

Consulting Historic England, the CBC, the National Amenity Societies, and LPAs

Rule 4.1 Faculty Jurisdiction Rules 2015 (as amended) – Before starting proceedings in the consistory court applicants should consult the DAC and where Rules 4.5 or 4.6 apply, consult the relevant bodies, on the works or proposals. All of this is done via the Online Faculty System (OFS) in the following stages:

- Intending applicants start a faculty application via the OFS, completing Standard Information Form 1A and uploading any relevant designs, plans, photos, reports, correspondence etc in support of their proposal.
- DAC will provide Initial Advice, including which of the relevant bodies should/must be consulted, or Final Advice if no further consultation is necessary.

	Period	Consultation
Statutory Bodies (HE and CBC)		
Historic England (HE)	Any	<p>You must consult HE (Rule 4.5) if the proposals:</p> <p>(1) (a) involve demolition of a Grade I or II* listed building or its alteration or extension to such an extent as would be likely to affect its character as a building of special architectural or historic interest;</p> <p>(b) comprise the complete demolition of a Grade II listed building or removal of all, or a substantial part, of the structure of its interior (including any principal internal elements such as staircases, galleries, load-bearing walls, floor or roof structures and major internal fixtures such as pews, screens and organs); or</p> <p>(c) are likely to affect the archaeological importance of any building or of remains within the building or its curtilage.</p>
Church Buildings Council (CBC)	Any	<p>You must consult the CBC (Rule 4.6) if the proposals:</p> <p>(1) (a) involve demolition of a Grade I or II* listed building or its alteration or extension to such an extent as would be likely to result in harm to its character as a building of special architectural or historic interest;</p> <p>(b) involve demolition of a Grade II listed building or its alteration or extension to such an extent as would be likely to result in substantial harm to its character as a building of special architectural or historic interest or to its setting; or</p> <p>(c) are likely to affect the archaeological importance of a building or of remains within the building or its curtilage.</p> <p>(2) (a) involve the conservation, alteration or disposal of an article of special historic, architectural, archaeological or artistic interest;</p> <p>(b) involve the introduction of an article of special historic, architectural, archaeological or artistic interest (including new work) in a Grade I or II* listed building;</p> <p>(c) involve the alteration, extension or re-ordering of a church in a way that is likely significantly to affect the setting of an article of special historic, architectural, archaeological or artistic interest;</p> <p>(d) the movement or removal of an article of special historic, architectural, archaeological or artistic interest such that the article might be adversely affected unless special precautions are taken.</p> <p>(3) ... are such that the DAC considers that the CBC's advice would be of particular assistance.</p>

Notes re CBC consultation:

(i) The CBC would **expect** to be consulted about cases which involve significant impact to Grade I and Grade II* listed church buildings, i.e. resulting in a lasting change to a church building, its interior or setting. The CBC have produced a useful grid - cases should be referred if they tick 2 or more shaded boxes. (e.g. new extension on existing footprint of Grade II* building would need high impact to be considered for referral).

	<i>Grade I</i>	<i>Grade II*</i>	<i>Grade II</i>
IMPACT	High	high	high
	moderate	moderate	moderate
	low	low	low
PROPOSAL			
Major liturgical reordering	yes	yes	yes
Major reordering and reseating	yes	yes	no
Major lighting schemes	yes	yes	no
Subdivision	yes	yes	no
Entirely new extensions	yes	yes	yes
Extensions on existing footprint	yes	yes	no
Landscape and curtilage	yes	yes	no
Archeological remains	yes	no	no
Affecting ancient trees, protected species, wildlife	yes	yes	yes

(ii) As regards “articles of particular historic, architectural, archaeological or artistic interest” the type of thing that it is helpful to refer includes:

- Monuments (all historic monuments and 19th century and later monuments with special historic or local significance)
- Churchyard structures Listed Grade I and II*
- Timberwork (all historic timberwork and 19th century and later timberwork that provides an intact example of the architect’s or craftsman’s work)
- Historic metalwork (including external railings) and church plate
- Textiles (all historic textiles and 19th century and later works with known artist/maker)
- Historic books and manuscripts
- Wall paintings (all historic wall paintings and 19th century and later works with known artist/maker)
- Historic and/or artistically significant paintings on canvas and wood
- Historic and/or artistically significant stained glass and plain historic glazing (all historic stained glass and 19th century and later work with known artist/maker)
- Organs (particularly those having a BIOS Historic Organs Certificate) that are intact examples of their builder’s work and/or instruments of outstanding character
- Bells (particularly works that involve change to or loss of a bell or bell frame) identified on the CBC’s list of bells and bell frames of high historic significance). This includes proposed tuning and recasting; works that involve loss of timber frames or conservation of frames including significant amounts of new material
- Clocks (all proposals involving timber framed clocks; works involving change to or relocation of metal/metal and timber framed clocks; total loss of any clock).

(iii) Other factors which might prompt a referral:

- Novel or unusual proposals which may set a precedent that could help CBC disseminate knowledge/experience
- Cases where there are widely differing views

		<ul style="list-style-type: none"> • Cases where the DAC cannot provide expert advice, or such advice is at variance with others' views • Sensitive context (e.g. historic importance, major visitor attraction) • Untypical and historic buildings services installations
National Amenity Societies – NB: When consulting via the Online Faculty System, use the generic email address for the Joint Committee of the National Amenity Societies		
		<p>You must consult with each national amenity society which has an interest in works or other proposals (Rule 4.5) if the proposals:</p> <p>(2) (a) involve demolition of a listed building of any grade or its alteration or extension to such an extent as would be likely to affect its character as a building of special architectural or historic interest; or (b) involve demolition affecting the exterior of an unlisted building in a conservation area.</p> <p>(3) The question of whether a national amenity society has an interest is to be determined by reference to the age of the building (or the relevant part of it) and the likely effect on it of the proposals.</p>
AMS	Any	<p>Conservation of ancient monuments, historic buildings and fine old craftsmanship.</p> <p>'Ancient Monument' - any man-made structure of architectural or historical interest – including ... churches and chapels (though less likely). May comment on works to outside of church.</p>
CBA		Less likely (unless Scheduled Ancient Monument or significant archaeological remains)
SPAB	Pre-1700	More general concern for conservation theory and practice
Georgian Group	1700 to 1837	<p>Works of alteration and demolition of buildings containing fabric and fittings which date from 1700 to 1837.</p> <p>Works significantly affecting setting of buildings/structures constructed 1700 to 1837 or the character of parts of historic environment with primarily Georgian character.</p>
Vic Soc	1837 to 1914	<p>Victorian 1837-1901</p> <p>Edwardian 1901-1914</p>
20th Cent Soc (TCS)	1914 onwards	

Planning		
Local Planning Authority	Any	<p>You must consult with the local planning authority (Rule 4.5) where works:</p> <p>(4) (a) involve demolition of a listed building of any grade or its alteration or extension to such an extent as would be likely to affect its character as a building of special architectural or historic interest; (b) are likely to affect the archaeological importance of a building or remains within the building or its curtilage; or (a) involve demolition affecting the exterior of an unlisted building in a conservation area.</p> <p><u>Notes:</u> In addition to the above, planning permission may be required for :</p> <p>1. Development affecting the exterior of a listed building (or of an unlisted building in a conservation area). Planning authorities must have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest. ‘Development’ is defined in Section 55 of the Town and Country Planning Act 1990 as the carrying out of building... operations... or the making of any material change of use.</p> <p>Building operations in this context:</p> <ul style="list-style-type: none"> • include demolition; rebuilding; structural alterations of or additions to buildings; and other operations normally undertaken by ... a builder; but • exclude works carried out for the maintenance, improvement or other alteration of any building which— <ul style="list-style-type: none"> (i) affect only the interior, or (ii) do not materially affect the external appearance of the building. <p>2. Change of use to a use falling outside planning class D1 for places of worship, or not directly related to a church’s charitable activities. Examples include: installation of a telecomms mast; use of part of the building as a Post Office.</p>

Period		From	To
Early Medieval	From breakdown of Roman rule in Britain to Norman invasion in 1066; monuments of post Roman, Saxon and Viking date.	410	1066
Medieval	From Norman invasion to dissolution of monasteries.	1066	1540
Tudor	The reign of Tudor monarchs	1485	1603
Post Medieval	From dissolution of monasteries to death of Queen Victoria.	1540	1901
Elizabethan	The reign of Elizabeth I of England	1558	1603
Stuart	The reign of Stuart kings	1603	1714
Jacobean	The reign of James I of England (VI of Scotland)	1603	1625
Hanoverian	The reign of Hanoverian kings	1714	1837
Georgian	Dating to or characteristic of the reigns of any of first four kings of Great Britain called George	1714	1830
Victorian	The reign of Queen Victoria	1837	1901
Edwardian	The reign of Edward VII	1902	1910
20th Century ('Modern')	Early	1901	1932
	Mid	1933	1966
	Late	1967	2000