

Schedule A and Schedule B levels of permission

Guidance note from the Diocesan Advisory Committee for the Care of Churches

These schedules are intended to address some of the more minor works which are necessary in churches over the year and provided that the criteria, which are clearly laid out below, are met you will not be required to apply for faculty permission.

If the scheme of works that you propose is not mentioned on the lists you will need to apply for faculty permission, (omission from the list is not a licence to undertake the works).



Schedule A

No faculty required and no consultation necessary

Schedule A lists very minor matters relating to churches, which may be undertaken without a faculty and for which no prior consultation or other authorisation is required.

Exclusions

Any matters concerning items, which, in their own right, are of historic, architectural or archaeological importance will require a faculty.

Schedule A Criteria

All of these repairs must use matching materials on a “like for like” basis and must not exceed £1,500, for example, if re-pointing is required and the existing mortar is lime mortar, then it should be analysed and the mortar to be used must replicate the original. If your proposal is for works included on this list, but cost is greater than £1,500, please apply in the first instance for Schedule B permission.

Please note that it is not permitted to undertake these works in small bites to avoid the need for Schedule B permission or Faculty permission.

A PCC resolution must be obtained prior to any works being carried out.

Where any work is carried out in accordance with these regulations, it shall be done in accordance with any guidelines issued by the DAC, a record of the work shall be entered in the log book, and any item acquired shall be recorded in the inventory.

Minor fabric repairs and maintenance

Bells

- Renewal of bell ropes
- Repair and replacement of wooden bell stays
- Repainting of bell frames

Churchyards	<p>Routine clearing and churchyard maintenance, i.e. mowing, weeding, pruning of shrubs.</p> <p>This does not include planting schemes, felling of trees or lopping of branches – all of which is covered by Schedule B or Faculty permission.</p> <p>Maintenance of fences, gates and seats / benches to include repainting or staining and minor repairs.</p> <p>Provision and maintenance of mowing equipment.</p> <p>The cleaning of personal memorial stone on site.</p>
Clocks	<p>Inspection and routine maintenance of clocks and clock faces.</p> <p>This does not include alterations to the mechanism or re-gilding or repainting of the face, which require Schedule B or Faculty permission.</p>
Electrical & Heating	<p>Regular inspection and maintenance of:</p> <ul style="list-style-type: none"> • Heating systems • Alarm systems • Electrical systems • Lightning conductors
Fire Extinguishers	<p>Routine acquisition or disposal of fire extinguishers (Seek advice of Archdeacon or Inspecting Architect regarding positioning)</p>
Floors	<p>Minor floor repairs to stone or pew platforms.</p>
Glass (not stained, leaded or historic)	<p>Replacement of plain glass broken window panes.</p> <p>Stained, leaded or historic glass all requires either Schedule B or Faculty permission.</p>
Ironwork & Woodwork	<p>De-rusting and repainting in existing colours (with suitable rust-proof paint) of ironwork to windows, doors, gates, oil tanks, bell frames & weather vanes.</p> <p>Repainting in existing colours of, or the reapplication of preservatives to wooden doors, door frames, window frames, gates or gate posts.</p> <p>Renewal or replacement of flagpoles or weather vanes.</p> <p>Timber treatment (except where bats are present).</p>
Notice boards	<p>Repainting in existing colours of notice boards (provided no alteration is made except for changing the details of an office holder or times of services).</p> <p>Replacement notice boards on a “like for like” basis can be done under Schedule B providing they meet the criteria laid out in the Notice Board Leaflet.</p> <p>New and additional notice boards require Faculty.</p>
Organs, Harmoniums & Pianos	<p>Tuning and routine adjustment of organs and harmoniums.</p> <p>Tuning and maintenance of pianos using matching materials.</p> <p>Anything which involves taking an organ apart requires Faculty permission.</p>
Rainwater goods	<p>Clearance of vegetation from drains, gulleys, walls and roofs (including the minimal use of chemical sprays).</p> <p>Regular clearance of gutters and down pipes and rodding of drains.</p> <p>Overhaul or repair of gutters and down pipes.</p>

Rainwater goods continued	Clearance De-rusting and repainting in existing colours with a suitable rust-proof paint of gutters and down pipes.
Roof	Repairs to roofing felt. Replacement of copings on a like for like basis. Repairs to chimneys and flues. Replacement of broken roof tiles or slates. Renewal of flashings. Small areas of lead burning – you must advise your insurer of the proposed works prior to undertaking them.
Miscellaneous	Overhaul of ventilators. Repair or replacement (like for like) and fire-proofing of ordinary carpets. Not including Persian carpets, etc. Repair or replacement (like for like) and fire-proofing of ordinary curtains. Not including tapestries, etc. Replacement of bird netting.
Moveable items	
Books	Introduction, replacement or disposal of Bibles and Service Books (excluding Lectern Bibles, hand bound or other valuable books provided any replacement volumes are approved by the General Synod under the provisions of the Church of England Worship and Doctrine Measure 1974), hymn books and books of music.
Fabrics	Introduction or disposal of surplices, albs, cassocks, choir robes or vergers' robes – all on a like for like basis. Introduction, disposal, positioning or re-positioning of altar linen, but excluding frontals and falls.
Furniture	Introduction, disposal, positioning or re-positioning of a moveable hymn board and the introduction or disposal of small moveable bookcases, display stands or flower stands. Introduction or disposal of furniture in church halls and rooms unless it be of substantial value. Introduction of furniture, furnishings or minor fixtures into separate vestries. This does not include , for example, the installation of safes, sinks or large vestment chests.
Miscellaneous	Introduction, replacement or disposal of inexpensive pottery or glass cruets or vases, small numbers of kneelers, hassocks, pew runners and cushions. Introduction for no longer than three months in any one year of decorative banners or boards, exhibitions, Christmas cribs and Easter gardens.
Registers	Purchase of new registers (but not Books of Remembrance) Deposit of closed registers and other parochial records in the Diocesan Record Office.

Commemorative plaques and inscriptions

Any of the above items may have a commemorative plaque or inscription where:

- a. the wording merely states that it is in memory of a particular person and gives his or her dates of birth and death, together (if so desired) with a scriptural reference; and
- b. the inscription is on the underside of the particular item or the plaque is no larger than 3.5" x 2".

In all other instances, a faculty will be required.



Schedule B

DAC recommendation required resulting in written permission

Schedule B lists minor matters relating to churches, which may be undertaken without a faculty but which must be recommended by the DAC and may not be undertaken until written permission has been received in the parish. For this permission the prior conditions as set out below must be satisfied.

Exclusions

Any matters concerning items, which, in their own right, are of historic, architectural or archaeological importance will require a faculty.

Schedule B Criteria, conditions and procedure

These may not be repeated in a series of small "bites" so as to avoid the need for a faculty.

The following conditions must be fulfilled to comply with this level of permission:

The applicants must provide:

- a. a full explanation of the proposal (including the name of the architect) to include specifications and quotes, drawings, plans, reports, manufacturers' brochures and photographs where relevant;
- b. a copy of the Resolution of the PCC authorising the work, together with the voting figures;
- c. written assurance that there is no reason to suppose that the proposals would be opposed by any significant body of opinion in the Parish, and
- d. written assurance that the work has not yet commenced.

The applicants must await authority to proceed. If the DAC recommends the proposals, the Secretary to the Committee will refer the matter (together with its written advice) to the Archdeacon for his approval and, if so approved, a letter of authority will be issued. This letter must be entered into the Log Book.

If at any stage, it is considered that the matter should be dealt with by faculty, then the applicants will be advised.

Where any work is carried out in accordance with these regulations, it shall be done in accordance with any guidelines issued by the DAC, a record of the work shall be entered in the log book and any item acquired shall be recorded in the inventory.

Minor fabric repairs and maintenance

Bells	Inspection and routine maintenance by expert labour of: <ul style="list-style-type: none">• Bell clappers• Bell frames• Bell bearings
Brickwork & Stone	Small areas of pointing. Replacement of small areas of stone or brick.
Carpentry & Joinery & Woodwork	Repairs of louvers Modern doors and furnishings Provision of bird netting Provision or renewal of bolts or locks provided there is no interference with fabric of historic importance Timber treatment (except where bats are present when it is not permissible as they are a protected species)
Churchyards	Repairs to wall, fences and gates (where there are no archaeological implications) and the wall is not listed in its own right Repairs to existing drains Re-surfacing of paths in the same materials – different materials will require faculty permission and consultation with the local planning authority Planting of trees or hedges (except major planting scheme) Introduction of churchyard seats provided that they are fixed in a specified manner (any other form of fixing or requests to site them onto concrete bases etc will require a faculty) The cleaning and/or restoration of personal memorial stones off site The cleaning and/or restoration of war memorials, or public memorials of any other kind.
Clocks	Minor repairs and overhauls including: <ul style="list-style-type: none">• Repainting / restoring clock faces to match original• Alterations to striking trains to prevent striking at night – provided it is done by methods external to the clock which do not require disturbance or removal of any historic clock mechanism.
Electrical	Installation and routine maintenance (by approved NICEIC electricians) of: <ul style="list-style-type: none">• Security lights and alarms• Fire alarms and smoke detectors• New electrical socket or light fitting (if existing capacity sufficient)• Loop systems – sound amplification systems require faculty• Organ blowers
Electrical continued	<ul style="list-style-type: none">• Clock winding gear• Removal of faulty lightning conductor

- Replacement of amplifiers, microphones, speakers (like for like)
- Please note** – except for maintenance, each of these electrical matters also requires insurers’ agreement.

Fire extinguishers	Introduction or disposal of fire extinguishers.
Floors	Minor floor repairs to stone or pew platforms where there are no archaeological implications.
Heating	<p>Replacement and repair of:</p> <ul style="list-style-type: none"> • Pumps • Boilers • Heating mechanisms and radiators <p>In respect of replacement or repair of the above items under this paragraph, the cost or value limit is £8,000 (exclusive of VAT). All provided that the proposed works do not affect the appearance of the church.</p> <p>(NB – these matters should also be advised to your insurers and their agreement ascertained)</p> <p>This permission does not include changing to a different kind of system or the introduction of gas, oil or electrical supply.</p> <p>Any scheme requiring excavation in the churchyard will require a faculty.</p>
Investigations	<p>Archaeological – see E.A.E.</p> <p>Heating and electrical systems</p> <p>Leaks</p> <p>Parapet gutters</p> <p>Settlement</p> <p>Timbers</p>
Miscellaneous	<p>Introduction or disposal of:</p> <ul style="list-style-type: none"> • Tell tales • Oil tank and stand • Ramps and handrails – also requires consultation with local planning authority if external to the church • Renewal or replacement of flagpoles or weather vanes (but not lightning conductors) • Overhaul of ventilations
Plaster & Render	Small areas of plastering or rendering (where there are no archaeological implications or wall paintings – in these cases faculty is required)
Rainwater goods	Overhaul or replacement of gutters and down pipes – with cast iron or powder coated cast aluminium to the original profile. The replacement of plastic guttering or down pipes with cast iron or powder coated cast aluminium guttering or down pipes to the appropriate profile.
Redecoration	Areas of redecoration (less than the whole church or less than the whole nave or chancel) with agreed materials provided that the same colour is used as previously.

Marking of steps for safety purposes.

Roof

Small areas of lead burning – any permission will have a proviso that you advise your insurer of the proposed works.

Repairs to roofing felt.

Replacement of copings.

Repairs to chimneys and flues.

Replacement of broken roof tiles or slates.

Renewal of flashings.

Windows

Replacement of broken window panes – except complete stained or historic glass window repairs which will require a faculty.

Renewal of window guards (but not in galvanised steel) preferred option is for powder coated stainless steel wire grids. If materials are to change you must consult with the local planning authority in addition to the DAC.

Moveable items

Fabrics

Introduction or disposal of:

- All or a substantial number of kneelers, hassocks and cushions
- Curtains in vestry or tower (where unseen from the body of the church)

Replacement with items solely displaying traditional Christian symbolism of:

- Vestments, altar frontals and falls – alternative designs will require a faculty.

Disposal of minor items of furnishing and fabric, which are of no historical or artistic merit.

Furniture

Introduction or disposal of:

- Cupboards or safes in vestry
- Flower stands
- Freestanding display boards
- Hymn boards
- Small moveable bookcases

Dehumidifiers

Dehumidifiers – only with the support of the Inspecting Architect and with an explanation of the need for their use.

Commemorative plaques and inscriptions

Any of the above items may have a commemorative plaque or inscription where:

- a. the wording merely states that it is in memory of a particular person and gives his or her dates of birth and death, together (if so desired) with a scriptural reference; and
- b. the inscription is on the underside of the particular item or the plaque is no larger than 3.5" x 2".

In all other instances, a faculty will be required.

If you are unsure about which permission is required or are in need of advice or assistance, please contact:

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For further information and guidance, please contact

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