments or gravestones, have the "Regulations Relating to the Removal of Monuments and Gravestones" contained in the Constitution of the Church in Wales been fully complied with?	<input type="checkbox"/>	<input type="checkbox"/>
15.08	If a war grave is affected, has the consent of the Commonwealth War Graves Commission been obtained?	<input type="checkbox"/>	<input type="checkbox"/>
15.09	Is any monument or structure affected Listed as being of "Special Architectural or Historical Interest" or designated as an Ancient monument? If YES please attach details.	<input type="checkbox"/>	<input type="checkbox"/>
15.10	Are any trees affected by the proposed works subject to Tree Preservation Orders or lie within a Conservation Area?	<input type="checkbox"/>	<input type="checkbox"/>
15.11	If YES has the Local Authority been consulted and if so, enclose a copy of its response.	<input type="checkbox"/>	<input type="checkbox"/>

16.00 Stained Glass Windows

YES NO

16.01 Is it proposed to repair an existing stained glass window?

16.02 If YES, please provide full details of repair:

[Empty text box for details of repair]

16.03 Is it proposed to provide a new window?

16.04 If YES, please attach a copy of the proposed design to scale, inscription style, size and layout and show the position of the window and any inscription would occupy.

16.05 What is the nature of the event to be commemorated?

[Empty text box for nature of event]

16.06 Please give details of any other stained glass windows in the area of the proposed works, with photographs

[Empty text box for details of other stained glass windows]

17.00 The Removal of Human Remains (whether un-cremated or cremated) from an Existing Grave, Vault or Tomb

		YES	NO
17.01	Is it proposed to seek a faculty for the removal of human remains from an existing grave, tomb or plot?	<input type="checkbox"/>	<input type="checkbox"/>
If the proposal is for the removal of Human Remains (whether un-cremated or cremated) from an Existing Grave, Vault or Tomb PLEASE OBTAIN A SUPPLEMENTARY FORM FROM THE REGISTRAR.			

18.00 Additional Information

Is there any additional information which might be helpful in the consideration of the Petition?

The statements in this Petition and the answers to the questions above are true to the best of the knowledge and belief of each one of us.

Dated the day of 20

(signed)

Petitioner(s)

Notes:

1. The Petitioners are usually, either the Cathedral Chapter, or the Incumbent or Cleric-in-Charge, or, where there is no Incumbent or Cleric-in-Charge, the Area Dean and Churchwardens, as the case may be, but a Petition may be submitted by anyone who has an interest in the matter proposed.
2. The Cathedral Chapter, or the Parochial Church Council, as the case may be, is responsible for ensuring that their professional advisors, contractors, sub-contractors and all others who undertake the works referred to in the Petition, if authority is given for the works, fulfil all the requirements of current planning law, building regulations and approved codes of practice.

NOTICE OF A PETITION FOR A FACULTY THE CHURCH IN WALES
IN THE DIOCESAN COURT OF MONMOUTH, THE PARISH OF
TAKE NOTICE that

of

has presented a Petition in this Court for the grant of a Faculty, whereof the following are the general terms:-
*(here set out the facts of the Petition sufficient to identify clearly the location, nature and details of the project
or works thereby intended to be undertaken)*

Any person, body or society, wishing to make representations regarding the proposals must do so in writing,
addressed to the Diocesan Registrar, Monmouth Diocesan Registry, Equity Chambers, John Frost Square,
Newport NP20 1PW (from whom further particulars may be obtained),
within 28 days of the date hereunder written, which is the date of initial display hereof.

Dated the
(Signed)

day of

20

Petitioner(s)

Church Interior

FORM 2

NOTICE OF A PETITION FOR A FACULTY THE CHURCH IN WALES
IN THE DIOCESAN COURT OF MONMOUTH, THE PARISH OF
TAKE NOTICE that

Of

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Newport NP20 1PW (from whom further particulars may be obtained),
within 28 days of the date hereunder written, which is the date of initial display hereof.

Dated the _____ day of _____ 20

(Signed)

Petitioner(s)

Church Exterior

FORM 2

NOTICE OF A PETITION FOR A FACULTY THE CHURCH IN WALES
IN THE DIOCESAN COURT OF MONMOUTH, THE PARISH OF
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Dated the _____ day of _____ 20

(Signed)

Petitioner(s)