



Form 3A
(Rule 4.3)
Petition for Faculty
(proceedings started pursuant to resolution of parochial church council)

To the Consistory Court of the Diocese of St Edmundsbury & Ipswich

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).

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.

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).

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.

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?

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

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?

Please supply separate explanatory statement if more space is required

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 to the building 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.

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 ALTERATION TO THE EXTERIOR OR INTERIOR 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 <input type="checkbox"/> | No <input type="checkbox"/> |
| English Heritage | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| The Council for British Archaeology | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| The Ancient Monument Society | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Society for the Protection of Ancient Buildings | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| The Georgian Group | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| The Victorian Society | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| The Twentieth Century Society | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

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.

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

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:

(Signatures of petitioners)

FOR USE BY CHANCELLOR/ARCHDEACON ONLY

Public notice required
YES/NO

If yes, subject to there being no objections, I authorise a faculty to be issued [on condition that:]

[and] subject to the works or proposals being completed within _____ months of the issue of the faculty [_____ months of the commencement of the works or proposals] or within such extended time as may be allowed.