

Supporting Documentation for Faculty Applications

The following sections describe the types of supporting documentation that should be included with your faculty application for the works listed below. If your proposed works are not listed here, please contact your DAC Secretary who will be able to advise.

Heating, Lighting & Sound Systems

- An annotated plan of the church showing the location of the new equipment (eg. radiators, light fittings, boiler, speakers, etc.) and ancillary fittings such as electrical cabling, sockets, switches and controllers
- Photographs of the areas of the church where the new equipment will be installed. These should be annotated to show the position of the new items
- A specification and/or quotation detailing the proposed work from a suitably qualified professional
- Details of the new equipment eg. a manufactures catalogue/specification (to include dimensions, colour, weight, etc)
- Details of how the equipment will be fixed to the church and any measures taken to reduce the damage to its historic fabric and its visual impact eg. reusing existing fittings.
- Statements of Significance and Needs

Applicants should also read the Church in Wales' guidance notes on *Heating in Churches* and *Lighting in Churches*. Contact the Property Department at property@churchinwales.org.uk or 02920 348200 for copies of these documents.

Furniture, Furnishings & Carpets

- A plan and photographs of the church showing where the new item/s will be located
- Photographs/catalogue illustrations of the items, including details of materials and dimensions
- Details of how the items will be fixed (if at all) and any measures taken to reduce any damage to the existing historic fabric
- If a new carpet is to be fitted, provide information on existing floor finishes (eg. tiles, flagstones, ledger stones, etc) and the type of underlay to be used
- Statements of Significance and Needs

Works in Churchyards including walls, lychgates, tombs, monuments, headstones, new paths or alterations to existing, new benches (with plinths), new toilet/drainage systems and water supply.

- An annotated plan and photographs of the churchyard showing the area/s affected
- A specification, quotation or conservator's report detailing the proposed works
- An archaeological assessment (if any below-ground work is proposed)

- Confirmation that the local planning authority has been consulted if the proposed works will affect the character or setting of the church and/or churchyard and details of their response (planning permission may be required)
- Statements of Significance and Needs

New Stained Glass Window

Informal advice should be sought from the DAC before submitting an application.

- A plan of the church showing the location of the new window
- Clear photographs showing the area where the new window will be installed
- Detailed design drawings to include the dimensions, colours and materials to be used
- A design statement explaining the philosophy of the design
- A specification/schedule of works for the removal of the existing window and the installation of the new
- Statements of Significance and Needs

Applicants should also read the Church in Wales' guidance note *New Stained Glass in Churches*. Contact the Property Department at property@churchinwales.org.uk or 02920 348200 for a copy.

Wall and Roof Repairs

- Photographs and an annotated plan showing the location of the area/s affected
- A specification or schedule of works
- Statements of Significance and Needs

Conservation and Repair of Artwork (and other objects)

- Clear photographs of the items showing details of the areas to be conserved or repaired
- A report (to include a schedule of works or specification) from a suitably qualified specialist or conservator
- Statements of Significance and Needs

Bells and Organs

- A bellhanger's or bellfounder's report which should include a specification or schedule of works. If structural work is required, an architect's or structural engineer's specification or report should be included for this element of the works.
- An Organ builder's report. If a new organ is to be installed, full details of this and any organ to be replaced should be provided, including an annotated plan of the church showing the location of the old and new organs.
- In both instances, recent photographs of the bells, organs and any supporting structures, should be provided.
- Statements of Significance and Needs

Reordering, Extensions and New Facilities (kitchen, toilet, etc)

Informal advice should be sought from the DAC *before* submitting an application.

- External and internal photographs of the church, including the areas where the proposed works will be located
- Architect's drawings to include plans and elevations (existing and proposed)
- A specification and schedule of works
- A design statement explaining the philosophy behind the scheme
- An archaeological assessment (if any alterations to the fabric of the church or churchyard are proposed)
- Statements of Significance and Needs (the latter to include an options appraisal)

The Sale, Removal or Disposal of Items

- Photographs of the items
- A statement justifying their sale, removal or disposal (this can be included in the Statements of Significance and Needs or the Petition form)
- A valuation of the items

Applicants should also read the Church in Wales' guidance and policy note on *Church Contents*. Contact the Property Department at property@churcheinwales.org.uk or 02920 348200 for a copy.

PV and Solar Panels

Informal advice should be sought from the DAC before submitting an application.

- An annotated plan of the church showing the location of the new equipment (eg. panels and control equipment, cabling, etc)
- Photographs of the areas of the church where the new equipment will be installed. These should be annotated to show the position of the new items
- A specification and schedule of works, plus confirmation from a suitably qualified professional that the roof structure can carry the additional weight of the equipment
- Details of the new equipment eg. a manufactures catalogue/specification (to include dimensions, colour, weight, etc)
- Details of how the equipment will be fixed to the church and any measures taken to reduce the damage to its historic fabric and its visual impact.
- Confirmation that the local planning authority has been consulted as planning permission may be required
- Statements of Significance and Needs