

## SCHEDULES

### SCHEDULE 1

Rules 3.2 and 3.3

Matters which may be undertaken without a faculty

#### Table 1

##### List A – Matters which may be undertaken without the need for consultation

This table prescribes matters which may be undertaken without a faculty subject to any specified conditions.

The matters prescribed in the table are subject to general exclusions set out in rule 3.5 which, among other things, excludes certain categories of works to listed buildings.

<i>Matter</i>	<i>Specified conditions</i>
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#### A1. Church building etc.

(1) Works of repair and routine maintenance to the church building not affecting the fabric or any historic material

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

(2) Repairs and replacement of fittings in existing kitchens, lavatories and office accommodation

(3) Like for like repairs to window glass

The works do not include repairs to broken or cracked quarries in stained glass or historic clear glazed windows

(4) The repair or like for like replacement of wire mesh window guards

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

(5) Works of repair and routine maintenance to existing—

The works do not involve making additions to an electrical installation

(a) heating systems

(b) gas, water or other services

(c) electrical installations and other electrical equipment

Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998)

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<i>Matter</i>	<i>Specified conditions</i>
	Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))
(6) The application of forensic marking on roof lead or other material covering a roof or to rain water goods or flashings	
(7) Work to an existing lightning conductor	The parochial church council’s insurers are notified of the proposed work and the work is carried out by a specialist contractor approved by them
(8) The repair, maintenance, removal, disposal or replacement of a flagpole	Only non-corroding fixings are used where a flagpole is repaired or replaced
(9) The introduction, removal or disposal of furniture, furnishings, office equipment and minor fixtures (other than safes) in vestries and similar rooms	The existing use of the vestry is not changed No article of historic or artistic interest is removed or disposed of
(10) The introduction, removal or disposal of fire extinguishers	Any instructions from the supplier or the parochial church council’s insurer in relation to their type or location are complied with
(11) The making of additions to an existing name board	The board is not a war memorial or roll of honour  The addition is in the same style (including colour and materials) as existing names on the board
(12) The installation of bat boxes as part of a bat management programme	
(13) The introduction of anti-roosting spikes	Only non-corroding fixings are used and, where practicable, are fixed in mortar joints

**A2. Musical instruments**

<i>Matter</i>	<i>Specified conditions</i>
(1) The introduction or disposal of musical instruments (other than organs and grand pianos) and associated equipment	No article of historic or artistic interest is disposed of
(2) The routine tuning and maintenance of organs and pianos	In the case of organs, any works do not involve tonal alterations, changes to the action or major dismantling of the instrument

**A3. Bells etc.**

(1) The inspection and routine maintenance of bells, bell fittings and bell frames	No tonal alterations are made to any bell No bell is lifted from its bearings
(2) The repair and maintenance of clappers, crown staples (including re-bushing) and bell wheels	Works do not include the re-soling or re-rimming of a bell wheel No bell is lifted from its bearings
(3) The repair or replacement of bell stays, pulleys, bell ropes (including in Ellacombe apparatus), rope bosses, sliders or slider gear	No bell is lifted from its bearings
(4) The repainting of metal bell frames and metal bell fittings	No bell is lifted from its bearings

**A4. Clocks**

The inspection and routine maintenance of clocks and clock faces	Works of maintenance do not include re-painting or re-gilding of clock faces
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**A5. Church contents**

(1) The repair of woodwork, metalwork and movables	Matching materials are used The repair does not involve any works to— <ul style="list-style-type: none"><li>• woodwork or metalwork of historic or artistic interest</li><li>• Royal coats of arms</li><li>• hatchments or other heraldic achievements</li><li>• paintings</li><li>• textiles of historic or artistic interest</li><li>• church plate (including candlesticks and crosses)</li></ul>
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<i>Matter</i>	<i>Specified conditions</i>
(2) The application to articles of forensic marking	No article of historic or artistic interest is marked
(3) The introduction, removal or disposal of kneelers, hassocks, pew runners and cushions	The introduction , removal or disposal of the articles does not result in a change to the overall appearance of the church  No article of historic or artistic interest is removed or disposed of
(4) The introduction, removal or disposal of— (a) movable bookcases (b) books (c) free-standing noticeboards (d) movable display stands (e) cruets (f) vases and flower stands (g) hymn boards (h) altar linen (but not altar frontals or falls) (i) flags and banners used for temporary displays (but not the laying up of flags, or the removal or disposal of flags that have been laid up) (j) the Union flag or St George’s flag (with or without the diocesan arms in the first quarter) for flying from the church	No article of historic or artistic interest is removed or disposed of

**A6. Church halls and similar buildings**

- (1) Routine repairs to the building and the replacement of fittings in the building
  - (2) The introduction, removal or disposal of furniture
- No article of historic or artistic interest is removed or disposed of

**A7. Churchyard**

- (1) The introduction and maintenance of equipment for maintenance of the church and churchyard
- (2) The repair of paths and other hard-surfaced areas, including resurfacing in the same materials and colour

<i>Matter</i>	<i>Specified conditions</i>
(3) The routine maintenance of, repairs to, and like for like replacement of fences and gates (but not lychgates, walls or historic railings)	The works do not involve any new disturbance below ground level
(4) The carrying out of repairs to a notice board and the repainting of a notice board	
(5) The grant by the incumbent of a licence for grazing in the churchyard	The licence is in a form approved by the chancellor

**A8. Trees**

(1) The felling, lopping or topping of a tree the diameter of any stem of which does not exceed 75 millimetres (measured over the bark at a height of 1.5 metres above ground level)	The works do not relate to any tree in respect of which a tree preservation order is in force or which is in a conservation area  Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards
(2) The lopping or topping of any tree— (a) that is dying or dead; or (b) has become dangerous	Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards
(3) The removal of dead branches from a living tree	Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards

**Table 2**

**List B – Matters which may be undertaken without a faculty subject to consultation etc.**

This table prescribes matters which may, subject to any specified conditions, be undertaken without a faculty if the archdeacon has been consulted and has given notice in writing that the matter may be undertaken without a faculty. The archdeacon may impose additional conditions in the written notice. The matters prescribed in the table are subject to general exclusions set out in rule 3.5 which, among other things, excludes certain categories of works to listed buildings.

<i>Matter</i>	<i>Specified conditions</i>
<b>B1. Church building etc.</b>	
(1) Works of routine maintenance and repair affecting the fabric of a church or historic material	The works are identified as routine items of maintenance in the most recent report prepared in respect of the church pursuant to section 1(2)

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<i>Matter</i>	<i>Specified conditions</i>
	<p>of the Inspection of Churches Measure 1955 (commonly known as the “quinquennial inspection report”) or in subsequent written advice from a person registered under the Architects Act 1997 or a member of the Royal Institution of Chartered Surveyors qualified as a chartered building surveyor</p> <p>Details of any materials to be used are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p> <p>The works do not involve any new disturbance below ground level</p> <p>The parochial church council’s insurers are notified if external scaffolding is to be erected</p>
(2) The installation of a wall offertory box	The installation does not affect historic fabric
(3) The introduction of a safe in a vestry or similar room	
(4) Works of external or internal redecoration (other than to areas of historic wall painting, even if already painted over)	<p>Details of materials and colours are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p> <p>The overall appearance of the building is not changed</p> <p>The parochial church council’s insurers are notified if external scaffolding is to be erected</p>
(5) The treatment of timber against beetle or fungal activity	The works do not involve the replacement of timber
(6) Works of adaptation (not amounting to substantial addition or replacement) to—	
(a) heating systems	
(b) gas, water and other services	
(c) electrical installations and other electrical equipment	Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998)

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<i>Matter</i>	<i>Specified conditions</i>
	<p>Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p> <p>The parochial church council's insurers are notified of the proposed works</p>
(7) The replacement of a boiler in the same location and utilising an existing fuel supply and existing pipe-runs	<p>Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998)</p> <p>The works do not involve the creation of a new external flue</p> <p>The parochial church council's insurers are notified of the proposals</p>
(8) The introduction or replacement of control equipment that is ancillary to a boiler or existing heating system	<p>Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998)</p> <p>Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p> <p>The parochial church council's insurers are notified of the proposals</p>
(9) The like for like replacement of roofing material	<p>The material being replaced was not introduced unlawfully</p> <p>The parochial church council's insurers are notified of the proposals</p>
(10) The installation of a roof alarm	<p>The amount of associated cabling is kept to the minimum that is reasonably practicable</p>

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<i>Matter</i>	<i>Specified conditions</i>
(11) The installation of lighting and safety equipment	<p>The lighting or other equipment—</p> <ul style="list-style-type: none"> <li>• is installed only in a part of the church (such as a tower or crypt) that is not normally visible to the public, or</li> <li>• when installed will not be visible from ground level</li> </ul> <p>Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p> <p>The installation will not affect any graves or vaults</p> <p>The parochial church council’s insurers are notified of the proposals</p>
(12) The installation of a lightning conductor	<p>The parochial church council’s insurers are notified of the proposals and the work is carried out by a specialist contractor approved by them</p>
(13) The installation of a sound reinforcement system or loop system or the alteration of an existing system	
<b>B2. Bells etc.</b>	
(1) The lifting of a bell to allow the cleaning of bearings and housings	<p>Regard is had to any guidance issued by the Church Buildings Council</p> <p>The bell is currently in a fit condition to be rung</p>
(2) The like for like replacement of—	<p>Regard is had to any guidance issued by the Church Buildings Council</p>
(a) bearings and their housings	
(b) gudgeons	
(c) crown staple assembly	<p>The bell is currently in a fit condition to be rung</p>
(d) steel or cast iron headstocks	
(e) wheels	<p>The works do not involve the drilling or turning of the bell</p>
(3) The replacement of—	<p>Regard is had to any guidance issued by the Church Buildings Council</p>
(a) bell bolts	
(b) a wrought iron clapper shaft with a wooden-shafted clapper	



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<i>Matter</i>	<i>Specified conditions</i>
	The bell is currently in a fit condition to be rung
(4) The treatment of timber bell frames with preservative or insecticide materials	
(5) The re-pinning or re-facing of hammers in Ellacombe apparatus	Regard is had to any guidance issued by the Church Buildings Council  The bells are currently in a fit condition to be rung
(6) The introduction of peal boards in a location not normally visible to the public	

### **B3. Clocks**

- (1) Alterations to striking trains to prevent striking at night No part of the clock mechanism is affected
- (2) The upgrading of electrical control devices and programmers

### **B4. Church contents**

- (1) The repair and maintenance of church plate (including candlesticks and crosses) not of special historic or artistic interest
- (2) The introduction, maintenance or replacement of portable audio-visual equipment used in connection with church services No equipment is fixed to the fabric of the church
- (3) The replacement of carpets or other floor covering and underlay Only breathable underlay is used when underlay is replaced
- (4) The replacement of curtains (other than curtains and other hangings associated with an altar)
- (5) The treatment of fixtures and furniture against beetle or fungal activity

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<i>Matter</i>	<i>Specified conditions</i>
(6) The introduction of a book of remembrance and stand	
(7) The introduction of a fixed internal noticeboard	
(8) The disposal of free-standing chairs	No chair of historic or artistic interest is disposed of
(9) The replacement of a grand piano with another grand piano and the disposal of the original grand piano	No piano of historic or artistic interest is disposed of

**B5. Churchyard**

(1) The introduction of benches in a churchyard	No bench has an inscription on it which would not be permitted on a monument in the churchyard under the applicable churchyard regulations made or approved by the chancellor
(2) The replacement of gas or oil tanks	The replacement tank is of similar dimensions and in substantially the same location  No works of excavation are involved  The local planning authority is notified of the proposal
(3) The routine maintenance, repair or rebuilding of walls	The works do not relate to any wall which is included in the Schedule maintained for the purposes of the Ancient Monuments and Archaeological Areas Act 1979  The works are identified as routine items of maintenance in the most recent report prepared in respect of the church pursuant to section 1(2) of the Inspection of Churches Measure 1955 (commonly known as the “quinquennial inspection report”) or in subsequent written advice from a person registered under the Architects Act 1997 or a member of the Royal Institution of Chartered Surveyors qualified as a chartered building surveyor

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<i>Matter</i>	<i>Specified conditions</i>
	<p>Details of any materials to be used are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p> <p>The works do not involve any new disturbance below ground level</p> <p>The parochial church council's insurers are notified if external scaffolding is to be erected</p>
(4) The routine maintenance or repair of lychgates	The lychgate is not separately listed as a building of special architectural or historic interest under the Planning (Listed Buildings and Conservation Areas) Act 1990
<b>B6. Trees</b>	
(1) The planting of trees	Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards
(2) The felling of a tree— (a) that is dying or dead; or (b) has become dangerous	<p>In the case of any tree in respect of which a tree preservation order is in force or which is in a conservation area, section 206 of the Town and Country Planning Act 1990 (which provides for the planting of replacement trees) is complied with</p> <p>Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards</p>
(3) All other works to trees (whether or not prescribed in List A) except felling	<p>If applicable, the law relating to the preservation of trees in respect of which a tree preservation order is in force or which are in a conservation area is complied with</p> <p>Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards</p>

## SCHEDULE 2

Rules 4.4, 4.5 and 9.3

Consultation with Historic England, national amenity societies and the local planning authority

### **Timing of consultation**

1. So far as possible, any consultation provided for in this Schedule should take place before intending applicants seek the advice of the Diocesan Advisory Committee under rule 4.1.

### **Historic England**

2.—(1) Consultation with Historic England should take place as follows.

(2) In the case of a grade I or II\* listed building Historic England should be consulted on any works that involve demolition of a listed building or its alteration or extension to such an extent as would be likely to affect its character as a building of special architectural or historic interest.

(3) In the case of a grade II listed building Historic England should be consulted on works which comprise the demolition or removal of all, or a substantial part, of the structure of the interior (including any principal internal elements such as staircases, galleries, load-bearing walls, floor or roof structures and major internal fixtures such as pews, screens and organs).

(4) Historic England should be consulted on works that are likely to affect the archaeological importance of any building or archaeological remains within the building or its curtilage.

### **National amenity societies**

3.—(1) Any national amenity society which is likely to have an interest in the works should be consulted where—

- (a) they involve demolition of a listed building of any grade or its alteration or extension to such an extent as would be likely to affect its character as a building of special architectural or historic interest; or
- (b) they involve demolition affecting the exterior of an unlisted building in a conservation area.

(2) Whether a national amenity society is likely to have an interest in works will depend on the age of the building (or the relevant part of it) and the likely effect on it of the proposed works.

### **The local planning authority**

4. The local planning authority should be consulted where works—

- (a) involve demolition of a listed building of any grade or its alteration or extension to such an extent as would be likely to affect its character as a building of special architectural or historic interest;
- (b) are likely to affect the archaeological importance of a building or archaeological remains within the building or its curtilage; or
- (c) involve demolition affecting the exterior of an unlisted building in a conservation area.

### **Documents to accompany consultation**

5. When consulting any body under paragraphs 2 to 4 the intending applicants should provide that body with—

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- (a) a letter stating that they are consulting the body in accordance with this Schedule and that a response to the consultation will be taken into account if it is received within 28 days of the date of the letter;
- (b) the standard information in Form 1A or Form 1B;
- (c) a summary of the works or other proposals on which advice is being sought;
- (d) any relevant designs;
- (e) any relevant plans;
- (f) any relevant photographs;
- (g) any other documents giving particulars of the works or other proposals; and
- (h) a statement of significance, and a document setting out the justification for the proposals (commonly known as a “statement of needs”), that meet the requirements of rule 4.3.

### **Information etc. to be provided to Diocesan Advisory Committee**

6.—(1) When seeking the advice of the Diocesan Advisory Committee under rule 4.1 the intending applicants should inform the Committee of—

- (a) any consultation that has taken place under paragraphs 2 to 4; and
- (b) where the body consulted has not yet responded, the date of the expiry of the period of 28 days mentioned in paragraph 5(a).

(2) The intending applicants should provide the Diocesan Advisory Committee with a copy of any response it has received from a body consulted under paragraphs 2 to 4 that is received within the period of 28 days mentioned in paragraph 5(a).

(3) If the applicants receive a response from a body they have consulted under paragraphs 2 to 4 after the expiry of the period of 28 days mentioned in paragraph 5(a) they should nevertheless send a copy of the response to the Diocesan Advisory Committee unless the Committee has already given its notification of advice.

(4) If a body that has been consulted under paragraphs 2 to 4 has not responded within the period of 28 days mentioned in paragraph 5(a) the Diocesan Advisory Committee is not obliged to await a response from that body before giving its notification of advice.

## SCHEDULE 3

Rule 2.2(4)

### Forms

#### **Index to Forms**

<i>Form number</i>	<i>Title</i>
1A	Standard Information (parish churches etc.)
1B	Standard Information (buildings included in list under Care of Places of Worship Measure 1999)
2	Diocesan Advisory Committee Notification of Advice
3A	Petition for Faculty (proceedings started pursuant to resolution of parochial church council)

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<i>Form number</i>	<i>Title</i>
3B	Petition for Faculty (building included in list under Care of Places of Worship Measure 1999)
4A	Public Notice (general form)
4B	Public Notice (building included in list under Care of Places of Worship Measure 1999)
5	Particulars of objection to petition for faculty
6	Reply
7	Faculty
8	Certificate of practical completion of works authorised by faculty
9	Licence for temporary minor re-ordering
10	Notice on expiry of licence for temporary minor re-ordering
11	Notification by registrar for register of petitions
12	Request for advice from Church Buildings Council
13	Place of safety order (archdeacon of opinion that article should be removed immediately)
14	Notice inviting representations with a view to making place of safety order
15	Place of safety order (following consideration of any representations)
16	Application for injunction or restoration order
17	Injunction
18	Restoration order
19	Interim injunction or interim restoration order
20	Injunction issued of court's own initiative
21	Restoration order issued of court's own initiative
22	Application to chancellor for certificate and permission to appeal
23	Chancellor's certificate and determination of application for permission to appeal
24	Renewed application to Dean for permission to appeal
25	Notice of appeal to Court of Arches or Chancery Court of York
26	Notice of appeal to Court of Ecclesiastical Causes Reserved
27	Petition to Her Majesty seeking review of finding of Court of Ecclesiastical Causes Reserved

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**Form 1A**  
(Rules 4.2 and 5.5)  
Standard Information (parish churches etc.)

**Diocese of**

**Church of**

**In the parish of**

Approximate date of church

Is the church listed? Yes / No

If so, please state whether it is grade I, II\* or II

Is the church, churchyard or any adjoining structure wholly or partly scheduled as an ancient monument? Yes / No

Is the church, churchyard or any adjoining structure in a conservation area? Yes / No

If it is, please state which

Is the church, churchyard or any adjoining structure in a national park? Yes / No

If it is, please state which

Is there any evidence that bats use the church, its curtilage or any adjoining structure? Yes / No

Please give details of any privately owned chapels, aisles or windows

Name of lay rector, if known

Is the churchyard or burial ground consecrated? Yes / No

Has it been used for burials? Yes / No

Is it still used for burials? Yes / No

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If the churchyard or burial grounds is no longer used for burials has it been closed by Order in Council?

Yes / No

If it has, please give the date of the Order

Are there any graves that are identified as war graves by the Commonwealth War Graves Commission?

Yes / No

Please identify any historic structures, listed tombs, war memorials or significant trees in the churchyard or burial ground

Please give the name and address of the architect or surveyor appointed for the church under the Inspection of Churches Measure 1955

Signed:

Date:

Office or position held:



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**Form 1B**  
(Rules 4.2 and 5.5)  
**Standard Information**  
(buildings included in list under Care of Places of Worship Measure 1999)

**Diocese of**

**Building:**

**Relevant person or body:**

Approximate date of building

Is the building listed?

Yes / No

If so, please state whether it is grade I, II\* or II

Is the building, its curtilage or any adjoining structure wholly or partly scheduled as an ancient monument?

Yes / No

Is the building, its curtilage or any adjoining structure in a conservation area?

Yes / No

If it is, please state which

Is the building, its curtilage or any adjoining structure in a national park?

Yes / No

If it is, please state which

Is there any evidence that bats use the building, its curtilage or any adjoining structure?

Yes / No

Is the building consecrated?

Yes / No

Has the curtilage of the building been used for burials?

Yes / No

Is the curtilage currently used for burials?

Yes / No

If the curtilage has ceased to be used for burials, has it been closed by Order in Council?

Yes / No

If it has, please give the date of the Order

Are there any graves that are identified as war graves by the Commonwealth War Graves Commission?

Yes / No

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Please identify any historic structures, listed tombs, war memorials or significant trees within the curtilage

Please give the name and address of the architect or surveyor appointed for the building under the Inspection of Churches Measure 1955 (if applicable)

Signed:

Date:

Office or position held:

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Form 2  
(Rule 4.5)  
Diocesan Advisory Committee  
Notification of Advice

**This notification constitutes advice only and does not give you permission to carry out the works or other proposals to which it relates. A faculty must be obtained from the consistory court before the works or proposals may lawfully be carried out.**

*The Committee should delete any parts of the form that are not applicable when completing it.*

**In the diocese of**

**Parish of**

**Church of**

*[or*

**Name or description of building]**

The church [*or* building] is / is not listed under the Planning (Listed Buildings and Conservation Areas) Act 1990.

The listing is grade I / II\* / II

The church [*or* building] is not listed but is in a conservation area.

At a meeting of the Diocesan Advisory Committee held on

The following works or other proposals were considered:

The Committee **recommends** the works or proposals for approval by the court [subject to the following provisos:]

**This advice does not constitute authority for carrying out the works or proposals and a faculty is required.**

*or*

The Committee does **not recommend** the works or proposals for approval by the court for the following principal reasons:

**Despite the Committee's advice, you may, if you wish, apply to the court for a faculty authorising the works or proposals.**

*or*

The Committee **does not object** to the works or proposals being approved by the court [subject to the following provisos:]

[and the Committee's principal reasons for advising that it does not object are:]

**This advice does not constitute authority for carrying out the works or proposals and a faculty is required.**

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In the opinion of the Committee the work or part of the work proposed is / is not likely to affect—

- the character of the church [or building] as a building of special architectural or historic interest
- the archaeological importance of the church [or building]
- archaeological remains existing within the church [or building] or its curtilage

In the opinion of the Committee rule 9.9 of the Faculty Jurisdiction Rules (publication of notice on diocesan website) applies / does not apply to the works or proposals

The Committee recommends that the intending applicants consult the bodies or persons as indicated below—

- Historic England
- the local planning authority
- the following national amenity societies:

- the Church Buildings Council
- the following body or person:

The reason for this recommendation is that in the opinion of the Committee some or all of the works or proposals—

- involve demolition of a listed building or its alteration or extension to such an extent as would be likely to affect its character as a building of special architectural or historic interest
- are likely to affect the archaeological importance of a church or other building or archaeological remains within the building or its curtilage
- involve demolition affecting the exterior of an unlisted church in a conservation area

- *The Committee must include a recommendation that the intending applicants consult Historic England, the local planning authority or a national amenity society if it appears to the Committee that its advice relates to works in respect of which Schedule 2 to the Faculty Jurisdiction Rules provides for that body to be consulted and the relevant consultation has not already taken place*
- *The Committee must include a recommendation that the intending applicants consult the Church Buildings Council if it appears to the Committee that its advice relates to a proposal to which rule 9.6 of the Faculty Jurisdiction Rules applies (proposals affecting articles of special historic, architectural, archaeological or artistic interest) and the Council has not already been consulted*

Any recommendation of the Committee as to consultation with a body or person indicated above should be followed before submitting a petition for a faculty.

This advice is valid for 24 months from the date given below.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary to the Diocesan Advisory Committee

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 3A**  
(Rule 5.3)  
**Petition for Faculty**  
(proceedings started pursuant to resolution of parochial church council)

**To the Consistory Court of the Diocese of**

**Church of**

**In the parish of**

**Petitioners:**

FULL NAME*	RESIDENTIAL ADDRESS* (including postcode)	OFFICE HELD*

*\*Please use capital letters.*

Please indicate here which of the above should be regarded as the contact address. A telephone number and email address should also be provided where possible.

Usually the minister and churchwardens should be the petitioners. Where that is not the case, please provide an explanation here (including details of the interest which it is said that a person who is not the minister or a churchwarden has in the matter).

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**We petition the Court for a faculty to authorise the following—**

*Please fully and accurately state the works or other proposals for which a faculty is sought. Where relevant, include the number and date on the architect's or surveyor's drawings or other specifications. If it is proposed to dispose of any item details must be given.*

*The works or proposals must be the same as those in respect of which the Diocesan Advisory Committee has given any advice (subject to any modifications that have been made to take account of advice received – if any modifications have been made they also must be described here).*

**SCHEDULE OF WORKS OR PROPOSALS**

*Copies of the Standard Information Form and any drawings, plans, specifications, photographs or other documents showing the proposals must be provided with this petition.*

*Status:* This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**A. PROFESSIONAL ADVICE**

*Please answer this section in every case*

1. Has the architect or surveyor appointed under the Inspection of Churches Measure 1955 been—

a. engaged in connection with the proposals? Yes  No

b. asked for general advice in relation to these proposals? Yes  No

2. If another architect or surveyor is being engaged—

a. what is his or her name and address?

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b. why is he or she being instructed in relation to the proposed works?

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**B. CHANGES TO THE INTERIOR AND/OR EXTERIOR OF THE CHURCH**

*Please answer this section if applicable. Otherwise proceed to section C*

3. a. If changes to the interior and/or exterior of the church are proposed, has the PCC prepared a statement of significance and a statement of needs? Yes  No

b. If the answer to a. is yes, please supply copies of the statements with this petition.

c. If the answer to a. is no, what are the reasons for asking for permission for the proposals?

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*Please supply separate explanatory statement if more space is required*

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**C. FINANCIAL INFORMATION**

Please answer this section in every case

4. a. What is the estimated cost of the proposed works? £

b. Who has estimated this cost?  
\_\_\_\_\_

c. Are the proposals wholly to be paid for by someone other than the parochial church council or wholly from funds which have been given to the PCC for the purpose of the proposals?

Yes  No

d. If the answer to c. is no, how are the proposals to be paid for? (Please give figures in the boxes below)

From—

i. the PCC’s current balance of funds that are available for the purpose £

ii. gifts/legacies £

iii. grants or fund raising £   
– already available  
– being sought £

If you are preparing a statement of needs or providing an explanatory statement under section 3.c., please include details of any fund raising strategy there.

**D. PERMISSIONS FROM OTHER BODIES**

Please answer this section in every case

5. a. Are any external works proposed? Yes  No

b. If yes, have you consulted the local planning authority as to whether planning permission or advertisement consent is required? Yes  No

c. Please include a copy of any reply from the local planning authority.

6. a. If required, has outline or full planning permission or advertisement consent been granted? Yes  No

b. Please include a copy of the planning permission or advertisement consent, if any, with this petition.

7. a. If any of the proposals affect a scheduled ancient monument, has scheduled monument consent been obtained? Yes  No

b. If yes, please include a copy of the consent with this petition.



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**E. ARCHAEOLOGICAL MATTERS**

Please answer this section if applicable. Otherwise proceed to section F

8. a. Have you been advised that the proposals may have archaeological significance? Yes  No

b. If yes, please include any advice received.

c. Is an archaeologist to be involved and to be given facilities for inspection and recording during the course of the works of excavation or works to the fabric? Yes  No

**F. CONSULTATION FOR WORKS OF DEMOLITION, ALTERATION OR EXTENSION OF A LISTED CHURCH**

Please answer this section if applicable. Otherwise proceed to section G

9. Have you consulted any of the following bodies?

The Church Buildings Council Yes  No

Historic England Yes  No

The Council for British Archaeology Yes  No

The Ancient Monument Society Yes  No

Society for the Protection of Ancient Buildings Yes  No

The Georgian Group Yes  No

The Victorian Society Yes  No

The Twentieth Century Society Yes  No

If the answer to any of the above is yes, please include copies of any correspondence giving the views of the body concerned and your replies.

10. a. Have you consulted the local planning authority? Yes  No

b. If yes, please include correspondence giving its views and your reply.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**G. CHURCH INSURANCE**

*Please answer this section for any work to or in the church*

11. Do the proposals involve external scaffolding? Yes  No

12. a. Is the work or part of the work to be carried out by voluntary labour? Yes  No

b. If yes, has the PCC taken out insurance to protect voluntary labour against the risk of injury during the course of the work? Yes  No

13. Have you informed the church’s insurance company that work is to be carried out in the church or churchyard? Yes  No

14. If the answer to question 13 is yes, please supply a copy of the insurer’s approval or letter in reply.

**H. DETAILS OF CONTRACTORS**

*Please answer this section when you wish to carry out work of any kind*

15. Please give the name and address of each contractor to be employed for the different aspects of the works (e.g. builder, electrician, stained glass artist, organ builder etc.)

Contractor 1	Contractor 2	Contractor 3
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**I. TIME FOR WORK**

*Please answer this section in every case*

16. a. How soon will the work start after the faculty is granted?

\_\_\_\_\_  
\_\_\_\_\_

b. How long is it expected that it will take for the work to be completed?

\_\_\_\_\_  
\_\_\_\_\_

17. a. Will it be necessary to hold public worship in another building while the work is being carried out? Yes  No

b. If yes, has the Bishop consented to alternative arrangements for public worship? Yes  No

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**J. ARCHDEACON'S LICENCE**

Please answer this section if applicable. Otherwise proceed to section K

18. a. Has the archdeacon granted a licence authorising temporary minor re-ordering? Yes  No

b. If yes, please include a copy with this petition.

**K. PCC RESOLUTION**

Please answer this section, deleting words as appropriate, in every case

19. The parochial church council at its meeting on \_\_\_\_\_ passed unanimously / without dissent / by a majority of \_\_\_\_\_ to \_\_\_\_\_ among those present and voting a resolution relating to the works or proposals. A copy of the resolution signed by the chair / secretary is included with this petition. There are \_\_\_\_\_ members of the council.

**L. DIOCESAN ADVISORY COMMITTEE**

Please answer this section in every case

20. Is a notification of advice from the Diocesan Advisory Committee included with this petition? Yes  No

**M. FURTHER INFORMATION**

Please answer this section in every case

21. Will the work affect any graves? Yes  No

22. Are any private rights (including rights in seats in the church) affected by the works or proposals? Yes  No

23. If the answer to question 21 or 22 is yes, please provide details in the schedule of works or proposals.

24. Is the information about the church and churchyard included in the most recent quinquennial inspection report still accurate? Yes  No

25. If there is any further information that the petitioners would like the court to take into account, details should be set out in a letter or statement included with this petition.

We believe that the facts stated in this petition are true.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Signature(s) of petitioners or person acting on behalf of petitioners)

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 3B**  
(Rule 5.3)  
**Petition for Faculty**  
(building included in list under Care of Places of Worship Measure 1999)

**To the Consistory Court of the Diocese of**

**Building:**

**Petitioner:**

NAME*	ADDRESS* (including postcode)

If you are authorised to act on behalf of a body, please give the name of the body concerned above and give your name and address below and include evidence of your authority to submit this petition. A telephone number and email address should also be provided.

FULL NAME*	RESIDENTIAL OR PROFESSIONAL ADDRESS* (including postcode)
	Telephone: Email:

*\*Please use capital letters*

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**I/We petition the Court for a faculty to authorise the following—**

*Please fully and accurately state the works or other proposals for which a faculty is sought. Where relevant, include the number and date on the architect's or surveyor's drawings or other specifications. If it is proposed to dispose of any item details must be given.*

*The works or proposals must be the same as those in respect of which the Diocesan Advisory Committee has given any advice (subject to any modifications that have been made to take account of advice received – if any modifications have been made they also must be described here).*

**SCHEDULE OF WORKS OR PROPOSALS**

*Copies of the Standard Information Form and any drawings, plans, specifications, photographs or other documents showing the proposals must be provided with this petition.*

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**A. PROFESSIONAL ADVICE**

*Please answer this section in every case*

1. Has the architect or surveyor appointed under the Inspection of Churches Measure 1955 been—

a. engaged in connection with the proposals?                      Yes     No

b. asked for general advice in relation to these proposals?                      Yes     No

2. If another architect or surveyor is being engaged—

a. what is his or her name and address?

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b. why is he or she being instructed in relation to the proposed works?

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**B. CHANGES TO THE INTERIOR AND/OR EXTERIOR OF THE BUILDING**

*Please answer this section if applicable. Otherwise proceed to section C*

3. a. If changes to the interior and/or exterior of the building are proposed, has a statement of significance and a statement of needs been prepared?    Yes     No

b. If the answer to a. is yes, please supply copies of the statements with this petition.

c. If the answer to a. is no, what are the reasons for asking for permission for the proposals?

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*Please supply separate explanatory statement if more space is required*

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

### **C. PERMISSIONS FROM OTHER BODIES**

*Please answer this section in every case*

4. a. Are any external works proposed? Yes  No
- b. If yes, have you consulted the local planning authority as to whether planning permission or advertisement consent is required? Yes  No
- c. Please include a copy of any reply from the local planning authority.
5. a. If required, has outline or full planning permission or advertisement consent been granted? Yes  No
- b. Please include a copy of the planning permission or advertisement consent, if any, with this petition.
6. a. If any of the proposals affect a scheduled ancient monument, has scheduled monument consent been obtained? Yes  No
- b. If yes, please include a copy of the consent with this petition.

### **D. ARCHAEOLOGICAL MATTERS**

*Please answer this section if applicable. Otherwise proceed to section E*

7. a. Have you been advised that the proposals may have archaeological significance? Yes  No
- b. If so, please include any advice received.
- c. Is an archaeologist to be involved and to be given facilities for inspection and recording during the course of the works of excavation or works to the fabric? Yes  No





**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**G. TIME FOR WORK**

*Please answer this section in every case*

11. a. How soon will the work start after the faculty is granted?

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b. How long is it expected that it will take for the work to be completed?

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**H. DIOCESAN ADVISORY COMMITTEE**

*Please answer this section in every case*

12. Is a notification of advice from the Diocesan Advisory Committee included with this petition?    Yes     No

**I. FURTHER INFORMATION**

*Please answer this section in every case*

13. Will the work affect any graves?    Yes     No

14. Is the information about the building included in the most recent quinquennial inspection report or statement of significance still accurate?    Yes     No

15. If there is any further information that the petitioners would like the court to take into account, details should be set out in a letter or statement included with this petition.

I/We believe that the facts stated in this petition are true.

Signed:

Date:

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(Signature of petitioner or person acting on behalf of petitioner)

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**Form 4A**  
**(Rule 6.2)**  
**Public Notice**  
**(general form)**

**In the Consistory Court of the Diocese of**

**Church of**

**In the parish of**

NOTICE IS GIVEN that we are applying to the Consistory Court of the diocese for permission to carry out the following:

*(Describe the works or other proposals in the same way as in the faculty petition)*

Copies of the relevant plans and documents may be examined at

\_\_\_\_\_ *(If changes to a church are proposed, a copy of the petition and of any designs, plans, photographs and other documents that were submitted with it must be displayed in the church or at another place where they may be conveniently inspected by the public.)*

Petitioners:

*(Each petitioner to give name and office held in block capitals)*

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Date \_\_\_\_\_

*(Here the petitioners are to enter the date on which the notice was first displayed)*

**If you wish to object to any of the works or proposals you should send a letter stating the grounds of your objection to The Diocesan Registrar at**

\_\_\_\_\_ **so that your letter reaches the registrar not later than** \_\_\_\_\_ *(here the petitioners are to enter a date 28 days after the date given above).* **A letter of objection must include your name and address and state whether you live in the parish and/or your name is entered on the church electoral roll of the parish or any other basis on which you have an interest in the matter.**

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

### Directions to petitioners

You must display this public notice (or a copy of it) for a continuous period of not less than 28 days, not counting the day on which it is put up or the day on which it is taken down, (or for such other period as the Court may direct) in each of the following places:

1. on a notice board or in some other prominent position inside the church; and
2. on a notice board outside the church or in some other prominent position (whether on the outside of the church door or elsewhere) so that it can be read by the public.

#### Certificate of publication

I, \_\_\_\_\_ (name), one of the petitioners, certify that a copy of this public notice was displayed during the period from \_\_\_\_\_ to \_\_\_\_\_ (inclusive)

1. on a notice board inside the church of \_\_\_\_\_; and
2. outside the church of \_\_\_\_\_, on a notice board [or on the principal door] [or \_\_\_\_\_] where it could be read by the public.

Signed \_\_\_\_\_ (signature of petitioner)

Date \_\_\_\_\_

**Note:** This certificate must be completed in full by making appropriate entries in the blank spaces and deleting that which does not apply. The public notice (or a copy) with a completed certificate of publication must be returned to the diocesan registrar once the period for the display of the notice has expired.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 4B**

(Rule 6.2)

**Public Notice**

(building included in list under Care of Places of Worship Measure 1999)

**In the Consistory Court of the Diocese of**

**Name or description of building:**

NOTICE IS GIVEN that we are applying to the Consistory Court of the diocese for permission to carry out the following:

*(Describe the works or other proposals in the same way as in the faculty petition)*

Copies of the relevant plans and documents may be examined at

\_\_\_\_\_ *(If changes to the building are proposed, a copy of the petition and of any designs, plans, photographs and other documents that were submitted with it must be displayed in the building or at another place where they may be conveniently inspected by the public.)*

Name of petitioner or body on whose behalf the petition is submitted to the Court:

\_\_\_\_\_

Name and address of person authorised to act on behalf of the body submitting the petition to the Court:

\_\_\_\_\_

Date \_\_\_\_\_ *(Enter the date on which this notice was first displayed)*

**If you wish to object to any of the works or proposals you should send a letter stating the grounds of your objection to The Diocesan Registrar at**

\_\_\_\_\_ **so that your letter reaches the registrar not later than** \_\_\_\_\_ *(here the petitioners are to enter a date 28 days after the date given above). A letter of objection must include your name and address and state the basis on which you have an interest in the matter.*

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

### Directions to petitioner

You must display this public notice (or a copy of it) for a continuous period of not less than 28 days, not counting the day on which it was put up or the day on which it is taken down, (or for such other period as the Court may direct and subject to any special directions of the registrar) in each of the following places:

1. inside the building on a notice board or in some other prominent position; and
2. on a notice board outside the building or in some other prominent position (whether on the outside of the building or elsewhere) so that it can be read by the public.

### Certificate of publication

I, \_\_\_\_\_ (name), a petitioner, or acting on behalf of a petitioner, certify that a copy of this public notice was displayed during the period from \_\_\_\_\_ to \_\_\_\_\_ (inclusive)

1. inside the building; and
2. outside the building on a notice board [or \_\_\_\_\_ ] where it could be read by the public.

Signed \_\_\_\_\_

(signature of petitioner or person acting on behalf of petitioner)

Date \_\_\_\_\_

**Note:** This certificate must be completed in full by making appropriate entries in the blank spaces and deleting that which does not apply. The public notice (or a copy) with a completed certificate of publication must be returned to the diocesan registrar once the period for the display of the notice has expired.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 5**  
(Rule 10.3)

**Particulars of objection to petition for faculty**

**In the Consistory Court of the Diocese of**

**To the Registrar**

**Parish of**

**Church of [ or Name or description of building]**

**In the matter of a petition requesting a faculty for**

*State generally the works or proposals*

I, *(name)* have previously written a letter of objection dated *(date)* .

My objection relates to [the whole] [part] of the proposed works or proposals.

[The part(s) of the proposed works or proposals to which I object are:

(a)

(b)]

*Delete words that are not applicable*

The grounds of my objection are:

(1)

(2)

(3)

*Here set out concisely and in numbered paragraphs the grounds on which the objection is made. If necessary use a separate sheet.*

I believe that the facts stated in these particulars of objection are true.

I certify that I have served a copy of these particulars of objection on the petitioners today.

Signed:

Date:

\_\_\_\_\_  
(Signature of party opponent or solicitor)

Address:

**Notes**

1. If you wish to become a party opponent in the faculty proceedings you must complete and return this form to the registrar, and send or deliver a copy to the petitioners, within 21 days from the date when you received the written notice from the registrar enclosing this form.

2. If you do not return this form to the registrar and send a copy to the petitioners within 21 days from the date when you received the written notice from the registrar your letter of objection will be taken into account by the chancellor in reaching a decision but you will not become a party to the proceedings and you will not be entitled to take part in the proceedings or to appeal against any judgment or order of the Court.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 6  
(Rule 10.4)  
Reply

**In the Consistory Court of the Diocese of**

**To the Registrar**

**Parish of**

**Church of [ or Name or description of building]**

**In the matter of a petition requesting a faculty for**

*State generally the works or proposals*

We, the Petitioners in these proceedings for a faculty, have been served with particulars of objection by *(name of party opponent)* dated *(date)*.

We reply to the grounds of objection as follows:

- (1)
- (2)
- (3)

*Here set out concisely and in numbered paragraphs the Petitioners' response to each of the grounds of objection raised by the party opponent. If necessary use a separate sheet.*

We believe that the facts stated in this reply are true.

We certify that we have sent a copy of these particulars of objection to the petitioners today.

Signed:

Date:

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(Signatures of petitioners or solicitor)

Notes

1. If you wish to serve reply to a party opponent's grounds of objection you should complete and return this form to the registrar, and send or deliver a copy to the petitioners, within 21 days from the date when you received the particulars of objection. You must serve a reply if you have been directed to do so by the court.
2. A reply must state the petitioners' case in respect of the matters raised by the party opponent in the particulars of objection.

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**Form 7**  
**(Rule 7.4)**  
**Faculty**

**In the Consistory Court of the Diocese of**

**Parish of**

**Church of [ or Name or description of building]**

**The Worshipful** \_\_\_\_\_ **, Chancellor of the Diocese and Official**  
**Principal of the Right Reverend** \_\_\_\_\_ **, Lord Bishop of**

**To** *(names and descriptions of petitioners)*

A petition presented by you has been submitted to the Registry of this Court [together with designs, plans, photographs or other documents, requesting a faculty authorising the works or other proposals specified in the petition].

A public notice was duly displayed giving an opportunity to all persons interested to object and give reasons why a faculty should not be granted

[The proceedings were unopposed and did not give rise to a question of law or of doctrine, ritual or ceremonial or relate to proposals that affect the legal rights of any person or body.]

[The proceedings were unopposed but gave rise to a question of law or of doctrine, ritual or ceremonial or related to proposals that affected the legal rights of a person or body and the Chancellor has decided for the [summary reasons] [reasons given in a judgment] dated \_\_\_\_\_ 20\_\_ that a faculty should be granted.]

[[A] letter[s] of objection to the granting of a faculty [has] [have] been taken into account by the Chancellor in reaching the decision that a faculty should be granted.]

[All the parties to the proceedings having agreed in writing that the Chancellor should determine the proceedings upon written representations, the Chancellor has decided for the reasons given in a judgment dated \_\_\_\_\_ 20\_\_ that a faculty should be granted.]

[The Chancellor held a hearing at which oral evidence was given, and has decided for the reasons given in a judgment dated \_\_\_\_\_ 20\_\_ that a faculty should be granted.]

This Court now grants a faculty authorising you to carry out the works or other proposals described in the Schedule in accordance with the designs, plans or other documents accompanying the petition and subject to any conditions set out in the Schedule.

[The works must be completed within \_\_\_\_\_ months from the date below or such further period as this Court may allow and the certificate of practical completion is to be sent to the Registry within the period allowed.]

[A copy of this faculty is to be supplied by you to the architect or surveyor and contractors to be employed in respect of the authorised work before any work is commenced.]

This faculty is duly authenticated by the seal of this Court.

Dated \_\_\_\_\_ 20

\_\_\_\_\_  
Signature of Registrar



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

## SCHEDULE

Description of works or proposals

Conditions

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 8**  
**(Rule 7.4)**

**Certificate of practical completion of works authorised by faculty**

**In the Consistory Court of the Diocese of**

**To the Registrar**

**Parish of**

**Church of**

**[or Name or description of building]**

A faculty dated (*date*) authorised the following works subject to the following conditions:  
(*details to be inserted by registrar*)

**1. Company, firm or person by whom work carried out**

The work was carried out by the following:

(*If a different company, firm or person was employed for different items of the work details of each must be given.*)

(i) Name:

Address:

Type of work undertaken (*e.g. building, electrical, organ, heating, clock repairs, installation of stained glass etc.*):

(ii) Name:

Address:

Type of work undertaken:

*If necessary, please continue on a separate sheet.*

Each company, firm or person named above was supplied with a copy of the faculty before the work was commenced.

**2. Architect/Surveyor (if any)**

(i) The architect/surveyor employed in relation to the work was:

Name:

Address:

(ii) The above named architect/surveyor

(a) was provided with a copy of the faculty before work commenced; and

(b) has issued a Practical Completion Certificate dated (*date*) in relation to [the whole] [part] of the works. (*Delete as appropriate*)

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**3. Certificate by churchwardens or petitioner**

- (i) We/I certify to the best of our knowledge, information and belief that the works have been carried out in accordance with the faculty.
- (ii) We/I certify that all the conditions attached to the faculty have been complied with.
- (iii) We have given a copy of the certificate to the Archdeacon and have placed a copy in the church's log book.

*(Delete (iii) in the case of works to a building included in the list under the Care of Places of Worship Measure 1999)*

Name:

*(Insert name of churchwarden , petitioner or person authorised to act on petitioner's behalf)*

Address:

Signed: \_\_\_\_\_ Date:

Name:

*(Insert name of churchwarden, except in the case of works to a building included in the list under the Care of Places of Worship Measure 1999 )*

Address:

Signed: \_\_\_\_\_ Date:

**Note: This form is to be returned to the registrar within 28 days of the practical completion of the work**

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

## Form 9

(Rule 8.2)

### Licence for temporary minor re-ordering

**In the Consistory Court of the Diocese of**

**The Venerable**

**Archdeacon of**

**Parish of**

**Church of**

**To the Reverend  
and to the Parochial Church Council**

You have applied for authority to carry out a scheme of temporary minor re-ordering and I am satisfied that it is expedient to give a licence authorising the scheme.

I now give you my licence authorising you to implement the scheme of temporary minor re-ordering described below and subject to the conditions that are specified.

This licence expires on *(date)*

#### **The Scheme**

The scheme of temporary minor re-ordering authorised by this licence comprises:  
*(Insert description of scheme)*

#### **Conditions**

This licence is subject to the following conditions:  
*(Insert conditions)*

Signed: \_\_\_\_\_ Date:  
Archdeacon of

(Copies of this licence are sent to the Diocesan Registrar and to the Diocesan Advisory Committee.)

#### **Notes**

1. If you wish to continue with the scheme after the expiry of this licence you must submit a petition for a faculty in respect of the scheme to the diocesan registry (and display public notices in accordance with Part 6 of the Faculty Jurisdiction Rules) not less than 2 months before this licence expires. Prior to that you should have sought the advice of the Diocesan Advisory Committee.
2. If you submit a petition within the time mentioned in paragraph 1, the scheme will be deemed to continue to be authorised by this licence until the petition is determined by the court.
3. If you do not submit a petition for a faculty in respect of the scheme, when the licence expires you must immediately restore the position to that which existed before the scheme was implemented.
4. On the expiry of this licence, the archdeacon will send a notice asking whether a faculty has been applied for and, if not, whether the position has been restored to that which existed before the scheme was implemented. The minister (or if there is then no minister, the churchwardens) must return the completed form to the archdeacon within 14 days.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

## Form 10

(Rule 8.3)

### Notice on expiry of licence for temporary minor re-ordering

**In the Consistory Court of the Diocese of**

**The Venerable**

**Archdeacon of**

**Parish of**

**Church of**

**To the Reverend [or if there is no minister To the Churchwardens]  
and to the Parochial Church Council**

On \_\_\_\_\_ I gave you my licence authorising you to implement a scheme of temporary minor re-ordering described in the licence and subject to the conditions that were specified.

That licence expired on \_\_\_\_\_

Please complete this form and return it to me within 14 days of your receiving it.

1. Have you applied for a faculty in respect of the scheme? Yes  No
2. If yes, on what date did you submit the faculty petition to the diocesan registry? \_\_\_\_\_
3. If no, have you restored the position to that which existed before the scheme was implemented? Yes  No
4. If you have not applied for a faculty and have not restored the position to that which existed before the scheme was implemented, please state:
  - a. why not; and \_\_\_\_\_  
\_\_\_\_\_
  - b. when you expect to have restored the position. \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature of minister*  
*(or, if there is currently no minister, signatures of churchwardens)*

#### **Note**

If a scheme of temporary minor re-ordering has ceased to be authorised by licence and no faculty has been granted for the scheme, the archdeacon is required to take steps to ensure that the position is restored to that which existed before the scheme was implemented.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 11**

(Rule 5.6)

**Notification by registrar for register of petitions**

**In the Consistory Court of the Diocese of**

**To the Secretary of the Diocesan Advisory Committee**

On \_\_\_\_\_ a petition was submitted to the registry for which the advice of the Diocesan Advisory Committee is required under the Faculty Jurisdiction Rules.

Details of the petition are as follows:

Name(s) of petitioner(s) and office held:

Parish of

Church of

[or Name or description of building]

The schedule of works or proposals contained in the petition is [attached] [as follows]

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Registrar)

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**Form 12**

(Rule 9.8)

**Request for advice from Church Buildings Council**

**In the Consistory Court of the Diocese of**

**Parish of**

**Church of**

**To the Secretary of the Church Buildings Council**

The Chancellor is considering proposals which—

**A.** fall within rule 9.6 (Mandatory consultation with the Church Buildings Council) because they involve—

**1.** the introduction, conservation, alteration or disposal of an article of special historic, architectural, archaeological or artistic interest;

**2.** the alteration to or extension of a listed church, or the re-ordering of any church, in a way that is likely significantly to affect the setting of an article of special historic, architectural, archaeological or artistic interest;

**3.** the movement or removal of an article of special historic, architectural, archaeological or artistic interest such that the article might be adversely affected unless special precautions are taken; or

**B.** fall within rule 9.7 because although rule 9.6 does not apply, the Chancellor thinks that the advice of the Church Buildings Council would be of assistance.

I enclose—

**1.** a copy of the [petition] [application for an injunction/restoration order] together with a copy of the statement of significance and statement of needs

**2.** copies of plans and other relevant documents submitted with the petition

**3.** a set of photographs

**4.** a copy of the Diocesan Advisory Committee’s notification of advice

The Chancellor seeks advice on the following:

I request that the Council’s advice be sent to me as soon as possible. If it has not been received at the registry within [21] days the Chancellor may proceed to determine the [petition] [application] without the Council’s advice.

Signed \_\_\_\_\_  
(Registrar)

Date:

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 13**

(Rule 8.1)

**Place of safety order**

(archdeacon of opinion that article should be removed immediately)

**The Venerable**

**Archdeacon of**

**Parish of**

**Church of**

To *(name of churchwarden)* of *(address)*

and *(name of churchwarden)* of *(address)*

[and to *(name of any person having custody of the article(s) described in the Schedule to this Order)* of *(address)* ]

It appears to me that the article(s) described in the Schedule which appertain to the above named church is/are of architectural, artistic, historical or archaeological value and that it is/they are exposed to danger of loss or damage and should be removed to a place of safety immediately. I have reached that conclusion for the following reasons:

*(Insert summary of reasons)*

I therefore order, pursuant to section 21 of the Care of Churches and Ecclesiastical Jurisdiction Measure 1991, that the article(s) be [removed from the church and] deposited in the place of safety specified below immediately.

Address or description of place of safety:

**If you refuse or fail to comply with this Order I may apply to the Court for an Order that you deliver the article to the place of safety specified above and I may ask the Court to order that you pay the costs of the application.**

**Schedule**

*(Insert description of article(s))*

Signed: \_\_\_\_\_  
Archdeacon of

Date:

**Notes**

1. As this Order has been made as a matter of urgency without giving the Diocesan Advisory Committee an opportunity to make representations, as soon as practicable after the removal of the article(s) to the place of safety, the archdeacon will notify the Committee of the removal.

2. Within 28 days of the removal of the article(s) to the place of safety the archdeacon must apply to the Court for a faculty authorising the retention of the article in the place of safety. The Court will then decide for what further period (if any) the article(s) should be retained in the place of safety, or any alternative place of safety, and will make other decisions relating to the archdeacon's application that it thinks fit.



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

## Form 14

(Rule 8.1)

Notice inviting representations with a view to making place of safety order

**The Venerable**

**Archdeacon of**

**Parish of**

**Church of**

To

(a) *(name of churchwarden)* of *(address)*

and *(name of churchwarden)* of *(address)*

[(b) and to *(name of any person having custody of the article(s) described in the Schedule to this Order)* of *(address)* ]

(c) *(name)* of *(address)*

secretary of the Parochial Church Council

(d) the Secretary of the Diocesan Advisory Committee

It appears to me that the article(s) described in the Schedule below which appertain to the above-named church is/are of architectural, artistic, historical or archaeological value. The facts summarised below appear to me to show that the article(s) is/are exposed to danger of loss or damage and I am proposing to make an order under section 21 of the Care of Churches and Ecclesiastical Jurisdiction Measure 1991 directing the churchwardens and any other person having custody of article(s) to [remove it/them from the church and] deposit it/them in a place of safety.

### **Summary of facts**

*(Insert summary of facts)*

### **Schedule**

*(Insert description of article(s))*

I will not make any order before *(insert date not less than 28 days after service of notice)*. If the churchwardens, any other person having custody of the article(s) described in the Schedule, the Parochial Church Council or the Diocesan Advisory Committee make representations to me before that date I will consider those representations before making any order.

Signed: \_\_\_\_\_  
Archdeacon of

Date:

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 15**  
**(Rule 8.1)**  
**Place of safety order**  
**(following consideration of any representations)**

**The Venerable** **Archdeacon of**

**Parish of**

**Church of**

To *(name of churchwarden)* of *(address)*

and *(name of churchwarden)* of *(address)*

[and to *(name of any person having custody of the article(s) described in the Schedule to this Order)* of *(address)* ]

[Having considered the representations made to me] [No representations having been made to me] by the date specified in my Notice dated *(date)* inviting representations about my proposal to make an Order requiring the removal of the article(s) in the Schedule to the Notice to a place of safety, I am of the opinion that the article(s) described in the Schedule to this Order ought to be removed to a place of safety.

I therefore order, pursuant to section 21 of the Care of Churches and Ecclesiastical Jurisdiction Measure 1991, that the article(s) be [removed from the church and] deposited in the place of safety specified below by *(insert time)* on *(insert date)*.

Address or description of place of safety:

**If you refuse or fail to comply with this Order I may apply to the Court for an Order that you deliver the article to the place of safety specified above and I may ask the Court to order that you pay the costs of the application.**

**Schedule**  
*(insert description of article(s))*

Signed \_\_\_\_\_ Date:  
Archdeacon of

**Note**

Within 28 days of the removal of the article(s) to the place of safety the archdeacon must apply to the Court for a faculty authorising the retention of the article in the place of safety. The Court will then decide for what further period (if any) the article(s) should be retained in the place of safety, or any alternative place of safety, and will make other decisions relating to the archdeacon's application that it thinks fit.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 16**  
(Rule 16.2)  
Application for injunction or restoration order

**In the Consistory Court of the Diocese of**

**In the matter of** *(name of church or churchyard or description of article appertaining to church)*

**[And in the matter of a [petition] [faculty] dated** \_\_\_\_\_ **relating to** \_\_\_\_\_ **]**

**Applicant(s):** *(insert names of applicant(s))*

\_\_\_\_\_

**Office held/interest in the matter:** *(e.g. archdeacon, minister, churchwarden, owner of article)*

\_\_\_\_\_

*[Application for Injunction*

**The applicant(s) applies / apply for an injunction in the following terms:**

That *(name)* \_\_\_\_\_ of *(address)* \_\_\_\_\_ be forbidden  
(whether by himself or by instructing or encouraging or permitting any other person) from  
*(insert details of the act from which the person is to be forbidden).*

*[Application for Restoration Order*

**The applicant(s) applies / apply for a restoration order in the following terms:**

That *(name)* \_\_\_\_\_ of *(address)* \_\_\_\_\_  
be required to take the following steps by *(time)* \_\_\_\_\_ on \_\_\_\_\_ *(date)*:  
(1) *(set out steps to be taken to restore position to that which existed immediately before unlawful act was committed in relation to church, churchyard or article)*  
(2)]

**The grounds on which the applicant(s) claim to be entitled to an injunction / restoration order are:**

*(Give brief description of the unlawful act intended to be committed or which has been committed)*

The facts and matters relied on in support of this application are set out in the witness statement of  
*(name)* \_\_\_\_\_ dated *(date)* \_\_\_\_\_ which accompanies this application.

**This application will be heard at** \_\_\_\_\_ **on**  
**at**

*(time, date and address to be inserted by registrar)*

**This application is served by [the solicitor for] the applicant(s) whose address for service is:**

Signed: \_\_\_\_\_ Date:  
([Applicant] [Applicant's solicitor])

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

[Address and telephone number of applicant(s) solicitor: ]

The Diocesan Registry at (*address*)  
is open between \_\_\_\_\_ and \_\_\_\_\_ on \_\_\_\_\_ to \_\_\_\_\_  
The telephone number is \_\_\_\_\_ (*To be completed by the registrar*)

**Notes**

**To the applicant(s):**

The witness statement that accompanies this application must be verified by a statement of truth in the following form—

“I believe that the fact stated in this witness statement are true.”

This application is made by submitting this form with the witness statement to the diocesan registry. The application is issued by the registrar who will enter details of the place and date of hearing in the relevant place in the form.

Unless the court orders otherwise, the application and witness statement must be served by the applicant on the following not less than two clear days before the date of hearing—

- the person against whom the injunction or restoration order is being sought;
- where faculty proceedings have been started, on each of the parties to the proceedings;
- the archdeacon (unless the archdeacon is the applicant); and
- the minister (unless the minister is the applicant) or, where there is no minister, the churchwardens (unless they are the applicants).

Once the applicant has served each of the above persons, the applicant must submit to the registry a certificate of service that complies with rule 16.3(6) of the Faculty Jurisdiction Rules.

**To the person against whom the injunction or restoration order is being sought:**

If you intend to instruct a solicitor to act for you, you should provide the solicitor with a copy of this document immediately.

If you do not attend the hearing at the time and place shown the court may make an injunction or restoration order and order costs against you in your absence. If you have any questions about the hearing you should contact the diocesan registry (details above).

**Certificate of Service**

**In the matter of**

**[And in the matter of a [petition] [faculty] dated \_\_\_\_\_ relating to \_\_\_\_\_ ]**

I certify that this application together with a copy of the witness statement of (*name*) dated (*date*) \_\_\_\_\_ was served on the following persons at the addresses, by the method and on the dates given below.

<i>Name:</i>	<i>Name:</i>	<i>Name:</i>	<i>Name:</i>
<i>Address:</i>	<i>Address:</i>	<i>Address:</i>	<i>Address:</i>
<i>Method:</i>	<i>Method:</i>	<i>Method:</i>	<i>Method:</i>
<i>Date served:</i>	<i>Date served:</i>	<i>Date served:</i>	<i>Date served:</i>

I believe that the facts stated in this certificate are true.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
[Applicant] [Applicant’s solicitor] 52

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Form 17  
(Rule 16.5)  
Injunction

(section 13(4) Care of Churches and Ecclesiastical Jurisdiction Measure 1991)

**In the Consistory Court of the Diocese of**

**In the matter of**

[And in the matter of a [petition] [faculty] dated relating to ]

**Applicant(s):**

**Respondent:**

**If you the within named [ ] do not comply with this order you may be held to be in contempt of court and imprisoned or fined, or your assets may be seized.**

On (date) the Court considered an application for an injunction

**The Court ordered that** (name of respondent) **is forbidden** (whether by himself or by instructing or encouraging or permitting any other person) from (insert terms of injunction)

**This order will remain in force until** (date) **at** (time) unless before then it is revoked by further order of the court / until further order

**[It is further ordered that** (insert other orders and directions, e.g. as to costs)]

**If you do not understand anything in this order you should consult a solicitor.**

**Record of hearing**

On (date), before the [Deputy] Chancellor  
The court was sitting at

The Applicant was represented by counsel / solicitor / appeared in person  
The Respondent was represented by counsel / solicitor / appeared in person / did not appear

The court read the written evidence of  
and

[The court heard spoken evidence on oath from ]

Signed: \_\_\_\_\_ Date:  
(Registrar)

The Diocesan Registry at (address)  
is open between and on to  
The telephone number is

*Status:* This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

### Certificate of Service

**In the matter of**  
[And in the matter of a [petition] [faculty] dated relating to ]

I certify that this order was served on the following persons at the addresses, by the method and on the dates given below.

<i>Name:</i>	<i>Name:</i>	<i>Name:</i>	<i>Name:</i>
<i>Address:</i>	<i>Address:</i>	<i>Address:</i>	<i>Address:</i>
<i>Method:</i>	<i>Method:</i>	<i>Method:</i>	<i>Method:</i>
<i>Date served:</i>	<i>Date served:</i>	<i>Date served:</i>	<i>Date served:</i>

I believe that the facts stated in this certificate are true.

Signed: \_\_\_\_\_ Date:  
[Applicant] [Applicant’s solicitor]

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 18

(Rule 16.5)

Restoration order

(section 13(5) Care of Churches and Ecclesiastical Jurisdiction Measure 1991)

**In the Consistory Court of the Diocese of**

**In the matter of**

[And in the matter of a [petition] [faculty] dated relating to ]

**Applicant(s):**

**Respondent:**

<p><b>If you the within named [ ] do not comply with this order you may be held to be in contempt of court and imprisoned or fined, or your assets may be seized.</b></p>
---

On (date) the Court considered an application for a restoration order

**The Court ordered that (name of respondent) must take the following steps**

on or before (time) (date)

**[It is further ordered that (insert other orders and directions, e.g. as to costs)]**

**If you do not understand anything in this order you should consult a solicitor.**

**Record of hearing**

On (date) , before the [Deputy] Chancellor  
The court was sitting at

The Applicant was represented by counsel / solicitor / appeared in person  
The Respondent was represented by counsel / solicitor / appeared in person / did not appear

The court read the written evidence of

[The court heard spoken evidence on oath from ]

Signed: \_\_\_\_\_ Date:  
(Registrar)

The Diocesan Registry at (address)  
is open between and on to  
The telephone number is

*Status:* This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Certificate of Service**

**In the matter of**  
**[And in the matter of a [petition] [faculty] dated          relating to          ]**

I certify that this order was served on the following persons at the addresses, by the method and on the dates given below.

<i>Name:</i>	<i>Name:</i>	<i>Name:</i>	<i>Name:</i>
<i>Address:</i>	<i>Address:</i>	<i>Address:</i>	<i>Address:</i>
 <i>Method:</i>	 <i>Method:</i>	 <i>Method:</i>	 <i>Method:</i>
<i>Date served:</i>	<i>Date served:</i>	<i>Date served:</i>	<i>Date served:</i>

I believe that the facts stated in this certificate are true.

Signed: \_\_\_\_\_ Date:  
          [Applicant] [Applicant's solicitor]



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

## Form 19

(Rule 16.6)

Interim injunction or interim restoration order  
(section 13(4) Care of Churches and Ecclesiastical Jurisdiction Measure 1991)

**In the Consistory Court of the Diocese of**

**In the matter of**

[And in the matter of a [petition] [faculty] dated relating to ]

**Applicant(s):**

**Respondent:**

<b>If you the within named [ ] do not comply with this order you may be held to be in contempt of court and imprisoned or fined, or your assets may be seized.</b>
--

On (date) the Court considered an application for an [injunction] [restoration order] on the basis that the application was a matter of such urgency that an [injunction] [restoration order] should be issued without an application being made and served on the Respondent.

### **[Interim Injunction]**

**The Court ordered that** (name of respondent) **is forbidden** (whether by himself or by instructing or encouraging or permitting any other person) from  
(insert terms of injunction)

**This order will remain in force until** at (insert date and time not more than 14 days from the date of issue of the order) unless before then it is revoked by a further order of the court.]

### **[Interim Restoration Order]**

**The Court ordered that** (name of respondent) **must take the following steps**

on or before (time) (date) ]

### **Notice of further hearing**

The court will reconsider the application and whether the order should continue at a further hearing **at on at**  
(time, date and address to be inserted)

### **It is further ordered that:**

- (1) The Applicant must serve this order on the Respondent by (method of service) by (time) on (date)
  - (2) The Applicant must serve on the Respondent an application in Form 16 and a witness statement complying with rule 16.2(3) of the Faculty Jurisdiction Rules by (time) on (date)
- (Insert any other orders and directions, e.g. as to costs)

**If you do not understand anything in this order you should consult a solicitor.**

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Record of hearing**

The [Deputy] Chancellor heard the application on (*date*) [in chambers] [by telephone].

The Applicant was represented by counsel / solicitor / appeared in person

The court read [the written evidence of]  
[the following documents]

[The court heard spoken evidence on oath from]

Signed: \_\_\_\_\_ Date:  
(Registrar)

The Diocesan Registry at (*address*)  
is open between \_\_\_\_\_ and \_\_\_\_\_ on \_\_\_\_\_ to \_\_\_\_\_

**Certificate of Service**

**In the matter of**  
**[And in the matter of a [petition] [faculty] dated \_\_\_\_\_ relating to \_\_\_\_\_ ]**

I certify that this order was served on the following persons at the addresses, by the method and on the dates given below.

*Name:* \_\_\_\_\_ *Name:* \_\_\_\_\_ *Name:* \_\_\_\_\_ *Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_ *Address:* \_\_\_\_\_ *Address:* \_\_\_\_\_ *Address:* \_\_\_\_\_

*Method:* \_\_\_\_\_ *Method:* \_\_\_\_\_ *Method:* \_\_\_\_\_ *Method:* \_\_\_\_\_

*Date served:* \_\_\_\_\_ *Date served:* \_\_\_\_\_ *Date served:* \_\_\_\_\_ *Date served:* \_\_\_\_\_

I believe that the facts stated in this certificate are true.

Signed: \_\_\_\_\_ Date:  
[Applicant] [Applicant's solicitor]

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 20

(Rule 16.7)

Injunction issued of court's own initiative  
(section 13(4) Care of Churches and Ecclesiastical Jurisdiction Measure 1991)

**In the Consistory Court of the Diocese of**

**In the matter of**

[And in the matter of a [petition] [faculty] dated relating to ]

**Respondent:**

**If you the within named [ ] do not comply with this order you may be held to be in contempt of court and imprisoned or fined, or your assets may be seized.**

**The Court orders that** (*name of respondent*)  
**is forbidden** (whether by himself or by instructing or encouraging or permitting any other person) from  
(*insert terms of injunction*)

**The Court has made this order of its own initiative.**

**[This order will remain in force until** at (*if an interim injunction, insert date and time not more than 14 days from the date of issue of the order*) unless before then it is revoked by a further order of the court.]

**[Notice of hearing**

The court will reconsider the matter and whether the order should continue at a further hearing  
**at on at]**  
(*time, date and address to be inserted where there is to be a further hearing*)

**It is further ordered that:**

The registrar must serve this order on the Respondent by (*method of service*)  
by (*time*) on (*date*)

(*Insert any other orders and directions*)

**If you do not understand anything in this order you should consult a solicitor.**

The Diocesan Registry at (*address*)  
is open between and on to  
The telephone number is



*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

## Form 21

(Rule 16.8)

Restoration order issued of court's own initiative  
(section 13(5) Care of Churches and Ecclesiastical Jurisdiction Measure 1991)

**In the Consistory Court of the Diocese of**

**In the matter of**

[And in the matter of a [petition] [faculty] dated relating to ]

**Respondent:**

<b>If you the within named [ ] do not comply with this order you may be held to be in contempt of court and imprisoned or fined, or your assets may be seized.</b>
--

**The Court orders that** (*name of respondent*)  
**must take the following steps**

on or before (*time*) (*date*)

**The Court has made this order of its own initiative.**

### **[Notice of hearing**

The court will consider the matter and whether the order should continue at a further hearing  
**at on at ]**  
(*time, date and address to be inserted where there is to be a further hearing*)

### **It is further ordered that:**

The registrar must serve this order on the Respondent by (*method of service*)  
by (*time*) on (*date*)

(*Insert any other orders and directions*)

**If you do not understand anything in this order you should consult a solicitor.**

### **Special citation**

Before making this order the [Deputy] Chancellor considered whether a special citation should be served on (*name*) requiring that person to attend before the court and affording that person an opportunity of being heard.

The [Deputy] Chancellor decided that a special citation [should] [should not] be served on (*name*) [who attended before the court on (*date*) [in person] [and was represented by] [counsel] [a solicitor]] [who did not attend before the court at the time and place stated in the special citation].

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Certificate of Service

In the matter of [And in the matter of a [petition] [faculty] dated relating to ]

I certify that this order was served on the following persons at the addresses, by the method and on the dates given below.

Table with 4 columns for Name, Address, Method, and Date served.

I believe that the facts stated in this certificate are true.

Signed: \_\_\_\_\_ Date: Registrar

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 22**

(Rule 23.1)

**Application to chancellor for certificate and permission to appeal**

**In the Consistory Court of the Diocese of**

**To the Worshipful  
Principal of the Right Reverend**

**, Chancellor of the Diocese and Official  
, Lord Bishop of**

**Parish of**

**Church of [ or Name or description of building]**

**In the matter of a petition requesting a faculty for  
*State generally the works or proposals***

[We] [I] (*name(s)*)

[petitioners] [a party] in the above proceedings apply to the chancellor for—

(a) a certificate stating whether or not the proposed appeal relates to any extent to matter involving doctrine, ritual or ceremonial;

(b) permission to appeal (if needed)

The proposed grounds of appeal are [set out in a document that accompanies this application] [as follows:]

(1)

(2)

(3)

This application is accompanied by the fees payable under the current Ecclesiastical Judges, Legal Officers and Others (Fees) Order.

Signed:

Date:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Signatures of parties wishing to appeal or solicitor)

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

## Notes

1. A party who wishes to appeal from a judgment, order or decree of the consistory court must file 2 copies of this application and the proposed grounds of appeal with the diocesan registry not later than 21 days after the date of the judgment, order or decree to which the appeal relates.
2. This application must be accompanied by the fees payable under the current Ecclesiastical Judges, Legal Officers and Others (Fees) Order in respect of an application to the chancellor for a certificate under section 10(3) of the Ecclesiastical Jurisdiction Measure 1963 and (if needed) for leave to appeal. The current Order can be found at [www.legislation.gov.uk](http://www.legislation.gov.uk).
3. The proposed grounds of appeal must clearly identify those parts of the judgment, order or decree of the consistory court to which the grounds relate.
4. Within 7 days of filing the application and proposed grounds of appeal the party who wishes to appeal must serve a copy of the application and proposed grounds on every other party to the proceedings.



*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**Form 23**  
(Rule 23.2)

Chancellor's certificate and determination of application for permission to appeal

**In the Consistory Court of the Diocese of**

**The Worshipful  
Principal of the Right Reverend**

**, Chancellor of the Diocese and Official  
, Lord Bishop of**

**Parish of**

**Church of [ or Name or description of building]**

**In the matter of a petition requesting a faculty for**  
*State generally the works or proposals*

**Certificate**

I certify in accordance section 10(3) of the Ecclesiastical Jurisdiction Measure 1963 that the proposed appeal [does] [does not] relate to any extent to matter involving doctrine, ritual or ceremonial.

My reasons are as follows:

**Permission to appeal**

Permission to appeal to the [Court of Arches] [Chancery Court of York] is [granted] [refused] for the following reasons:

[The issues to be considered on appeal are limited to: ]

[The grant of permission to appeal is subject to the following conditions: ]

*or*

Permission to appeal is not needed because the appeal lies to the Court of Ecclesiastical Causes Reserved

Signed

\_\_\_\_\_

Chancellor

Date:

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

### **Notes for appellants**

1. If the chancellor refuses you permission to appeal to the Court of Arches or the Chancery Court of York, you may apply to the Dean of the Arches and Auditor for permission to appeal under rule 23.3 of the Faculty Jurisdiction Rules 2015.
2. If the chancellor grants you permission to appeal to the Court of Arches or the Chancery Court of York you have 14 days from receipt of this determination to file a notice of appeal and the other documents required by rule 24.1 of the Faculty Jurisdiction Rules 2015 with the registrar of the provincial court.
3. The notice of appeal must be accompanied by the fees payable on lodging a notice of appeal under the current Ecclesiastical Judges, Legal Officers and Others (Fees) Order. The current Order can be found at [www.legislation.gov.uk](http://www.legislation.gov.uk).
4. If the chancellor's determination states that permission to appeal is not needed because the appeal lies to the Court of Ecclesiastical Causes Reserved you have 14 days from receipt of this determination to file a notice of appeal and the other documents required by rule 25.1 of the Faculty Jurisdiction Rules 2015 with the registrar of the Court of Ecclesiastical Causes Reserved.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 24**

(Rule 23.3)

**Renewed application to Dean for permission to appeal**

**In the [Arches Court of Canterbury] [Chancery Court of York]**

**On appeal from the Consistory Court of the Diocese of**

**To the Right Worshipful \_\_\_\_\_, Dean of the Arches and Auditor**

**Parish of**

**Church of [ or Name or description of building]**

**In the matter of a petition requesting a faculty for**

*State generally the works or proposals*

[We] [I] (*name(s)*)

[petitioners] [a party] in the above proceedings apply to the Dean of the Arches and Auditor for permission to appeal from the judgment, order or decree of the consistory court a copy of which accompanies this application

The application (Form 22), including the proposed grounds of appeal, which was submitted to the chancellor and the chancellor's determination (Form 23) accompany this application.

The reasons relied on in support of this application are [set out in a document that accompanies this application] [as follows]:

*(Set out a concise statement of the reasons relied on here or in a separate document )*

This application is accompanied by the fees payable under the current Ecclesiastical Judges, Legal Officers and Others (Fees) Order.

Signed:

Date:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Signature of parties or solicitor)

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

## Notes

1. A party who has been refused permission by the chancellor to appeal to the Court of Arches or the Chancery Court of York and who wishes to make a renewed application for permission to appeal to the Dean of the Arches and Auditor must file 2 copies of this application and the other documents required by rule 23.3 of the Faculty Jurisdiction Rule 2015 with the registrar of the Court of Arches or the Chancery Court of York not later than 14 days after the date of receipt of the chancellor's determination of the application for a certificate and permission to appeal (Form 23).
2. The application must be accompanied by the fees payable under the current Ecclesiastical Judges, Legal Officers and Others (Fees) Order in respect of an application to the Dean of the Arches and Auditor for leave to appeal. The current Order can be found at [www.legislation.gov.uk](http://www.legislation.gov.uk).
3. Within 7 days of filing the application, the party making the application must serve a copy of the application and the documents that accompany it on every other party to the proceedings in the consistory court and on the diocesan registrar.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 25**  
**(Rule 24.1)**

**Notice of appeal to Court of Arches or Chancery Court of York**

**In the [Arches Court of Canterbury] [Chancery Court of York]**

**On appeal from the Consistory Court of the Diocese of**

**To the Right Worshipful \_\_\_\_\_, Dean of the Arches and Auditor**

**Parish of**

**Church of [ or Name or description of building]**

**In the matter of a petition requesting a faculty for**

*State generally the works or proposals*

[We] [I] (*name(s)*)

[petitioners] [a party] in the above proceedings have been granted permission by the chancellor to appeal from the judgment, order or decree of the consistory court a copy of which accompanies this application. The chancellor's certificate states that the proposed appeal does not relate to any extent to matter involving doctrine, ritual or ceremonial.

The application (Form 22), including the proposed grounds of appeal, which was submitted to the chancellor and the chancellor's determination (Form 23) accompany this application.

This notice of appeal is accompanied by the fees payable under the current Ecclesiastical Judges, Legal Officers and Others (Fees) Order.

Signed:

Date:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Signature of parties or solicitor)

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

## Notes

1. A party who has been granted permission to appeal from the chancellor has 14 days from receiving the chancellor's determination granting permission to give notice of appeal to the Court of Arches or the Chancery Court of York.
2. Notice of appeal is given by filing with the registrar of the appeal court 4 copies of this completed form, the judgment, order or decree of the consistory court against which the appeal is brought, the application (Form 22) and proposed grounds of appeal that were submitted to the chancellor and the chancellor's determination (Form 23).
3. The notice of appeal must be accompanied by the fees payable under the current Ecclesiastical Judges, Legal Officers and Others (Fees) Order in respect of lodging notice of appeal with the Arches Court of Canterbury, the Chancery Court of York or the Court of Ecclesiastical Causes Reserved. The current Order can be found at [www.legislation.gov.uk](http://www.legislation.gov.uk).
4. A party who gives notice of appeal must also serve a copy of this form on every other party to the proceedings.
5. Unless the appeal court orders otherwise, the proposed grounds of appeal that were submitted to the chancellor constitute the grounds of appeal to the Court of Arches or Chancery Court of York. This is subject to any order limiting the issues to be considered on the appeal or imposing conditions on the grant of permission to appeal. It is also subject to any order giving permission for grounds of appeal to be amended.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 26**

(Rule 25.1)

**Notice of appeal to Court of Ecclesiastical Causes Reserved**

**In the Court of Ecclesiastical Causes Reserved**

**On appeal from the Consistory Court of the Diocese of**

**To the Registrar**

**Parish of**

**Church of [ or Name or description of building]**

**In the matter of a petition requesting a faculty for**

*State generally the works or proposals*

[We] [I] (*name(s)*)

[petitioners] [a party] in the above proceedings give notice of appeal from the judgment, order or decree of the consistory court a copy of which accompanies this application. We have obtained a certificate from the chancellor stating that the proposed appeal relates to matter involving doctrine, ritual or ceremonial.

The application (Form 22), including the proposed grounds of appeal, which was submitted to the chancellor and the chancellor's determination (Form 23) accompany this application.

This notice of appeal is accompanied by the fees payable under the current Ecclesiastical Judges, Legal Officers and Others (Fees) Order.

Signed:

Date:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Signature of parties or solicitor)

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

## Notes

1. A party who has obtained a certificate from the chancellor stating that a proposed appeal relates to any extent to matter involving doctrine, ritual or ceremonial has 14 days from receiving the chancellor's certificate to give notice of appeal to the Court of Ecclesiastical Causes Reserved.

2. Notice of appeal is given by filing with the registrar of the appeal court this completed form and 6 copies of the following—

- (a) the judgment, order or decree of the consistory court against which the appeal is brought,
- (b) the application (Form 22) and proposed grounds of appeal that were submitted to the chancellor, and
- (c) the chancellor's determination (Form 23).

3. The notice of appeal must be accompanied by the fees payable under the current Ecclesiastical Judges, Legal Officers and Others (Fees) Order in respect of lodging notice of appeal with the Arches Court of Canterbury, the Chancery Court of York or the Court of Ecclesiastical Causes Reserved. The current Order can be found at [www.legislation.gov.uk](http://www.legislation.gov.uk).

4. Within 7 days of giving notice of appeal you must also serve a copy of this form on every other party to the proceedings and on the diocesan registrar.

5. Unless the appeal court orders otherwise, the proposed grounds of appeal that were submitted to the chancellor constitute the grounds of appeal to the Court of Ecclesiastical Causes Reserved. This is subject to any order giving permission for grounds of appeal to be amended.



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 27**

(Rule 26.1)

**Petition to Her Majesty seeking review  
of finding of Court of Ecclesiastical Causes Reserved**

**Parish of**

**Church of [ or Name or description of building]**

**In the matter of a petition requesting a faculty for  
State generally the works or proposals**

**The Humble Petition to Her Majesty**

**of (name(s))**

**under section 11 of the Ecclesiastical Jurisdiction Measure 1963**

**May it please Your Majesty**

**Whereas**

Your Majesty's Court of Ecclesiastical Causes Reserved, on appeal from the Consistory Court of the Diocese of (name) , has given judgment in the above cause of faculty

And Your Majesty's petitioner(s) desire(s) that a finding contained in the judgment of the Court of Ecclesiastical Causes Reserved should be reviewed by a Commission of Review

**Now therefore your petitioner(s)** humbly pray(s) that Your Majesty will be pleased to cause the finding(s) of the Court of Ecclesiastical Causes Reserved set out in the Schedule to this petition to be reviewed pursuant to section 11 of the Ecclesiastical Jurisdiction Measure 1963

**And your petitioner(s)** will ever pray etc.

Signed:

Date:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Signature of petitioner(s) or solicitor)

This petition was filed with the Clerk of the Crown in Chancery on (date) \_\_\_\_\_ pursuant to rule 26.1 of the Faculty Jurisdiction Rules 2015.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

### **Schedule**

*Set out here or in a separate Schedule the findings of the Court of Ecclesiastical Causes Reserved the petitioners wish to be reviewed and the grounds on which it is said that they should be reviewed*

### **Notes**

1. A party to an appeal in the Court of Ecclesiastical Causes Reserved may file a petition addressed to Her Majesty seeking a review of a finding of the Court of Ecclesiastical Causes Reserved by a Commission of Review.
2. A petition must be in Form 27 and filed with the Clerk of the Crown in Chancery at the Ministry of Justice, 102 Petty France, London SW1H 9AJ, within 28 days of the date on which the judgment of the Court of Ecclesiastical Causes Reserved is given or handed down.
3. The petition must be accompanied by—
  - (a) the judgment of the Court of Ecclesiastical Causes Reserved;
  - (b) the judgment, order or decree of the consistory court against which the appeal in the Court of Ecclesiastical Causes Reserved was brought;
  - (c) the application in Form 22 and the proposed grounds of appeal that were submitted to the chancellor;
  - (d) the chancellor's determination of that application in Form 23.
4. Within 7 days of filing a petition, a party who seeks a review must serve a copy of the petition on every other party to the proceedings, the registrar of the Court of Ecclesiastical Causes Reserved and the registrar of the consistory court in which the proceedings started.
5. The party seeking a review must pay to the registrar of the Court of Ecclesiastical Causes Reserved the fees payable under the current Ecclesiastical Judges, Legal Officers and Others (Fees) Order on lodging a petition for review. The current Order can be found at [www.legislation.gov.uk](http://www.legislation.gov.uk).