

FACULTY PETITION CHECKLIST

This checklist has been prepared to highlight common errors in the completion of faculty petitions. I hope you find it of assistance.

Page 1: This should be completed with the full details of the minister with legal responsibility and churchwardens. If three such people are not in post, then the Treasurer and Secretary of the PCC should be included. In a vacancy, please include the PCC Lay Chair. It is in order for someone closely connected with the parish project to be named as a fourth signatory.

Page 2: The exact wording taken from the Notification of Advice should be set out in full.

Section A-B (screens 3-4): Please answer every question in full. If a Statement of Significance and needs has been prepared this should be forwarded with the petition.

Section C (screen 5): The financial information section is where most errors occur. Please complete this clearly and insert figures where required. The reference to 'the PCC's current balance of funds that are available for the purpose' means how much of the PCC's general funds will be used, not how much is held in that account in total. You need to send in details of all grant applications, with supporting correspondence. If grant-making bodies require evidence that the faculty process is under way, please contact the Registry for an appropriate letter.

Section D (screen 6) – Permissions from other bodies: Care is needed on planning matters. You should check with the Local Authority whether planning permission is needed. If they say it isn't, then will you please ask for a letter or e-mail confirming that.

Section F (screen 8): If you have consulted any of the amenity societies then please send in copies of any correspondence. The conservation officer of the Local Authority may also need to be consulted. (This is different from planning permission).

Section G (screen 9): Your church insurers should always be informed of the proposed work and confirmation obtained that your insurance cover is adequate. If you will be using voluntary labour, it is important to notify your insurers of this.

Section H (screen 10): Please insert the name of the chosen contractor. If none has yet been agreed upon, you should insert the shortlist from which tenders will be invited.

Section I (screen 11): Please make sure this is completed in full and supply a copy of the bishop's letter of consent, if needed.

Section K (screen 13): This should be filled in carefully and the PCC minute which will be sent to you once the Notification of Advice has been issued should be completed and signed. Voting numbers and the full number of PCC members should be given, as we need to establish that there has been a quorum. Full membership of the PCC includes *ex officio*, elected, and co-opted members.

Section M (screen 15): Please answer these questions carefully. If your quinquennial is no longer accurate, would you please send me a short note identifying changes.

Nadine Waldron
Diocesan Registrar – August 2016

