

APPENDIX C

Form No 1 **DIOCESAN ADVISORY COMMITTEE CERTIFICATE**

Rule 3

**In the Diocese of** \_\_\_\_\_

**Parish of:** \_\_\_\_\_

**Church of:** \_\_\_\_\_

The Church is/is not listed under the Planning (Listed Buildings and Conservation Areas) Act 1990.

(a) The listing is I/II\*/II (or other category, if appropriate)/not known

(b) The Church is not listed but is in a conservation area

(Delete if not applicable.)

**PART 1**

I CERTIFY that at a meeting of the Diocesan Advisory Committee held on \_\_\_\_\_ 20

1. The following works/other proposals were considered:

(The Committee's views on the significance of the works/other proposals are given in Part 2.)

2. The Committee decided to RECOMMEND the above works/other proposals (SUBJECT to the following provisos:)

(1)

(2)

OR

3. The Committee has NO OBJECTION to the above works/other proposals (SUBJECT to the following provisos:)

(1)

(2)

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OR

4. The Committee does NOT RECOMMEND the above works/other proposals for approval for the following principal reasons:

- (1)
- (2)

You are nevertheless entitled to petition for a faculty, if you so wish, notwithstanding the Committee’s decision.

Signed \_\_\_\_\_  
Secretary of the Diocesan Advisory Committee

Date \_\_\_\_\_

**PLEASE NOTE:**

- (1) A Certificate under paragraph 2 or 3 does NOT give you permission to proceed with your proposals, unless and until a faculty is granted by the Chancellor (or by the Archdeacon in respect of matters within Appendix A of the Faculty Jurisdiction Rules 2000).
- (2) Whether the Certificate of the Committee under Part 1 is under paragraph 2, 3 or 4 above, any recommendation of the Committee under paragraph 2 of Part 2 below should be followed before submitting a petition for a faculty.
- (3) This certificate is valid for 12 months from the date stated above.

**PART 2**

The views of the Diocesan Advisory Committee on the following matters are set out below (as appropriate):

1. *For the purposes of the jurisdiction of the Archdeacon under Appendix A to the Faculty Jurisdiction Rules 2000*

In the opinion of the Committee the work or part of the work proposed is/is not likely to affect:—

- (a) the character of the church as a building of special architectural or historic interest,
- (b) the archaeological importance of the church
- (c) archaeological remains existing within the church or its curtilage.

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Particulars of Work

(Please identify item or items)

2. *For the purposes of advising intending applicants on the desirability of consultation with other bodies or persons if they have not already consulted them (Rule 3(7) of the Faculty Jurisdiction Rules 2000)*

The Committee recommends that the intending applicants consult such of the bodies or person as is indicated below:—

- (a) English Heritage
- (b) the Local Planning Authority
- (c) the following National Amenity Societies:  
\_\_\_\_\_
- (d) the Council for the Care of Churches
- (e) the following body or person:  
\_\_\_\_\_

The reason for this recommendation is that in the opinion of the Committee some or all of the works or proposals:—

- (i) involve alteration of or extension to a listed church to such an extent as is likely to affect its character as a building of special architectural or historic interest, or
- (ii) are likely to affect the archaeological importance of the church or archaeological remains existing within the church or its curtilage, or
- (iii) will involve demolition affecting the exterior of an unlisted church in a conservation area.

(Delete if not applicable.)

3. *For the purpose of advising the Chancellor under section 17(6)(a) of the Care of Churches and Ecclesiastical Jurisdiction Measure 1991*

The Committee has considered the proposed works involving demolition of part of the church (which the intending applicants contend is necessary for the purpose of the repair or alteration of the church or the reconstruction of the part to be demolished) and is of the opinion that when the proposed repair, alteration or reconstruction is completed the demolition *will/will not (delete as applicable)* materially affect the external or internal appearance of the church or the architectural, archaeological, artistic or historic character of the church.

Signature \_\_\_\_\_

Secretary to the Diocesan Advisory Committee

Date \_\_\_\_\_

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Rules 4(1) and (3) and (5)

**To the Consistory Court of the Diocese of.....**

**Church of .....**

**in the Parish of .....**

We:

*FULL NAME	*RESIDENTIAL ADDRESS (including postcode)	*OFFICE HELD

*\*Please use capital letters. Usually the minister and churchwardens should be the petitioners.*

*Please indicate here which of the above should be regarded as the contact address. ( Telephone and fax number would also be helpful).*

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**Petition as follows:**

We seek a Faculty to authorise the following:

*Please set out clearly in numbered paragraphs what you seek permission to do, using wording on the diocesan advisory committee certificate (if one has been obtained), and including the number and date on the architect's or surveyor's drawing[s] and specification[s] where relevant.*

**SCHEDULE OF WORKS OR PROPOSALS**

Copies of the drawings, plans, specifications, photographs or other documents showing the proposals which were considered by the Diocesan Advisory Committee should be provided with this petition.

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### Guidance Notes

(Please read before answering the following questions)

1. Although this petition is detailed, it is important to provide full information about your proposal so that it can be dealt with as promptly as possible. Please ensure that you have answered all the relevant questions either on the petition or in an accompanying piece of paper.
2. Sections A, D, E, O, P, S and T should be answered in every case. The remaining sections should only be answered if applicable.
3. Please tick boxes as appropriate. *If you cannot fit an answer conveniently into the space provided please use a separate piece of paper and attach it to this petition. A checklist of documents is provided at the end of the petition for your assistance.*

## QUESTIONS

### (A) Information about your church

*Please answer this section in every case.*

1. What is the approximate date of your church or the part of the building affected by the proposals?
2. Is your church a listed building? Yes  No
3. (a) If yes, please state whether it is Grade I, II\* or II (or A, B or C in some lists) and
- (b) Has the PCC prepared a Statement of Significance? Yes  No
4. Is the site of the church, or any adjoining structure, wholly or partially scheduled as an ancient monument? Yes  No
5. Is the church situated in:
  - (a) a conservation area? (if yes, please provide the name) Yes  No   

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  - (b) a National Park? Yes  No
6. (a) Who is the architect or surveyor appointed for the church under the Inspection of Churches Measure 1955?  

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  - (b) Has this architect or surveyor been:
    - (a) engaged in connection with the proposals Yes  No
    - (b) asked for general advice in relation to these proposals? Yes  No

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7. If another architect or surveyor is being engaged—

(a) what are his/her name and address?

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(b) why is he/she being instructed in relation to the proposed works?

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**(B) Changes to the interior and/or the exterior of the church**

*Please answer this section if applicable. Otherwise proceed to the next section.*

8. (a) If such changes are proposed has the PCC prepared a Statement of Needs? Yes  No

(b) If the answer to (a) is yes, please supply a copy of the Statement 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).

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**(C) Partial Demolition or Demolition**

*Please answer this section if applicable. Otherwise proceed to the next section.*

9. (a) Is the whole or any part of the church to be demolished? Yes  No

(b) If yes, please state how much is to be demolished (identifying a part or parts).

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(c) Is the demolition necessary to enable repairs or alterations to the church? Yes  No

(d) Is it intended to reconstruct the part to be demolished? Yes  No

(e) If the answer to (c) and (d) is no, what is the reason for the proposed demolition?

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(f) If the answer to (d) is yes, will the reconstructed part be greater in extent than the part or parts to be demolished? Yes  No

If yes, how much larger will it be?

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(g) Will the demolition affect the use of the church for worship? Yes  No

If yes, what alternative arrangements are proposed?

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**(D) Financial Information**

Please answer this section in every case.

10. (a) What is the estimated cost of the proposed works? £
- (b) Who has estimated this cost?  
\_\_\_\_\_
- (c) Are the proposals to be *wholly* paid for privately or by way of gifts?  
Yes  No
- (d) If the answer to question 10(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 general funds?
- (ii) a special appeal?
- (iii) a gift or legacy?
- (iv) other grant making bodies?
11. (a) Has the church received a grant in the past from English Heritage, the Heritage Lottery Fund or any other grant making body? Yes  No
- (b) If yes, what is the name of the body?  
\_\_\_\_\_
- (c) Do the terms of that grant require you to seek consent for the work proposed in this petition? Yes  No
- (d) If yes, please provide a copy of the letter[s] of consent for the work proposed in this petition.
12. (a) Has the PCC applied for a grant in respect of the present proposals to English Heritage, the Heritage Lottery Fund or other grant making body? Yes  No
- (b) If yes, what is the name of the body?  
\_\_\_\_\_
13. (a) If the answer to question 12(a) is yes, have you received an offer of a grant and, if so, for how much? Yes  £   
No
- (b) If yes, please provide a copy of the grant letter.
- (c) If an application has not been determined or has been refused, please provide most recent correspondence.



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**(E) Permissions from other bodies**

*Please answer this section in every case.*

14. (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 is required? Yes  No
- (c) Did the local planning authority confirm in writing that planning permission was not required? Yes  No
15. (a) If you have been advised that planning permission is required, has outline or detailed planning permission been granted? Yes  No
- (b) Please attach a copy of the planning permission, if any, to this petition.
16. (a) If any of the proposals affect a scheduled ancient monument has scheduled monument consent been obtained? Yes  No
- (b) If yes, please attach a copy of the consent.
17. (a) Do bats use any part of the church? Yes  No
- (b) If yes, do you or your architect think that the works or proposals might harm or disturb bats or their roosts? Yes  No
- (c) If the answer to question 17(b) is yes, have you obtained advice from English Nature? Yes  No
- (d) Please attach a copy of the letter of advice.

**(F) Archaeological matters**

*Please answer this section if applicable. Otherwise proceed to the next section.*

18. (a) Have you been advised that the proposals may have archaeological significance? Yes  No
- (b) Has a desk based archaeological assessment been carried out in relation to the proposals? Yes  No
- (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
- (d) If the answer to (c) is yes, please give the name and address of the archaeologist.
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**(G) Consultations for works of alteration to the exterior or interior of a listed church**

*Please answer this section if applicable. Otherwise proceed to the next section.*

19. (a) Have you consulted English Heritage? Yes  No
- (b) Have you consulted any of the following National Amenity Societies?
- The Council for British Archaeology Yes  No
- The Ancient Monuments Society Yes  No
- Society for the Protection of Ancient Buildings Yes  No
- The Georgian Group Yes  No
- The Victorian Society Yes  No
- The Twentieth Century Society Yes  No
- (c) If the answer to any of the above is yes, please attach copies of correspondence giving the views of English Heritage and each amenity society concerned.
20. (a) Have you consulted the Local Planning Authority? Yes  No
- (b) If yes, please attach correspondence giving its views.

**(H) Church Insurance**

*Please answer this section for any work to or in the church.*

21. Have you informed the church's insurance company that work is to be carried out in the church? Yes  No
22. If the answer to question 21 is yes, please supply a copy of the insurer's approval or a letter of reply.
23. (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

**(I) Introducing new articles into the Church (e.g. furniture, furnishing, fixture or fitting)**

*Please answer this section if applicable. Otherwise proceed to the next section.*

24. (a) Is it proposed to introduce any new article? Yes  No
- (b) If yes, will it be attached to the fabric? Yes  No
- (c) If the answer to (b) is yes, please give a short description of the method by which the article will be attached to the fabric?
- \_\_\_\_\_
- \_\_\_\_\_
- (d) Will the new article to be introduced replace an existing one? Yes  No

**(J) Disposal of any item in or belonging to the church**

*Please answer this section if applicable. Otherwise proceed to the next section.*

25. (a) Is the disposal of any item in or belonging to the church contemplated? Yes  No
- (b) If yes, please identify item[s] if not already described in the Schedule in this petition.
- \_\_\_\_\_

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- (c) How is it proposed to dispose of any item[s]?  
\_\_\_\_\_  
\_\_\_\_\_
- (d) Has a professional valuation been obtained? (If yes, please supply a copy of the valuation and a good quality photograph of the item). Yes  No
- (e) If the answer to (d) is no, what is the Petitioner's estimate of the value of the item?  

£
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- (f) What do the Petitioners wish to be authorised to do with any proceeds of the sale?  
\_\_\_\_\_  
\_\_\_\_\_

**(K) Seats in the church**

*Please answer this section if applicable. Otherwise proceed to the next section.*

26. (a) Are any private rights in seats in the church likely to be affected by the works? Yes  No
- (b) If yes, have the owners consented? (Please supply copies of letters of consent). Yes  No

**(L) Work to the chancel**

*Please answer this section if applicable. Otherwise proceed to the next section.*

27. (a) Is work to the chancel proposed? Yes  No
- (b) Is there a Lay Rector? Yes  No   
If yes, please give name[s]  
\_\_\_\_\_
- (c) If yes, has the Lay Rector been informed of the work? Yes  No
- (d) Is the Lay Rector intending to contribute to the cost? Yes  No

**(M) Work affecting monuments etc. in the church**

*Please answer this section if applicable. Otherwise proceed to the next section.*

28. (a) Will the work affect any graves, monuments or inscriptions in the church? Yes  No
- (b) If yes, please provide a list on a separate sheet of paper giving details of the type of memorial and the inscriptions on each memorial which will be affected.
- (c) If yes, have the descendants of the person[s] commemorated consented? Yes  No
- (d) If the descendants have not been found what have you done to try to find them?  
\_\_\_\_\_  
\_\_\_\_\_

**(N) New memorial in the church**

*Please answer this section if applicable. Otherwise proceed to the next section.*

29. (a) Is it proposed to introduce a commemorative plaque, additional inscription to an existing memorial, or other memorial into the church? Yes  No

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- (b) If yes, please specify what special contribution the person to be commemorated has made to the life of the Church, the local or wider community.

\_\_\_\_\_

- (c) If not included in the Schedule of works or proposals at the beginning of this petition, please set out here or on an accompanying sheet of paper the wording of the proposed memorial.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(O) Details of contractors**

Please answer this section when you wish to carry out work of any kind.

30. 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.).

<i>Contractor 1</i>	<i>Contractor 2</i>	<i>Contractor 3</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**(P) Time for work**

Please answer this section in every case.

31. (a) How soon will work start after the faculty is granted?  
\_\_\_\_\_
- (b) How long is it anticipated that it will take for the work to be completed?  
\_\_\_\_\_
32. (a) Will it be necessary to hold public worship in another building whilst the work is being carried out? Yes  No
- (b) If yes, has the Bishop consented to alternative arrangements for public worship? Yes  No

**(Q) Work in a churchyard or burial ground**

Please answer this section if applicable. Otherwise proceed to the next section.

33. (a) Is the land in question consecrated? Yes  No
- (b) Is the land in question wholly or partly scheduled as an ancient monument? Yes  No
- (c) Has any part of the land on which the works will take place ever been used for burials? Yes  No
- (d) Is any part of the churchyard or other land still being used for burials? Yes  No
- (e) If the churchyard is no longer in use, has it been closed by Order-in-Council?  
(If yes, what is the date of closure?) Yes  No  Date
- (f) Will any graves, reserved grave spaces, monuments or inscriptions be interfered with? Yes  No
- (i) How will they be dealt with?  
\_\_\_\_\_

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(ii) To what extent do the owners consent and on what terms?

\_\_\_\_\_

(iii) If the owners have not been found, what efforts have been made to find them?

\_\_\_\_\_

*(Note: In dealing with this question the consent of known near relatives should be sought as if they were owners).*

(g) (i) Will there be interference with a grave containing a burial made between 1914 and 1947? If so, what is the name of the deceased and the date of burial?

\_\_\_\_\_

(ii) Will there be interference with a memorial commemorating a death between 1914 and 1947? If so, what is the name of the person commemorated and the date of burial?

\_\_\_\_\_

(iii) If the answer to (i) or (ii) is yes, does the Commonwealth War Graves Commission identify the grave as a war grave and consent to the work?

Yes  No

(Please attach a letter of consent.)

(h) Is any monument which may be affected by the proposals separately listed under the Planning (Listed Buildings and Conservation Area) Act 1990?

Yes  No

**(R) Archdeacon's licence**

*Please answer this section if applicable. Otherwise proceed to the next section.*

34. (a) Has the archdeacon granted a licence authorising temporary re-ordering?

Yes  No

(b) If yes, please attach a copy.

**(S) PCC resolution**

*Please answer this section in every case.*

35. The Parochial Church Council at its meeting on \_\_\_\_\_ passed unanimously/ without dissent/by a majority of \_\_\_\_\_ to \_\_\_\_\_ *(please delete as appropriate)* among those present and voting, a resolution relating to the works or proposals. A copy of such resolution signed by the Chairman/Secretary is attached to this petition. There are \_\_\_\_\_ members of the Council.

**(T) The Diocesan Advisory Committee**

36. A certificate from the Committee accompanies this petition.

Yes  No

**(U) Further information**

37. **If there is any further information that the Petitioners would like the Court to take into account, details should be set out in an accompanying statement or letter.**

The statements in this Petition and the answers to the questions above are true to the best of the knowledge and belief of each one of us.

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Please use the following checklist to ensure that all the relevant documentation is enclosed with the petition. If this is not done the petition may have to be returned to you for completion thus causing delay.

## CHECKLIST OF SUPPORTING DOCUMENTATION

Have you attached the following documents?  
Please tick those that are relevant to your proposal:

Question	Details	Yes	To Follow	N/A
Schedule	Details of proposals and copies of drawings, plans, specifications or other documents.			
Q.3(b)	Statement of Significance			
Q.8(a)	Statement of Needs			
Q.11(d)	English Heritage, Heritage Lottery Fund etc. letter of consent.			
Qs.13(b) and (c)	English Heritage, Heritage Lottery Fund etc. grant letter.			
Q.15(b)	Planning Permission.			
Q.16(b)	Scheduled Monument Consent.			
Q.17(d)	Letter form English Nature.			
Q.19(c)	Correspondence with English Heritage and/or Amenity Societies.			
Q.20(b)	Correspondence with Local Planning Authority.			
Q.22	Approval letter from Insurers.			
Q.25(d)	Professional valuation and good quality photograph of item for disposal.			
Q.26(b)	Letter[s] of consent regarding private rights in seats in the church.			
Q.33(g)(iii)	Letter of consent form the Commonwealth War Graves Commission.			
Q.34(b)	Archdeacon's licence authorising temporary re-ordering.			
Q.35	PCC Resolution[s].			
Q.36	Diocesan Advisory Committee Certificate.			

*Note:* Although not referred to in the petition please remember to include a copy of the *public notice* in respect of the work or other proposals in this petition.

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Form No. 3 **PUBLIC NOTICE**

Rules 6(1) and (6)

**In the Consistory Court of the Diocese of** \_\_\_\_\_

**Parish of:** \_\_\_\_\_

**Church of:** \_\_\_\_\_

TAKE NOTICE that we are making application to the Consistory Court of the Diocese for permission to carry out the following

*Copies of the relevant plans and documents may be examined at*

\_\_\_\_\_  
(Here the petitioners are to enter an address at which the documents may be examined; they may also be on display in the church. Copies of the relevant plans and documents must be available for inspection at either an address of a petitioner or in the parish and/or on display inside the church.)

Petitioners

(Each petitioner to give name, and office held in **BLOCK CAPITALS** please.)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Date \_\_\_\_\_

*(Here the petitioners are to enter the date on which this notice was first displayed.)*

If you wish to object to any of the works or proposals you should write giving reasons for your objection to:

THE DIOCESAN REGISTRAR, \_\_\_\_\_

so that it reaches the registrar not later than \_\_\_\_\_, *(Here the petitioners are to enter a date 28 days after the date given above)* stating your name and postal address, and whether you live in the Parish and/or your name is entered on the electoral roll of the parish or any other capacity in which you write.

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### DIRECTIONS TO PETITIONERS

You must display this Public Notice (or a copy of it) for a continuous period of not less than 28 days, (or for such other period as the court may direct), in each of the following places:

1. On a notice board or in some other prominent position inside the church.
2. On a notice board outside the church or in some other prominent position (whether on the outside of the church door or elsewhere) so that it is readily visible to the public.

<p><b>CERTIFICATE OF PUBLICATION</b> (to be returned to the Diocesan Registrar)</p> <p>I, the undersigned, one of the petitioners, hereby certify that a copy of this Public Notice was affixed during the period from _____ to _____ (inclusive)</p> <p style="padding-left: 40px;">(i) on a notice board inside the church of _____</p> <p style="padding-left: 40px;">(ii) outside the church of _____, on a notice board (or on the principal door) (or _____) where it was readily visible to the public (Delete which is not applicable or complete as necessary).</p> <p>Dated _____ 20__</p> <p>_____ Signature of petitioner</p> <p><b>NOTE:</b> This certificate must be completed in full by making appropriate entries in the blank spaces. The certificate should be returned to the Diocesan Registrar.</p>
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Form No 4 **PARTICULARS OF OBJECTION TO PETITION FOR FACULTY**



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 16(3) and (4)

**In the Consistory Court of the Diocese of:** \_\_\_\_\_

**To the Registrar:** \_\_\_\_\_

**Parish of:** \_\_\_\_\_

**Church of:** \_\_\_\_\_

In the matter of a petition requesting a faculty for \_\_\_\_\_ (state generally works or proposals.)

I have previously written a letter of objection. My objection relates to the whole (part) of the proposed works or proposals. [The part(s) of the proposed works or proposals to which I object are:

(Delete whichever is inapplicable)

(A)

(B)

.]

The grounds for my objection are:

(Here set out concisely the points which you rely upon in support of your objection.)

(1)

(2)

(3)

(If necessary continue with numbered paragraphs on a separate sheet.)

Dated \_\_\_\_\_ 20\_\_

Signature of objector (or counsel or solicitor)

Full name: \_\_\_\_\_

Address: \_\_\_\_\_

**DIRECTIONS**

1. You must complete and return this form to the Registrar and send or deliver a copy to the Petitioners within 21 days from the date when you receive this form if you wish to be treated as an objector and a party to these proceedings.
2. If you do not return this form to the Registrar within 21 days from the date of receiving it then it will be assumed that you wish the chancellor to take your letter of objection into account in reaching a decision and do not want to be a formal objector and a party to the proceedings.

Dated \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Signature of Registrar

I certify that I have sent a copy of these Particulars of Objection to the Petitioners today.

\_\_\_\_\_  
(Signature of objector or solicitor)

Dated \_\_\_\_\_ 20\_\_

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Rules 7(4), 12(2), 16(6) and 27

**In the Consistory Court of the Diocese of:** \_\_\_\_\_

**Parish of:** \_\_\_\_\_

**Church of:** \_\_\_\_\_

**The Venerable** \_\_\_\_\_

**Archdeacon of** \_\_\_\_\_

**OR** \_\_\_\_\_, **Chancellor of the Diocese and Official Principal of the Right Reverend** \_\_\_\_\_, **the Bishop of** \_\_\_\_\_

**To** \_\_\_\_\_ **and** \_\_\_\_\_  
**(State names and descriptions of petitioner)**

A petition presented by you has been submitted to the Registry of this Court together with designs, plans, photographs or other documents, requesting a faculty authorising the works or other proposals specified in the petition.

And a public notice was duly displayed giving an opportunity to all persons interested to object and give reasons why a faculty should not be granted and [there are no objections under the Rules to the granting of a faculty] [a letter[s] of objection to the granting of a faculty have been taken into account by the Chancellor in reaching the decision that a faculty should be granted] [objections having been received to the granting of a faculty and all the parties to the proceedings having agreed in writing that the Chancellor should determine the proceedings upon written representations, the Chancellor has decided for the reasons given in a judgment dated \_\_\_\_\_ 20\_\_ that a faculty should be granted] [objections having been received to the granting of a faculty the Chancellor held a hearing at which oral evidence was given, and has decided for the reasons given in a judgment dated \_\_\_\_\_ 20\_\_ that a faculty should be granted] *(Use whichever form of words is appropriate in the case in question and delete the remainder)*

This Court now grants a faculty authorising you to carry out the works or other proposals in accordance with the designs, plans or other documents accompanying the petition and subject to the conditions set out in the Schedule below.

The works should be completed within \_\_\_\_\_ *(to be inserted)* months from the date below or such further period as this Court may allow and the certificate of completion is to be sent to the Registry within the period allowed.

A copy of this faculty is to be supplied by you to the architect or surveyor and contractors to be employed in respect of the authorised work before any work is commenced.

This faculty is duly authenticated by the seal of this Court.

Dated \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Signature of Registrar

**SCHEDULE**

**Description of Works or Proposals  
and any conditions attached  
to the faculty**

**In the Consistory Court of the Diocese of** \_\_\_\_\_

**To the Registrar** \_\_\_\_\_

**Certificate of completion of works authorised by faculty**

**Parish of** \_\_\_\_\_

**Church of** \_\_\_\_\_

**THE FACULTY** was dated \_\_\_\_\_ 20 and authorised the following works subject to the following conditions (*details to be inserted by the Registrar*):—

**1. COMPANY, FIRM OR PERSON**

The work was carried out by the following (*if a different company, firm or person was employed for different items of work authorised by the faculty details of each must be given*):—

(i) Name \_\_\_\_\_

Address \_\_\_\_\_

Type of work undertaken

\_\_\_\_\_  
(*e.g. building, electrical, organ, heating, clock repairs, the installation of stained glass window etc.*)

(ii) Name \_\_\_\_\_

Address \_\_\_\_\_

Type of work undertaken

\_\_\_\_\_  
(*If necessary please attach a separate piece of paper with additional details.*)

The company, firm or person named above was supplied with a copy of the faculty before the work was commenced.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**2. ARCHITECT/SURVEYOR (IF ANY)**

(i) The architect/surveyor employed in relation to the authorised work was:—

Name \_\_\_\_\_

Address \_\_\_\_\_

(ii) The above-named architect/surveyor

(a) was supplied with a copy of the faculty before work commenced,

(b) has issued a Practical Completion Certificate dated \_\_\_\_\_ in relation to [the whole][part] of the authorised works. *(Delete bracket alternative as appropriate.)*

**3. CERTIFICATION BY CHURCHWARDENS**

(i) We certify to the best of our knowledge, information and belief that the works have been carried out in accordance with the said faculty.

(ii) We certify that all the conditions attached to the faculty have been complied with.

(iii) We have given a copy of this certificate to the Archdeacon and have placed a copy in the church's logbook.

Name of churchwarden *(Please print)*

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_ 20

Name of churchwarden *(Please print)*

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_ 20

**NOTE: THIS FORM IS TO BE RETURNED TO THE REGISTRAR WITHIN 4 WEEKS AFTER THE COMPLETION OF THE WORK**

Form No. 7**PERMISSION FOR TEMPORARY RE-ORDERING**

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**In the Consistory Court of the Diocese of** \_\_\_\_\_

**The Venerable** \_\_\_\_\_

**Archdeacon of** \_\_\_\_\_

**Parish of** \_\_\_\_\_

**Church of** \_\_\_\_\_

**To the Reverend** \_\_\_\_\_

You have requested permission to carry out temporary minor re-ordering, and have satisfied me that you have the support of a majority of the Parochial Church Council and that it is expedient to grant your request.

I NOW give you my LICENCE

- (a) for the following works or proposals,
- (b) for the period expiring on the date given below (which cannot exceed 15 months from the date of this licence).
- (c) subject to the conditions set out overleaf (including conditions as to how the minor re-ordering is to be carried out and the safeguarding and storing of any item moved as a result of the reordering).

*WORKS OR PROPOSALS*

*DATE OF EXPIRY OF LICENCE*

\_\_\_\_\_ 20

**NOTES**

- (a) If you desire to extend the above period, with or without changes, you should NOT LATER than two months before the expiry of the above period consult the Diocesan Advisory Committee and submit to the Diocesan Registrar a petition for a faculty describing fully the works or proposals including any changes, AND ALSO PROCEED TO DISPLAY A PUBLIC NOTICE in accordance with rule 6 of the Faculty Jurisdiction Rules 2000.
- (b) If such a petition is submitted then the period of authorisation given by this licence set out above will continue in force until determination of your petition.
- (c) If no such petition is submitted, you must immediately after expiry of the period set out above, cause the position as it existed before the grant of the licence to be restored.

*CONDITIONS TO BE COMPLIED WITH ON CARRYING OUT OF WORKS OR PROPOSALS*

Signed \_\_\_\_\_

Date \_\_\_\_\_ 20

Copy to Diocesan Registrar and to Secretary of Diocesan Advisory Committee

**Form No 8 NOTICE BY REGISTRAR TO SECRETARY OF DIOCESAN ADVISORY COMMITTEE FOR REGISTER OF PETITIONS**

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 11

**In the Consistory Court of the Diocese of:** \_\_\_\_\_

**To the Secretary of the Diocesan Advisory Committee**

This is to notify you that a petition for a faculty requiring the advice of the Advisory Committee was submitted to the Registry on the \_\_\_\_\_ 20

Details of the petition are as follows:—

1. Name of Petitioners (and office held)
  - (1) \_\_\_\_\_
  - (2) \_\_\_\_\_
  - (3) \_\_\_\_\_
2. Parish of \_\_\_\_\_
3. Church of \_\_\_\_\_
4. Description of Works or Proposals in Schedule to petition is [annexed] [as follows]

Signed \_\_\_\_\_  
Registrar of the Diocese

Date \_\_\_\_\_ 20

**Form No 9 NOTICE BY REGISTRAR REQUESTING ADVICE FROM THE COUNCIL FOR THE CARE OF CHURCHES**

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

To the Secretary of the Council for the Care of Churches \_\_\_\_\_  
In the Consistory Court of the Diocese of \_\_\_\_\_  
Church of \_\_\_\_\_

The Chancellor is considering a petition for a faculty which (a)

- (1) concerns an article of particular historic, architectural, archaeological or artistic interest and falls within rule 15(1)(i);
- (2) involves the alteration to or extension of a listed church or reordering of the church and falls within rule 15(1)(ii);
- (3) involves the movement or removal of an article within rule 15 and falls within rule 15(1)(iii);
- (4) is not a case within rule 15(1) but the chancellor considers that advice from the Council would be of assistance in relation to the petition.

I enclose (b)

- (1) a copy of the petition together with a copy of the petitioner’s Statement of Needs and a copy of the petitioner’s Statement of Significance (for a listed church);
- (2) copies of plans and other relevant documents submitted with the petition;
- (3) a set of photographs;
- (4) a copy of the certificate of the Diocesan Advisory Committee.

The Chancellor seeks advice on the following:

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The advice of the Council should be sent to me as soon as practicable but in any event no later than 6 weeks from the date of receipt of this notice.

Date \_\_\_\_\_ Signature of Registrar \_\_\_\_\_

*Note:* (a) Please tick box against the relevant paragraph.  
(b) Please tick boxes as appropriate.

**Form No 10 APPLICATION TO GIVE EVIDENCE BY MEMBER OF COUNCIL FOR CARE OF CHURCHES OR PERSON AUTHORISED BY COUNCIL OR BY ENGLISH HERITAGE**

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Rules 22, 23 and 24

**In the Consistory Court of the Diocese of** \_\_\_\_\_

**Parish of** \_\_\_\_\_

**Church of** \_\_\_\_\_

I, \_\_\_\_\_ of \_\_\_\_\_, apply to give evidence in open court in the proceedings for a faculty to \_\_\_\_\_ in the above church.

I am [a member of] [a person] duly authorised by [the Council for the Care of Churches] [English Heritage] to give evidence in these proceedings. A copy of my authority is attached to this application together with a statement of the evidence to be given in the proceedings.

Dated \_\_\_\_\_ 20

\_\_\_\_\_  
Signature of Applicant

**Form No 11 APPLICATION BY PERSON OTHER THAN MEMBER OF OR PERSON AUTHORISED BY COUNCIL FOR THE CARE OF CHURCHES TO GIVE EVIDENCE UNDER SECTION 17(4)(d)(ii)**



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 22

**In the Consistory Court of the Diocese of** \_\_\_\_\_

**Parish of** \_\_\_\_\_

**Church of** \_\_\_\_\_

I, \_\_\_\_\_ of \_\_\_\_\_, apply under section 17(4)(d)(ii) of the Care of Churches and Ecclesiastical Jurisdiction Measure 1991 to give evidence in open court in the proceedings for a faculty to demolish [a part of] the above church.

I am interested in the proceedings because:—

1. Here state the reason e.g. that the applicant is a parishioner, but the reason need not necessarily disclose an interest in the legal sense.

I wish to give evidence in relation to the following matter(s):—

2. State in headings the matters on which the applicant proposes to give evidence.

Dated \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Signature of Applicant

**Form No 12 INSTRUMENT OF APPOINTMENT UNDER SECTION 16(3) OF PERSON TO ACT FOR ARCHDEACON**

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Rule 28

To \_\_\_\_\_ of \_\_\_\_\_

I, \_\_\_\_\_ Bishop of \_\_\_\_\_

in pursuance of section 16(3) of the Care of Churches and Ecclesiastical Jurisdiction Measure 1991 appoint you to act in the place of the Archdeacon of \_\_\_\_\_  
[the Archdeaconry being vacant] [the Archdeacon being incapacitated] [the Archdeacon being in my opinion unable or unwilling to act] [it being inappropriate in my opinion for the Archdeacon to act] in the matter of \_\_\_\_\_

Here specify the case on which the person appointed is required to act.

Dated \_\_\_\_\_ 20

\_\_\_\_\_  
Signature of Bishop

**Form No 13 ORDER UNDER SECTION 21 REQUIRING IMMEDIATE REMOVAL OF AN ARTICLE TO A PLACE OF SAFETY**

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 29(1)

**In the Consistory Court of the Diocese of** \_\_\_\_\_

**The Venerable** \_\_\_\_\_

**Archdeacon of** \_\_\_\_\_

**Parish of** \_\_\_\_\_

**Church of** \_\_\_\_\_

To \_\_\_\_\_ of \_\_\_\_\_ and  
\_\_\_\_\_ of \_\_\_\_\_ (churchwardens) and  
\_\_\_\_\_ of \_\_\_\_\_ (a person having  
custody of the article(s) described in the Schedule to this Order)

**TAKE NOTICE** that it appears to me that the article(s) described in the schedule which appertain to the above named church, is/are of architectural, artistic, historical or archaeological value and that it is/they are exposed to danger of loss or damage and

**IT APPEARS TO ME** that the article(s) should be removed to a place of safety immediately because

***SUMMARY OF FACTS***

**I THEREFORE DIRECT** you to remove the article(s) to the following address not later than 4.00 p.m. on \_\_\_\_\_ (day) the \_\_\_\_\_ (date) 20

Address of Place of Safety: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_

**I HEREBY NOTIFY** you that if you refuse or fail to comply with this Order I may apply to the chancellor for an Order that you deliver the article(s) to the place of safety which I have identified above and I may request the chancellor to make an order that you pay the costs of such an application if you are found to have unreasonably refused or failed to comply with this order.

**SCHEDULE OF ARTICLE(S)**

Signature of Archdeacon \_\_\_\_\_

Date \_\_\_\_\_ 20\_\_

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

#### NOTES

- (a) An “article” for the purpose of section 21 and this order includes part of an article and anything affixed to land or a building (section 31(1)) but does not include a record or register to which section 10(1) of the Parochial Registers and Records Measure 1978 applies.
- (b) As this Order has been made as a matter of urgency without giving the advisory committee an opportunity to make representations in connection with the making of the Order as soon as practicable after this Order has been complied with the archdeacon will provide the advisory committee with a copy of this Order and confirm that the article(s) has/have been removed in accordance with the terms of this Order.
- (c) Within 28 days after the article(s) in the schedule to this order has/have been removed to the place of safety stated in this order the archdeacon is required to apply to the chancellor for a faculty authorising the retention there of the article(s) and the chancellor will then decide for what period the article(s) should be retained in the place of safety, or any alternative place of safety, and will grant or refuse a faculty accordingly.

**Form No 14NOTICE UNDER SECTION 21 INVITING REPRESENTATIONS ABOUT REMOVAL OF AN ARTICLE TO A PLACE OF SAFETY**

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 29(2)

**In the Consistory Court of the Diocese of** \_\_\_\_\_

**The Venerable** \_\_\_\_\_

**Archdeacon of** \_\_\_\_\_

**Parish of** \_\_\_\_\_

**Church of** \_\_\_\_\_

**THIS NOTICE** is given to

(a) \_\_\_\_\_ of \_\_\_\_\_ and  
\_\_\_\_\_ of \_\_\_\_\_  
(as churchwardens)

(b) \_\_\_\_\_ of \_\_\_\_\_  
(as a person having custody of the article(s) described in the schedule to this notice)

(a) \_\_\_\_\_ of \_\_\_\_\_ (secretary  
of the Parochial Church Council)

(d) the secretary of the advisory committee.

**I HEREBY** give you **NOTICE** that it appears to me that the article(s) described in the Schedule below which appertain to the above-named church is/are of architectural, artistic, historical or archaeological value. The facts summarised below appear to me to show that the article(s) is/are exposed to danger of loss or damage and I am proposing to make an order directing the churchwardens and any other person having custody of article(s) to remove it/them from the church and deposit it/them in a place of safety.

**SUMMARY OF FACTS**

The facts as they appear to me are

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

**SCHEDULE OF ARTICLE(S)**

If any person named above wishes to make any representations to me about my proposal to make such an order those representations must be sent to me in writing before \_\_\_\_\_ 20\_\_ (being a date not less than 28 days after service of this notice upon you) and I shall consider them and will not make any order until after that date.

Signature of Archdeacon \_\_\_\_\_

Date \_\_\_\_\_ 20\_\_

**Note**

An "article" for the purpose of section 21 and this Notice includes part of an article and anything affixed to land or a building (section 31(1)) but does not include a record or register to which section 10(1) of the Parochial Registers and Records Measure 1978 applies.

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Rule 29(3)

**In the Consistory Court the Diocese of** \_\_\_\_\_

**The Venerable** \_\_\_\_\_

**Archdeacon of** \_\_\_\_\_

**Parish of** \_\_\_\_\_

**Church of** \_\_\_\_\_

To \_\_\_\_\_ of \_\_\_\_\_ and  
\_\_\_\_\_ of \_\_\_\_\_

(churchwardens) and \_\_\_\_\_ of \_\_\_\_\_  
(a person having custody of the article(s) described in the Schedule to this Order).

Having considered the representations made to me/no representations having been made to me/ by the date specified in my Notice dated \_\_\_\_\_ 20 inviting representations about my proposal to make an Order requiring the removal of the article(s) in the Schedule to the Notice to a place of safety, I am of the opinion that the article(s) in the Schedule to this Order ought to be removed to a place of safety.

**I THEREFORE DIRECT** you to remove the article(s) to the following address not later than 4.00 p.m. on \_\_\_\_\_ (day) the \_\_\_\_\_ (date) 20.

Address of Place of Safety:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

**I HERBY NOTIFY YOU** that if you refuse or fail to comply with this Order I may apply to the Chancellor for an Order that you deliver the article(s) to the place of safety which I have identified above and I may request the Chancellor to make an order that you pay the costs of such an application if you are found to have unreasonably refused or failed to comply with this order.

**SCHEDULE OF ARTICLE(S)**

Signature of Archdeacon \_\_\_\_\_

Date \_\_\_\_\_ 20

**NOTES**

- (a) An "article" for the purpose of section 21 and this order includes part of an article and anything affixed to land or a building (section 31(1)) but does not include a record or register to which section 10(1) of the Parochial Registers and Records Measure 1978 applies.
- (b) Within 28 days after the article(s) in the Schedule to this Order has/have been removed to the place of safety stated in this Order the Archdeacon is required to apply to the Chancellor for a faculty authorising the retention there of the article(s) and the Chancellor will then decide for what period the article(s) should be retained in the place of safety or any alternative place of safety and will grant or refuse a faculty accordingly.

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**Form No 16 APPLICATION TO DIOCESAN ADVISORY COMMITTEE/PETITION FOR FACULTY FOR WORK CONCERNING A TREE OR TREES IN A CHURCHYARD OR A CONSECRATED BURIAL GROUND**

Please note: *Before completing this petition please read the guidance on faculty applications concerning trees as issued by the chancellor of the diocese. The guidance will inform you about whether or not a faculty is required for the work you propose to do. If a faculty is not required do not complete this form.*

**In the Consistory Court of the Diocese of** \_\_\_\_\_

**Parish of** \_\_\_\_\_

We

*State in respect of each petitioner in capital letters (a) full name (b) residential address and (c) office held (e.g. churchwarden). Normally the minister in charge of the churchyard or burial ground should be one of the petitioners. For closed churchyards maintained by a local authority the petitioner should be the local authority.*

**apply for a faculty authorising work concerning a tree (or trees) in the churchyard of**

\_\_\_\_\_

**burial ground or closed churchyard located at (please give location)**

\_\_\_\_\_

**Signatures of Petitioners**

\_\_\_\_\_

\_\_\_\_\_

**PART A  
PARTICULARS**

**Questions 1–4 should be answered in every case.**

1. Would you characterise the churchyard/burial ground as: (please tick box)  
City Centre  Urban  Suburban  Rural
2. Is the churchyard/burial ground located within a Conservation Area?  
Yes  Name of Conservation Area \_\_\_\_\_  
No
3. Is the churchyard/burial ground classified as, or part of, a Site of Special Scientific Interest (SSSI)?  
Yes  No
4. Please enclose a plan of the entire churchyard or burial ground showing the location of the tree(s) concerned and any proposed planting sites.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**If you wish to plant a tree or trees please answer questions 5 to 9**

5. What type of tree(s) is it proposed to plant?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. What is the likely height and spread (diameter) of the tree(s)?

(i) After 10 years

Height:	Spread:
---------	---------

(ii) At maturity

Height:	Spread:
---------	---------

*(Note: Surface roots may cause severe damage to paths. The roots of some types of trees actively seek and may damage and block drains. Fallen leaves of deciduous trees may, if they are slow to decay, pose a danger on paths and may block gutters and surface drains.)*

7. How far is the proposed planting site from the following?

(i) The church building?

--

(ii) Other buildings (please specify)

--

(iii) Paths

--

(iv) Churchyard Walls

--

(v) Monuments

--

(vi) Existing or future grave space

--

8. Is the proposal part of an on-going scheme of planting, if not, what is the reason?

\_\_\_\_\_  
\_\_\_\_\_

9. If the application is for a single tree what is the reason for the proposal?

\_\_\_\_\_  
\_\_\_\_\_

**If you wish to fell a tree or trees please answer questions 10 to 18**

10. What is the type of tree?

--

11. What is the size and approximate height, spread (diameter) and age of the tree(s) if known?

Height:	Spread:
---------	---------

Age:
------

12. If you answered yes to question 2, has notice of the work been given to the local authority?

Yes  (Enclose a copy of any letter from the local authority.)

No



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

13. If you answered yes to question 3, has consent been obtained from English Nature?  
Yes  (Enclose a copy of a letter from English Nature.)
14. Is the tree subject to a Tree Preservation Order? If yes, what is the Tree Preservation Order Number?  
Yes  TPO number(s)     
No
15. What is the reason for the proposal to fell?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
16. Has a specialist report been obtained from a local authority tree officer or other suitably qualified expert?  
Yes  (Please attach a copy of the report).  
No
17. Who is to carry out the work?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
18. Are there any proposals to replace the tree?  
Yes  (Please give details separately).  
No

**If you wish to carry out lopping, topping or other major pruning of a tree of trees please answer questions 19 to 26**

19. What is the type of tree?
20. If you answered yes to question 2, has consent been obtained from the local authority?  
Yes  (Enclose a copy of letter from the local authority).  
No
21. If you answered yes to question 3, has consent been obtained from English Nature?  
Yes  (Enclose a copy of letter from English Nature).
22. Is the tree subject to a Tree Preservation Order? If yes, what is the Tree Preservation Order Number?  
Yes  TPO number(s)     
No

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

23. What method of lopping, topping or other major pruning is proposed?  
\_\_\_\_\_  
\_\_\_\_\_

*(Major pruning includes lopping, pollarding, coppicing, crown thinning and crown lifting.)*

24. Is this a traditional method of dealing with this type of tree?  
25. Has a specialist report been obtained from a local authority tree officer or other suitably qualified expert?

Yes  (Please attach a copy of the report).

No

26. Who is to carry out the work?  
\_\_\_\_\_  
\_\_\_\_\_

**PART B**

**This section to be completed by Incumbent/Priest-in-charge or during a vacancy by the Chairman of the PCC**

1. Does the PCC support the application? Yes  No

2. If yes, please complete the following:

The Parochial Church Council at its meeting on \_\_\_\_\_ 20\_\_  
passed unanimously/ without dissent/ by a majority of \_\_\_\_\_ to \_\_\_\_\_ of  
those present and voting (*delete where not applicable*) a resolution relating to the  
application. There are \_\_\_\_\_ members of the Council.

A copy of such resolution signed by the Chairman/Secretary (*delete where not applicable*)  
is attached to this Petition.

3. Is there any other information that you would like the Chancellor to be aware of or take into account? Please use a separate sheet if necessary.

Signature \_\_\_\_\_ Date: \_\_\_\_\_ 20\_\_  
Incumbent/Priest-in-charge/PCC Chairman (*delete where not applicable*)

Return this form to:

- 1. The Secretary to the Diocesan Advisory Committee,
- 2. The Diocesan Registrar, after consideration by the Diocesan Advisory Committee.