

## **WORKS WHICH CAN BE CARRIED OUT WITHOUT A FACULTY**

### **(‘List A and List B’)**

#### ***From 1<sup>st</sup> July 2022***

The rules relating to faculty jurisdiction changed back in January 2016. At that time, two lists were created for works not requiring a faculty. This was a national initiative to try and ensure all Dioceses were working under the same rules. Further changes came in April 2020 when the lists were expanded. Since that time, the Church of England has committed to getting to Net Zero Carbon by 2030, and so the lists were again looked at with this in mind. So, from 1<sup>st</sup> July 2022, a new set of lists will be coming online.

The two lists are:

**List A – Matters which may be undertaken without a faculty, but subject to any specified conditions, and without the need for consultation.**

**List B – Matters which may be undertaken without a faculty, subject to an Archdeacon’s Written Notice, and subject to any conditions.**

Please note, however, that the Diocesan Chancellor can make an “excluded matters order” for an individual parish, church or churchyard – this would mean that Lists A and B do not apply, and all works require a faculty. You will be informed if this is the case. It is very rare for this to happen, only in exceptional circumstances.

Lists A and B are set out in law, as decided by the General Synod of the church of England and approved by Parliament. They are contained in the Schedule 1 of the Faculty Jurisdiction (Amendment) Rules 2022, and are reproduced here.

**All other works (to church buildings and their contents, or to churchyards) not covered under any of the specific categories in List A or List B will still require a faculty.**

## Process for 'List A' Applications

*Please consider using the Online Faculty System to record a List A matter; it is there to help you and can be used to give your parish a record of works carried out for years to come.*

### 1. Does this fall under List A, or is a List B permission/faculty needed?

- Consult List A below, as well as the general exclusions/conditions
- Contact the DAC Secretary

If you think the matter is not on List A, but there is a genuine emergency and the works need to start quickly, contact the DAC Secretary or Archdeacon. If its on List B, this can generally be handled very quickly. If the works require a faculty, this can be done by means of an interim faculty which the Chancellor can grant so you can get on with the work, and then a confirmatory faculty will follow.

### 2. Prepare details of the proposed work

You can do this in consultation with your inspecting architect or other professional advisor. It helps to ensure that the works proposed are suitable and ensures the PCC's money is being properly spent. It helps to reduce the likelihood of confusion or dispute during (or after) the works. It also assists the incumbent and churchwardens from being in breach of the law by going ahead with works which require a faculty (or List B permission).

### 3. Obtain PCC resolution for the work

Although not a legal requirement, ***it is good practice*** to notify your church's inspecting architect/surveyor of the work, and also your insurance company. A copy of the PCC resolution should be kept in the Log Book.

### 4. Work may begin!

Please don't forget to check that you meet all the specified conditions prior to commencing work, and don't forget to record completion of works in your Log Book.

## Process for 'List B' Applications

From January 2020 you need to use the Online Faculty System (OFS0 to apply for List B approval as well as to make a faculty application. Visit the OFS website for more information and to sign up: <https://facultyonline.churchofengland.org/>

### 1. Does the work fall under List B, or is a faculty needed?

- Consult List B below, as well as the general exclusions/conditions
- Contact the DAC Secretary

The DAC Secretary would much rather you emailed or phoned if you are unsure rather than start an application on the online system and then find that it should have been a faculty.

### 2. Prepare full details of the proposed works

A request for List B permission will still need include the technical details of the proposed work, as if you were applying for a faculty. This should include professionally produced documentation such as an architectural specification, specialist report, detailed annotated drawings or detailed contractor's quotation that includes a description of the scope of works, method statement, materials used, quotes, etc.

Please include photographs of the relevant area of the church or churchyard. Assume that the DAC advisor(s) looking at your proposals may not have ever visited your church and will therefore have no knowledge of what it looks like. Photographs are incredibly helpful in understanding the situation.

A brief Statement of Need is also required in order to help explain what the proposals are and why they are necessary. It doesn't need to be a long document, but does need enough information to help make your case.

If the work was highlighted in your latest Quinquennial Inspection Report, please mention the relevant section. The DAC Secretary and Archdeacon will have a copy of the report in their files so there is no need to include the Report itself.

### 3. Obtain PCC resolution for the work

It is better to obtain this before applying for List B permission, and essential before the work can

go ahead. Submissions are normally sent in by the Rector/Vicar/Priest-in-Charge or the Churchwardens. However anyone else (such as your architect or Building Fabric Committee member) can make an application if they have permission from the PCC and have registered for the Online Faculty System for the parish.

4. Use the Online Faculty System to apply

All List B cases are only accepted via the Online Faculty System now, so if you are not registered yet you will need to do so. Guidance on how to use the system can be found [here](#). You will need to upload all the documents described in Paragraph 2 onto the system. Once you have submitted the application, it will be reviewed by the DAC and any queries dealt with before sending on to the Archdeacon for permission.

5. Once permission is granted

Once the DAC have agreed the proposals and the application has been submitted to the Archdeacon, if the Archdeacon is content they will issue the Archdeacon's Written Notice via the Online Faculty System. You will receive an email notification of this.

6. Work should not go ahead until you receive notification

Once you have received notification that the work has been approved, and you have also got a PCC resolution agreeing to the work, you can now go ahead. Even if it is not legally required, it is usually good practice to notify your church's Inspecting Architect/Surveyor and your insurance company.

Don't forget to record the completed works in the church's Log Book. You must adhere to any of the specified conditions which are legally required for the category of work, which will be set out in the Archdeacon's Written Notice.

## General Notes (Exclusion and Conditions)

Before considering any work, you should check that the works are not excluded from Lists A and B, in which case a faculty WILL be required. The Rules state that, if any of the following apply, a faculty must be applied for:

(a)	Any works which involve alteration to or the extension of a listed building to such an extent as would be likely to affect its character as a building of special architectural or historic interest;
(b)	Any works which are likely to affect the archaeological importance of a building or any archaeological remains within a building or its curtilage;
(c)	Any works in respect of all or part of which scheduled monument consent is required under the Ancient Monuments and Archaeological Areas Act 1979;
(d)	Any works which involve extension, demolition or partial demolition of a building, or the erection of a new building;
(e)	Any matter which gives rise to a question of law or of doctrine, ritual or ceremonial or which would, if undertaken, affect the legal rights of any person (but this exclusion does not relate to List A7(7) ie the grant of a licence for the grazing of a churchyard by livestock);
(f)	The exhumation or other disturbance of human remains;
(g)	The reservation of a grave space;
(h)	The sale or other disposal of any article of architectural, archaeological, artistic or historic interest;
(i)	The sale of any book remaining in or belonging to a 'parochial library' (as specifically defined in law, being a library founded by way of charitable contribution in order to assist Anglican clergy with their studies);
(j)	The introduction of an aumbry or any other receptacle used for the reservation of the sacrament of Holy Communion; or
(k)	The introduction of, or the carrying out of any work to a monument in private ownership ('monument' includes a tomb, gravestone or other memorial and any kerb or setting forming part thereof, and 'owner' means the person who erected the monument or, after that person's death, the heir or heirs at law of the person or persons in whose memory the monument was erected).
<p><b>Additionally, no work can be carried out under List A or List B, if the work would be in breach of:</b></p> <ul style="list-style-type: none"> <li>● Any condition subject to which a faculty has been granted;</li> <li>● The terms of any injunction or restoration order; or</li> <li>● The terms of any undertaking given to the court</li> </ul>	

## Faculty Jurisdiction (Amendment) Rules 2022

### Notes on net zero guidance

Those proposing to undertake a matter without a faculty should make themselves aware of net zero guidance (that is, guidance issued by the Church Buildings Council under Section 55 of the Diocese, Pastoral and Mission Measure 2007 on reducing carbon emissions)

Where a matter to which net zero guidance applies is included in List B, the proposal sent to the Archdeacon must include an explanation of how the applicants, in formulating the proposal, have had due regard to that guidance.

### Table 1

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

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

See the general notes as to matters which may not be undertaken without a faculty despite being included in List A.

<i>Matter</i>	<i>Specified conditions</i>
<p><b>A1. Church building, etc.</b></p> <p>(1)(a) Works of maintenance, not involving repair or substantial replacement of material, carried out as part of the regular course of care and upkeep of the building</p> <p>(b) Works of repair not materially affecting the fabric or any historic material</p> <p>(2) Repairs and replacement of fittings in existing kitchens, lavatories, office accommodation and other ancillary rooms</p> <p>(3) Like for like repairs to window glass</p> <p>(4) The repair or like for like replacement of</p>	<p>The parochial church council's insurers are Notified if external scaffolding is to be erected</p> <p>The works do not include repairs to stained glass or to clear glass manufactured before 1960</p> <p>Only non-corroding fixings are used and,</p>

<p>wire mesh window guards</p> <p>4(a) Draught proofing an external door or window</p> <p>(5) The treatment of timber against beetle or fungal activity where the church is not a listed building</p> <p>(6) Works of maintenance, repair and adaptation (not amounting to substantial addition or replacement but including re-wiring) to existing –</p> <ul style="list-style-type: none"> <li>(a) Heating systems (including the replacement of control equipment and the insulation of pipes in the boiler room and ancillary service areas)</li> <li>(b) Gas, water or other services</li> <li>(c) Lighting installations, other electrical installations and other electrical equipment (but not the replacement of light fittings, and see matter B1(8)(b) in List B as to fittings for low energy lamps</li> </ul> <p>(7) (a) The replacement of a boiler in the same location and utilising an existing non-fossil fuel supply whether with existing or similar pipe runs</p> <p>(See matter B1(5) in List B for replacement using different fuel supply)</p> <ul style="list-style-type: none"> <li>(b) The replacement of a flue liner</li> </ul> <p>(8) The like for like replacement of roof lead or other material covering the roof of a building which is not a listed building</p>	<p>where practicable, are fixed into mortar joints</p> <p>The works do not affect the overall appearance or operation of the door or window and do not involve the replacement of a component</p> <p>The works do not involve the replacement of timber</p> <p>The works do not involve making additions to an electrical installation</p> <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 oil-fired heating system or 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>In the case of adaptation, the parochial church council's insurers are notified of the proposals</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> <p>The original introduction of the material being replaced was authorised</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>(9) The installation of a roof alarm (including an alarm with an image capture facility)</p> <p>(10) The application of forensic marking on roof lead or other material covering a roof or to rainwater goods or flashings</p> <p>(11) Work to an existing lightning conductor or to an earth mat connected to an existing lightning conductor</p> <p>(12) The replacement or introduction of a weathervane on a church which is not a listed building</p> <p>(13) The repair, maintenance, removal, disposal or replacement of a flagpole</p> <p>(14) The introduction, removal or disposal of furniture, furnishings, office equipment and minor fixtures (including safes) in vestries and similar rooms</p> <p>(15) The introduction, removal or disposal of fire extinguishers</p>	<p>The installation of roof insulation is considered</p> <p>The parochial church council's insurers are notified of the proposals</p> <p>The amount of associated cabling is kept to the minimum that is reasonably practicable</p> <p>The parochial church council's insurers are notified of the proposals</p> <p>Any work to an electrical installation 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 work</p> <p>The parochial church council is satisfied that the person who is to undertake the work has the necessary skill and experience</p> <p>Only non-corroding fixings are used where a flagpole is repaired or replaced</p> <p>The existing use of the vestry or similar room is not changed</p> <p>No article of historic or artistic interest is removed or disposed of</p> <p>Any instructions from the supplier or the parochial church council's insurers in relation to their type or location is complied with</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



<p>(16) The making of additions to an existing name board</p> <p>(17) The installation of bat boxes as part of a bat management programme</p> <p>(18) The introduction of anti-roosting spikes</p> <p>(19) The installation of bird netting to tower windows</p> <p>(20) The adaptation of an existing sound reinforcement system</p> <p>(21) The introduction of a defibrillator in a church which is not a listed building</p>	<p>The board is not a war memorial or roll of honour</p> <p>The addition is in the same style (including colour and materials) as existing names on the board</p> <p>Only non-corroding fixings are used and, where practicable, are fixed in mortar joints</p> <p>Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p> <p>In the case of a church which is a listed building, no alteration is made to existing fixings or cable runs (but see matter B1(13) in List B)</p>
<p><b>A2. Musical Instruments</b></p>	
<p>(1) The introduction or disposal of musical instruments (other than pipe organs and non-portable electronic organs) and associated equipment</p> <p>(2) The routine tuning and maintenance of organs and pianos</p> <p>(3) The repair or replacement of electrical motors and humidification equipment for organs</p>	<p>No article of historic or artistic interest is disposed of</p> <p>In the case of organs, any works do not involve tonal alterations, changes to the action or major dismantling of the instrument</p> <p>Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p>

### **A3. Bells**

(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

(5) The like for like replacement of a wrought iron clapper shaft

### **A4. Clocks**

(1) The inspection and routine maintenance of clocks and clock dials

Works do not include re-painting or re-gilding of clock dials or repainting clock movements

(2) Maintenance and like-for-like repairs, without removing the clock from the church of:

- (a) ratchets, clicks and click springs on flies
- (b) locking levers
- (c) pulleys
- (d) broken hands
- (e) clock hammers and their springs

(3) Replacement of:

- (a) weight lines
- (b) suspension springs
- (c) fixings of clock dials

(4) The reinstallation of disconnected hands and numerals

Works do not include re-painting or re-gilding of clock dials or repainting clock movements

(5) Repairs to bell cranks and clock bell hammers

<p>(6) The upgrading of electrical control devices and programmes</p>	<p>Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p>
<p><b>A5. Church Contents</b></p>	<p>Matching materials are used</p>
<p>(1) The repair of woodwork, metalwork and movables</p>	<p>The repair does not involve any works to:</p>
<p>(2) The application to articles of forensic marking</p>	<p>Woodwork or metalwork of historic or artistic interest          Royal coats of arms          Hatchments or other heraldic achievement          Paintings          Textiles of historic or artistic interest          Church plate (including candlesticks and crosses)</p>
<p>(3) The introduction, removal or disposal of kneelers, hassocks, pew runners and cushions</p>	<p>No article of historic or artistic interest is marked without first obtaining specialist advice</p>
<p>(4) The introduction, removal or disposal of –</p>	<p>The introduction, removal or disposal of the articles does not result in a <b>major</b> change to the overall appearance of the church</p>
<p>(a) movable bookcases</p>	<p>No article of historic or artistic interest is removed or disposed of</p>
<p>(b) books</p>	
<p>(c) free-standing noticeboards</p>	
<p>(d) movable display stands</p>	
<p>(e) cruets</p>	
<p>(f) vases and flower stands</p>	
<p>(g) hymn boards</p>	

<p>(h) altar linen (but not altar frontals or falls)</p> <p>(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)</p> <p>(j) the Union flag or St George's flag (with or without the diocesan arms in the first quarter) for flying from the church</p> <p>(k) portable audio-visual equipment</p> <p>(l) wi-fi routers</p> <p>(m) equipment for card payment system</p> <p>(5) The removal or disposal of-</p> <p>(a) redundant sound reinforcement equipment</p> <p>(b) carpet</p> <p>(c) free-standing chairs (but not pews, benches or stalls)</p> <p>(6) The like for like replacement of carpet or the introduction or replacement of movable floor coverings between individual pews</p> <p>(7) Treatment of fixtures and furniture against beetle or fungal activity</p> <p>(8) The replacement of curtains (other than curtains and other hangings associated with an altar)</p> <p>(9) The introduction of free-standing chairs in</p>	<p>No article being introduced is fixed to historic fabric</p> <p>No article of historic or artistic interest is removed or disposed of</p> <p>Only breathable material is used</p> <p>No article of historic or artistic interest is removed or disposed of</p> <p>No material of historic or artistic interest is treated</p> <p>See matter B4(6) in List B for treatment of material of historic or artistic interest</p> <p>No article of historic or artistic interest is removed or disposed of</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>a church which is not a listed building</p> <p>(10) The introduction, in a church which is listed building, of additional free-standing chairs of a design which has previously been introduced in the church under the authority of a faculty</p> <p>(11) The introduction of a fixed internal noticeboard (including in a porch) in a church which is not a listed building</p> <p><b>A6. Church Halls and similar buildings subject to the faculty jurisdiction</b></p> <p>(1) Works of maintenance and repair to the building and the replacement of fittings in the building</p> <p>(2) The introduction, removal or disposal of furniture and fittings</p> <p>(3) Replacement of material covering the roof where neither the church nor the church hall or similar building is a listed building</p> <p>(4) The introduction of a defibrillator in a building which is not a listed building</p> <p><b>A7. Churchyard, etc.</b></p> <p>(1) The introduction and maintenance of equipment for maintenance of the church and churchyard</p> <p>(2) The repair of paths and other hard-surfaced areas, including resurfacing in the same materials and colour</p> <p>(3) The introduction of unwired lighting to mark the edge of a path</p> <p>(4) The maintenance of fences, walls and gates (including lychgates and stiles), not involving repair or replacement, carried out as</p>	<p>No article of historic or artistic interest is removed or disposed of</p> <p>The installation of roof insulation is considered</p> <p>Any new disturbance below ground level is kept to a minimum</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



<p>(9) The introduction, replacement or disposal of a flagpole not attached to the church building</p> <p>(10) The introduction of a defibrillator where the church is not a listed building</p> <p>(11) The installation in the churchyard or elsewhere in the curtilage of the church of an upstand with an electrical outlet mounted on it for recharging an electric vehicle, where the church is not a listed building</p>	<p>defined in rule 3.1(6))</p> <p>The local planning authority is notified of the proposal</p> <p>Any new disturbance below ground level is kept to a minimum</p> <p>The upstand and outlet together do not exceed 1.6 metres in height from the level of the surface used for parking vehicles</p> <p>Any new disturbance below ground level is kept to a minimum</p> <p>The upstand is situated in an area which may be unlawfully used for off-street parking</p> <p>The upstand is not situated within 2 metres of a highway</p> <p>No more than one upstand is provided for each parking space</p> <p>The work is carried out by a body or person who is registered with the relevant government department or other body responsible for accreditation</p>
<p><b>A8. Trees</b></p> <p>(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)</p> <p>(2) The lopping or topping of any tree – that is dying or dead; or</p>	<p>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</p> <p>Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards</p> <p>Regard is had to guidance issued by the Church Buildings Council as to the planting,</p>

<p>had become dangerous</p> <p>(3) the removal of dead branches from a living tree</p>	<p>felling, lopping and topping of trees in churchyards</p> <p>Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards</p>
----------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**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 on the proposal to undertake the matter 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.

See the general notes as to matters which may not be undertaken without a faculty despite being included in List B.

<b><i>Matter</i></b>	<b><i>Specified conditions</i></b>
<p><b>B1. Church building, etc</b></p> <p>(1) Works of repair affecting the fabric or historical material</p>	<p>The repair does not introduce material of a type that does not already form part of the fabric or historic material that is to be repaired</p> <p>The repair does not involve the substantial replacement of a major part of the fabric or of historic material</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>



<p>(2) The installation of a wall offertory box</p>	<p>The installation does not affect historic fabric</p>
<p>(3) Works of external or internal redecoration (other than to areas of historic wall painting, even if already painted over)</p>	<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>(4) The treatment of timber against beetle or fungal activity where the church is a listed building</p>	<p>The overall appearance of the building is not changed</p>
<p>(5) The replacement of a boiler, whether in the same or substantially the same location and utilising, whether with the existing or similar, pipe runs –  (a) a non-fossil fuel supply in place of a fossil fuel supply, or  (b) a different non-fossil fuel supply</p>	<p>The parochial church council's insurers are notified if external scaffolding is to be erected</p>
<p>(See matter A1(7)(a) in List A for replacement using existing non-fossil fuel supply)</p>	<p>The works do not involve the replacement of timber</p>
<p>(6) The like for like replacement of roof lead or other material covering the roof of a listed building</p>	<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>(6A) The installation of roof insulation in a church which is not a listed building</p>	<p>Any work to an oil-fired heating system 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>
	<p>The original introduction of the material being replaced was authorised</p>
	<p>The installation of roof insulation is considered</p>
	<p>The parochial church council's insurers are notified of the proposals</p>
	<p>The insulation material is chosen, and the method of installing the material is decided upon, after obtaining specialist advice</p>

<p>(7) The installation of lighting and safety equipment</p>	<p>The lighting and other equipment:</p> <p>is installed only in a part of the church (such as a tower or crypt) that is not normally visible to the public, or</p> <p>when installed will not be visible from ground level</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 installation will not affect any graves or vaults</p> <p>The parochial church council's insurers are notified of the proposals</p>
<p>(8) (a) The extension of an existing lighting system</p> <p>(b) The replacement of light fittings with fittings suitable for low energy lamps</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>
<p>(9) The installation of a lightning conductor or the connection of an earth mat to a lightning conductor</p>	<p>The parochial church council's insurers are notified of the proposals.</p> <p>The parochial church council is satisfied that the person who is to undertake the work has the necessary skill and experience</p>
<p>(10) The installation of closed circuit television for security purposes</p>	<p>Details of cameras and other equipment, their proposed location and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p> <p>Regard is had to any guidance issued by the Church Buildings Council relating to privacy and the protection of personal data</p>

<p>(11) The installation of security and fire alarms</p>	<p>Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p> <p>Details of equipment, its proposed location and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p>
<p>(11A) The installation of equipment for receiving, or for receiving and sharing, wireless broadband services</p>	<p>Any work to an electrical installation 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 equipment does not adversely affect the church's protection against lightning</p> <p>Any cable runs are secured so as to minimise the risk that they become loose</p> <p>Details of the equipment, its proposed location and the location and securing of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p> <p>In the formulation of those details, regard is had to the desirability of avoiding loss of or damage to historic material</p> <p>The diocesan registrar is consulted on the terms of any proposed contract for the sharing of the wireless broadband services]</p>
<p>(12) The installation of locks (including timed and other electronic locking devices)</p>	
<p>(13) The installation of a sound reinforcement system or loop system (including a control desk) or an alteration of an existing system</p>	
<p>(14) The introduction of a defibrillator in a</p>	

<p>church which is a listed building</p> <p>(14A) The mounting of an electrical outlet for recharging an electric vehicle on an external wall of a church which is not a listed building</p>	<p>The outlet is mounted at a height not exceeding 1.6 metres from the level of the surface used for parking vehicles</p> <p>Any new disturbance below ground level is kept to a minimum</p> <p>The wall is adjacent to an area which may be lawfully used for off-street parking</p> <p>The wall is not situated within 2 metres of a highway</p> <p>The work is carried out by a body or person who is registered with the relevant government department or other body responsible for accreditation</p>
<p>(15) The introduction of fixed audio-visual equipment in a church which is not a listed building</p>	<p>Details of equipment, its proposed location and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p>
<p>(16) The removal of asbestos</p>	<p>Works, other than works of minor reinstatement and repair, will not be required following the removal of the asbestos</p>
<p>(17) The refurbishment of facilities for serving refreshments</p>	<p>The original introduction of the facilities being refurbished was authorised</p>
<p>(18) The removal of partitions or divisions that did not form part of the original construction of a church which is not a listed building</p>	
<p>(19) The introduction of bird boxes</p>	
<p>(20) The introduction of photovoltaic panels on a church which is not a listed building or in a conservation area</p>	

<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>No modification is made to the manner in which any bell may be sounded</p> <p>No historic material is modified or removed</p>
(2) The like for like replacement of –	Regard is had to any guidance issued by the Church Buildings Council
(a) bearings and their housings	The works do not involve the drilling or turning of the bell
(b) gudgeons	No modification is made to the manner in which any bell may be sounded
(c) crown staple assembly	No historic material is modified or removed
(d) steel or cast iron headstocks	
(e) wheels	
(3) The replacement of –	Regard is had to any guidance issued by the Church Buildings Council
(a) bell bolts	No modification is made to the manner in which any bell may be sounded
(b) a wrought iron clapper shaft with a wooden-shafted clapper	No historic material is modified or removed
(4) The treatment of timber bell frames with preservative or insecticide materials	
(5) The re-pinning or re-facing of hammers in Ellacombe apparatus	<p>Regard is had to any guidance issued by the Church Buildings Council</p> <p>No modification is made to the manner in which any bell may be sounded</p> <p>No historic material is modified or removed</p>
(6) The installation of an electric silent ringing device for the training of ringers	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>(7) The installation of a sound control measure in a belfry</p> <p>(8) The introduction of peal boards in a location</p>	<p>The device is installed in a location not normally visible to the public</p> <p>No alteration is made to the fittings of the bells other than the installation of electric contacts and wires</p> <p>The device does not adversely affect the church's protection against lightning</p> <p>Any fixings are made into mortar</p>
<p><b>B3. Clocks</b></p> <p>(1) Alterations to striking trains to prevent striking at night</p> <p>(2) The repair or replacement of electrical or electronic clocks manufactured after 1950</p>	<p>No part of the clock movement is affected</p>
<p><b>B4. Church content</b></p> <p>(1) The repair and maintenance of church plate (including candlesticks and crosses) not of historic or artistic interest</p> <p>(2) The replacement of an electronic organ (but not of a pipe organ)</p> <p>(3) Like for like repairs and works of conservation to a pipe organ</p> <p>(4) The installation of humidification</p>	<p>The original introduction of the electronic organ being replaced was authorised</p> <p>The replacement electronic organ is on a similar scale to the electronic organ being replaced</p> <p>The archdeacon is satisfied, having regard to the advice of the diocesan advisory committee or a member or officer of the committee, that the person who is to carry out the work has the necessary skill and experience</p> <p>The archdeacon is satisfied, having regard to</p>

<p>equipment for a pipe organ</p> <p>(5) The replacement of carpets or other floor covering and underlay other than movable floor coverings between individual pews (see matter A5(6) in List A for like for like replacement of carpets and introduction or replacement of movable floor coverings between individual pews</p> <p>(6) Treatment of fixtures and furniture against beetle or fungal activity (see List A for treatment of material not of historic or artistic interest)</p> <p>(7) The introduction of a book of remembrance and stand</p> <p>(8) The introduction of a stand for candles</p> <p>(9) The introduction of a fixed internal noticeboard (including in a porch) where the church is a listed building</p> <p>(10) The introduction of an electrical heating appliance not forming part of a heating system</p> <p>(10A) The installation of an electrical heating</p>	<p>the advice of the diocesan advisory committee or a member or officer of the committee, that the person who is to carry out the work has the necessary skill and experience</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>Only breathable material is used</p> <p>No article of historic or artistic interest is replaced</p> <p>Details of the appliance, its proposed location and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</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>Details of the appliance, its proposed location</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>system for attachment to pews made in or after 1850 and which are not of historic interest</p>	<p>and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</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>No article of historic or artistic interest is removed or disposed of</p>
<p>(11) Works of repair to altar frontals and falls</p>	<p>No work is carried out to an article of historic or artistic interest</p>
<p>(12) Disposal of redundant altar frontals and falls</p>	<p>No article of historic or artistic interest is removed or disposed of</p>
<p><b>B5. Church halls and similar buildings subject to the faculty jurisdiction</b></p>	
<p>(1) the introduction of a defibrillator in a building which is a listed building</p>	
<p>(2) The installation of roof insulation in a building which is not a listed building</p>	<p>The insulation material chosen, and the method of installing the material, is decided upon after obtaining specialist advice</p>
<p>(3) The mounting of an electrical outlet for recharging an electric vehicle on an external wall of a building which is not a listed building</p>	<p>The outlet is mounted at a height not exceeding 1.6 metres from the level of the surface used for parking vehicles</p> <p>Any new disturbance below ground level is kept to a minimum</p> <p>The wall is adjacent to an area which may be lawfully used for off-street parking</p> <p>The wall is not situated within 2 metres of a highway</p> <p>The work is carried out by a body or person who is registered with the relevant government department or other body</p>



<p>(4) The installation of photovoltaic panels on a building which is not a listed building or in a conservation area</p> <p><b>B6. Churchyards etc.</b></p> <p>(1) the introduction and removal of benches in a churchyard</p> <p>(2) The repair or rebuilding of walls</p> <p>(3) The repair of lychgates</p> <p>(4) The introduction, replacement or alteration of a notice board</p> <p>(4A) The replacement of gas tanks (and associated pipe work)</p> <p>(See matter A7(8) in List A for disposal of gas and oil tanks)</p>	<p>responsible for accreditation</p> <p>No bench proposed to be introduced 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</p> <p>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 or is separately listed as a building of special architectural or historic interest under the Planning (Listed Buildings and Conservation Areas) Act 1990</p> <p>Any disturbance below ground level is kept to a minimum</p> <p>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</p> <p>A new notice board is not illuminated</p> <p>The Town and country Planning (Control of Advertisements)(England) Regulations 2007 are complied with</p> <p>No works of excavation are involved, other than the digging of a trench which –</p> <p>(a) where it is underneath land used for the passage of vehicles (whether or not a public right of way), is at a depth of 600 millimetres, and</p> <p>(b) where it is underneath a footpath (whether or not a public right of way), is at a depth of 450 millimetres</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>(5) The introduction of a defibrillator where the church is a listed building</p> <p>(5A) The installation in the churchyard or elsewhere in the curtilage of the church of an upstand with an electrical outlet mounted on it for recharging an electric vehicle, where the church is a listed building</p>	<p>The local planning authority is notified of the proposal</p> <p>Any work to a gas fitting is carried out by a person who is registered on the Gas Safety 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 replacement tank is of similar dimensions and in substantially the same location</p> <p>If articulated human remains are discovered in carrying out the work, the work ceases, the discovery is reported to the court and the work does not resume until the court so orders</p> <p>Any new disturbance below ground level is kept to a minimum</p> <p>The upstand and outlet together do not exceed 1.6 metres in height from the level of the surface used for parking vehicles</p> <p>Any new disturbance below ground level is kept to a minimum</p> <p>The upstand is situated in an area which may be unlawfully used for off-street parking</p> <p>The upstand is not situated within 2 metres of a highway</p> <p>No more than one upstand is provided for each parking space</p> <p>The work is carried out by a body or person who is registered with the relevant government department or other body responsible for accreditation</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>(6) The introduction of stands for bicycles</p> <p>(7) The resurfacing of paths and other hard-surfaced areas using different materials or colour where the church is not a listed building</p> <p>(8) The introduction of hand rails to steps or paths</p> <p>(9) The digging of a cable trench and the installation of cables, and the attachment of wiring, in the trench</p>	<p>A plan showing the proposed route of the trench is submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter and the archdeacon approves the route proposed</p> <p>No cables exceed 1000 volt rating</p> <p>Where the trench is underneath land used for the passage of vehicles (whether or not a public right of way), the depth of the trench is 600 millimetres</p> <p>Where the trench is underneath a footpath (whether or not a public right of way), the depth of the trench is 450 millimetres</p> <p>If articulated human remains are discovered in carrying out the work, the work ceases, the discovery is reported to the court and the work does not resume until the court so orders</p>
<p><b>B7. Trees</b></p> <p>(1) The planting of trees</p> <p>(2) The felling of a tree –</p> <p>(a) that is dying or dead; or</p> <p>(b) has become dangerous</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> <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>(3) All other works to trees (whether or not prescribed in List A) except felling</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> <p>If applicable, the law relating to the preservation of trees in respect of which a tree preservation order is in force or which is 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>
------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## Definitions

When consulting the lists, please note the following:

- “fabric” means the structure of a building comprising its walls, floor and roof; and
- “historic”, in relation to material, means material which is of historic or architectural significance

Advice may be sought from the Diocesan Advisory Committee as to whether material is historic material or whether an article is of architectural, archaeological, artistic or historic interest.

## Guidance from the Church Buildings Council

You are encouraged to consult the range of Church Care guidance notes which the Church Buildings Council have published to assist churches. They have guidance notes on a whole range of topics relating to church buildings and churchyards.

To find out whether there is guidance on the subject you are interested in go to

<https://www.churchofengland.org/resources/churchcare/advice-and-guidance-church-buildings>

Issued by the Guildford Diocesan Advisory Committee

July 2022