

Detached Toilets in Churchyards

Many PCCs discuss the need for a toilet and some agree that their preferred location is a free-standing shed or building somewhere in the churchyard. This briefing paper outlines the information required to accompany a faculty application and a planning application to the district / borough council. The list may seem long and some of the points may sound obvious to those on the PCC who may have been discussing the matter for some months. However, the church building is often the most important building, historically and architecturally, in the community and erecting a shed or building for a toilet within the churchyard cannot be taken lightly.

There is no hard and fast rule about whether to apply for a faculty first or to apply for planning permission. Both systems require publication of notices for 28 days so it makes some sense to apply simultaneously. However, before applying it is highly recommended that a site visit is arranged with both DAC and local authority representatives to ensure the site will find favour. It is possible that English Heritage may well wish to attend the meeting. Such site meetings will be organised by the DAC Secretary upon receiving a request from the PCC.

Here is the list of information required by both the DAC and planning authority:

- A Statement of Need. Why do you want a toilet? This may sound obvious to you but assume the reader may have little or no experience of churches. You need to include in this how many services you hold, include the age profile of the congregation, how people attending weddings need a loo if they've travelled some distance, the need for the church to be inclusive and cater for all, the fact that you may use your church for community events and a loo is needed etc etc. The Statement should also detail what other options the PCC has discussed (an internal solution, for example) and why this proposal is the one the PCC favours.
- A Statement of Significance. This explains the historical and architectural importance of the church as a building and in its setting in the landscape.
- A plan of the churchyard showing the intended location of the shed in relation to the boundaries, trees, significant graves, the church, and neighbouring properties. Any new path needs to be shown on this as well. The boundary of the churchyard needs to be outlined in red and should be to a recognised scale (1:250)
- A larger scale plan of the proposed location of the shed indicating the footprint of the proposed building. This should be to a recognised scale (1:20, 1:50)
- A drawing or series of drawings showing each of the four elevations (sides) of the proposed shed. Included in the drawings, which ought to be

- to scale (1:10 or 1:20), should be the windows, gutters, downpipes, soil vent pipes, air vents, door etc.
- A floor plan of the proposed building (1:20)
 - Details of the foundations and any drains, water and electricity supply (if applicable). Please identify the runs for these services and how deeply dug their trenches.
 - If a trench arch system is being used for waste then details of this should be included as well as copies of correspondence with the Environment Agency.
 - Details of the materials – type of wood, type of roof, type of finish. This should be for the inside and out. Please don't say it will be a timber shed. The DAC will want to know what timber (pine, deal, oak?), whether it is feather edged or shiplap, whether it is to be painted or stained and what colour. What will the roof be made from? Will the windows be double-glazed? Will there be a ramp up to the shed? What will the path be made from? What lighting will there be both along the path and in the shed (illustrations please)? What sort of WC pan, wash-hand basin, heater will be installed? Will it be insulated and lined?
 - An access statement which confirms that the toilet will conform to disability legislation.
 - Will any tree roots be affected by the shed?
 - Please send to the DAC copies of any correspondence with your local authority and English Heritage.
 - Completed faculty and planning application form.

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