

## **List A, List B and Additional Matters**

**(at May 2024)**

The text below is a consolidation of the notes attached to the Faculty Jurisdiction Rules 2015, List A matters and List B matters (all as at July 2022) and Additional Diocesan Matters (at May 2024).

### **General notes**

List A, List B and the Additional Matters Order together set out those matters which may generally be undertaken without a Faculty.

However, there are some matters which, despite their *apparent* inclusion in List A or List B, still require a Faculty. They are:

- works which involve alteration to or the extension of a listed building to such an extent as would be likely to affect its character as a building of special architectural or historic interest
- works which are likely to affect the archaeological importance of a building or any archaeological remains within a building or its curtilage
- works for which scheduled monument consent is required under the Ancient Monuments and Archaeological Areas Act 1979
- works which involve the extension, demolition or partial demolition of a building or the erection of a new building
- a matter which gives rise to a question of law or doctrine, ritual or ceremonial or which would affect the legal rights of any person
- the exhumation or other disturbance of human remains
- the reservation of a grave space
- the sale or other disposal of an article of architectural, archaeological, artistic or historic interest
- the sale of any book remaining in or belonging to a parochial library
- the introduction of an aumbry or another receptacle used for the reservation of the sacrament of Holy Communion
- the introduction of a monument, or the carrying out of work to a monument erected in or on, or on the curtilage of, a church or other consecrated building or on consecrated ground.

(Application may also be made to the Chancellor for directions as to matters not included in List A or List B that are of such a minor nature that they may be undertaken without a faculty).

If in doubt, seek advice from the DAC Secretary.

### **Net zero guidance**

Where you are seeking List B permission for a matter to which the Church Buildings Council's net zero guidance applies, your proposal must include an explanation of how you have had due regard to that guidance.

**List A, List B and Additional Matters** – see the three lists below

## List A

### Matters which may be undertaken without a faculty and without consultation

| <i>Matter</i>   | <i>Specified conditions</i>  |
|---|--|
| <b>A1. Church building etc.</b>   |  |
| (1)(a) Works of maintenance, not involving repair or substantial replacement of material, carried out as part of the regular course of care and upkeep of the building  | The parochial church council's insurers are notified if external scaffolding is to be erected  |
| (b) Works of repair not materially affecting the fabric or any historic material  |  |
| (2) Repairs and replacement of fittings in existing kitchens, lavatories, office accommodation and other ancillary rooms  |  |
| (3) Like for like repairs to window glass   | The works do not include repairs to stained glass or to clear glass manufactured before 1960   |
| (4) The repair or like for like replacement of wire mesh window guards  | Only non-corroding fixings are used and, where practicable, are fixed in mortar joints   |
| (4A) Draught proofing an external door or window  | The works do not affect the overall appearance or operation of the door or window and do not involve the replacement of a component  |
| (5) The treatment of timber against beetle or fungal activity where the church is not a listed building   | The works do not involve the replacement of timber   |
| (6) Works of maintenance, repair and adaptation (not amounting to substantial addition or replacement but including rewiring) to existing—<br>(a) heating systems (including the replacement of control equipment and the insulation of pipes in the boiler room and ancillary service areas)<br>(b) gas, water or other services<br>(c) lighting installations, other electrical installations and other electrical equipment (but not the replacement of light fittings, and see matter B1(8)(b) in List B as to fittings for low-energy lamps) | The works do not involve making additions to an electrical installation<br><br>Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998)<br><br>Any work to an oil-fired heating system or to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))<br><br>In the case of adaptation, the parochial church council's insurers are notified of the proposals |
| (7) (a) The replacement of a boiler in the same location and utilising an existing non-fossil fuel supply and existing pipe runs, whether with existing or similar pipe runs (See matter B1(5) in List B for replacement using different fuel supply)   | The works do not involve the creation of a new external flue<br><br>The parochial church council's insurers are notified of the proposals  |
| (b) The replacement of a flue liner   |  |

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| (8) The like for like replacement of roof lead or other material covering the roof of a building which is not a listed building                           | The original introduction of the material being replaced was authorised   |
|   | The installation of roof insulation is considered   |
|   | The parochial church council's insurers are notified of the proposals   |
| (9) The installation of a roof alarm (including an alarm with an image capture facility)  | The amount of associated cabling is kept to the minimum that is reasonably practicable  |
|   | The parochial church council's insurers are notified of the proposals   |
|   | Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6)) |
| (10) The application of forensic marking on roof lead or other material covering a roof or to rain water goods or flashings                               |   |
| (11) Work to an existing lightning conductor or to an earth mat connected to an existing lightning conductor  | The parochial church council's insurers are notified of the proposed work   |
|   | The parochial church council is satisfied that the person who is to undertake the work has the necessary skill and experience                             |
| (12) The replacement or introduction of a weathervane on a church which is not a listed building  |   |
| (13) The repair, maintenance, removal, disposal or replacement of a flagpole  | Only non-corroding fixings are used where a flagpole is repaired or replaced  |
| (14) The introduction, removal or disposal of furniture, furnishings, office equipment and minor fixtures (including safes) in vestries and similar rooms | The existing use of the vestry or similar room is not changed   |
|   | No article of historic or artistic interest is removed or disposed of   |
| (15) The introduction, removal or disposal of fire extinguishers  | Any instructions from the supplier or the parochial church council's insurer in relation to their type or location is complied with                       |
| (16) The making of additions to an existing name board  | The board is not a war memorial or roll of honour   |
|   | The addition is in the same style (including colour and materials) as existing names on the board   |
| (17) The installation of bat boxes as part of a bat management programme  |   |
| (18) The introduction of anti-roosting spikes   | Only non-corroding fixings are used and, where practicable, are fixed in mortar joints  |
| (19) The installation of bird netting to tower windows  |   |

(20) The adaptation of an existing sound reinforcement system

Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))

In the case of a church which is a listed building, no alteration is made to existing fixings or cable runs (but see matter B1(13) in List B)

(21) The introduction of a defibrillator in a church which is not a listed building

## **A2. Musical instruments**

(1) The introduction or disposal of musical instruments (other than pipe organs and non-portable electronic organs) and associated equipment

No article of historic or artistic interest is disposed of

(2) The routine tuning and maintenance of organs and pianos

In the case of organs, any works do not involve tonal alterations, changes to the action or major dismantling of the instrument

(3) The repair or replacement of electrical motors and humidification equipment for organs

Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))

## **A3. Bells etc.**

(1) The inspection and routine maintenance of bells, bell fittings and bell frames

No tonal alterations are made to any bell

No bell is lifted from its bearings

(2) The repair and maintenance of clappers, crown staples (including re-bushing) and bell wheels

Works do not include the re-soling or re-rimming of a bell wheel

No bell is lifted from its bearings

(3) The repair or replacement of bell stays, pulleys, bell ropes (including in Ellacombe apparatus), rope bosses, sliders or slider gear

No bell is lifted from its bearings

(4) The repainting of metal bell frames and metal bell fittings

No bell is lifted from its bearings

(5) The like for like replacement of a wrought iron clapper shaft

## **A4. Clocks**

(1) The inspection and routine maintenance of clocks and clock dials

Works do not include re-painting or regilding of clock dials or repainting clock movements

(2) Maintenance and like-for-like repairs, without removing the clock from the church, of:

- (a) ratchets, clicks and click springs on flies
- (b) locking levers
- (c) pulleys
- (d) broken hands
- (e) clock hammers and their springs

(3) Replacement of:

- (a) weight lines
- (b) suspension springs
- (c) fixings of clock dials

(4) The reinstallation of disconnected hands and numerals

Works do not include re-painting or regilding of clock dials or repainting clock movements

(5) Repairs to bell cranks and clock bell hammers

(6) The upgrading of electrical control devices and programmers

Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))

#### **A5. Church contents**

(1) The repair of woodwork, metalwork and movables

Matching materials are used

The repair does not involve any works to:

- woodwork or metalwork of historic or artistic interest
- Royal coats of arms
- hatchments or other heraldic achievements
- paintings
- textiles of historic or artistic interest
- church plate (including candlesticks and crosses)

(2) The application to articles of forensic marking

No article of historic or artistic interest is marked without first obtaining specialist advice

(3) The introduction, removal or disposal of kneelers, hassocks, pew runners and cushions

The introduction, removal or disposal of the articles does not result in a major change to the overall appearance of the church

No article of historic or artistic interest is removed or disposed of

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| <p>(4) The introduction, removal or disposal of—</p> <ul style="list-style-type: none"> <li>(a) movable bookcases</li> <li>(b) books</li> <li>(c) free-standing noticeboards</li> <li>(d) movable display stands</li> <li>(e) cruets</li> <li>(f) vases and flower stands</li> <li>(g) hymn boards</li> <li>(h) altar linen (but not altar frontals or falls)</li> <li>(i) flags and banners used for temporary displays (but not the laying up of flags, or the removal or disposal of flags that have been laid up)</li> <li>(j) the Union flag or St George's flag (with or without the diocesan arms in the first quarter) for flying from the church</li> <li>(k) portable audio-visual equipment</li> <li>(l) wi-fi routers</li> <li>(m) equipment for card payment systems</li> </ul> | <p>No article of historic or artistic interest is removed or disposed of</p> <p>No article being introduced is fixed to historic fabric</p>                   |
| <p>(5) The removal or disposal of—</p> <ul style="list-style-type: none"> <li>(a) redundant sound reinforcement equipment</li> <li>(b) carpet</li> <li>(c) free-standing chairs (but not pews, benches or stalls)</li> </ul>   | <p>No article of historic or artistic interest is removed or disposed of</p>  |
| <p>(6) The like for like replacement of carpet or the introduction or replacement of movable floor coverings between individual pews</p>   | <p>Only breathable material is used</p> <p>No article of historic or artistic interest is removed or disposed of</p>  |
| <p>(7) Treatment of fixtures and furniture against beetle or fungal activity</p>   | <p>No material of historic or artistic interest is treated</p> <p>(See matter B4(6) in List B for treatment of material of historic or artistic interest)</p> |
| <p>(8) The replacement of curtains (other than curtains and other hangings associated with an altar)</p>   | <p>No article of historic or artistic interest is removed or disposed of</p>  |
| <p>(9) The introduction of free-standing chairs in a church which is not a listed building</p>   |   |
| <p>(10) The introduction, in a church which is a listed building, of additional free-standing chairs of a design which has previously been introduced in the church under the authority of a faculty</p>   |   |
| <p>(11) The introduction of a fixed internal noticeboard (including in a porch) in a church which is not a listed building</p>   |   |

**A6. Church halls and similar buildings  
subject to the faculty jurisdiction**

(1) Works of maintenance and repair to the building and the replacement of fittings in the building

(2) The introduction, removal or disposal of furniture and fittings

No article of historic or artistic interest is removed or disposed of

(3) Replacement of material covering the roof where neither the church nor the church hall or similar building is a listed building

The installation of roof insulation is considered

(4) The introduction of a defibrillator in a building which is not a listed building

**A7. Churchyard etc.**

(1) The introduction and maintenance of equipment for maintenance of the church and churchyard

(2) The repair of paths and other hardsurfaced areas, including resurfacing in the same materials and colour

(3) The introduction of unwired lighting to mark the edge of a path

(4) The maintenance of fences, walls and gates (including lychgates and stiles), not involving repair or replacement, carried out as part of the regular course of care and upkeep of the fence, wall or gate

Any new disturbance below ground level is kept to a minimum

(5) Repairs to, and like for like replacement of, fences and gates other than lychgates, walls or historic railings

Any new disturbance below ground level is kept to a minimum

(See matters B6(2) and (3) in List B for repairs to walls and lychgates)

(6) The repair, repainting or like for like replacement of a noticeboard

The wording on the board is not changed except for the purpose of updating existing information that is included on the board

In the case of replacement:

— the Town and Country Planning (Control of Advertisements) (England) Regulations 2007 are complied with,

— the replacement noticeboard is not illuminated, and

— any new disturbance below ground level is kept to a minimum

(7) The grant by the incumbent of a licence for grazing in the churchyard

The licence is in a form approved by the chancellor

(8) The disposal of gas and oil tanks (and associated pipe work)

(See matter B6(4A) in List B for replacement of gas tanks)

No works of excavation are involved

The local planning authority is notified of the proposal

Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use Regulations 1998)

Any work to an oil-fired heating system is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))

(9) The introduction, replacement or disposal of a flagpole not attached to the church building

The local planning authority is notified of the proposal

Any new disturbance below ground level is kept to a minimum

(10) The introduction of a defibrillator where the church is not a listed building

(11) The installation in the churchyard or elsewhere in the curtilage of the church of an upstand with an electrical outlet mounted on it for recharging an electric vehicle, where the church is not a listed building

The upstand and outlet together do not exceed 1.6 metres in height from the level of the surface used for parking vehicles

Any new disturbance below ground level is kept to a minimum

The upstand is situated in an area which may be lawfully used for off-street parking

The upstand is not situated within 2 metres of a highway

No more than one upstand is provided for each parking space

The work is carried out by a body or person who is registered with the relevant government department or other body responsible for accreditation

## **A8. Trees**

(1) The felling, lopping or topping of a tree the diameter of any stem of which does not exceed 75 millimetres (measured over the bark at a height of 1.5 metres above ground level)

The works do not relate to any tree in respect of which a tree preservation order is in force or which is in a conservation area

Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards



(2) The lopping or topping of any tree—that is dying or dead; or has become dangerous

Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards

(3) The removal of dead branches from a living tree

Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards

### **List B**

#### **Matters which may be undertaken without a faculty subject to consultation with Archdeacon**

##### *Matter*

##### *Specified conditions*

#### **B1. Church building etc.**

(1) Works of repair affecting the fabric or historic material

The repair does not introduce material of a type that does not already form part of the fabric or historic material that is to be repaired

The repair does not involve the substantial replacement of a major part of the fabric or of historic material

Details of any materials to be used are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter

The works do not involve any new disturbance below ground level

The parochial church council's insurers are notified if external scaffolding is to be erected

(2) The installation of a wall offertory box

The installation does not affect historic fabric

(3) Works of external or internal redecoration (other than to areas of historic wall painting, even if already painted over)

Details of materials and colours are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter

The overall appearance of the building is not changed

The parochial church council's insurers are notified if external scaffolding is to be erected

(4) The treatment of timber against beetle or fungal activity where the church is a listed building

The works do not involve the replacement of timber

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| (5) The replacement of a boiler, whether in the same or substantially the same location and utilising, whether with existing or similar pipe runs— | Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998 |
| (a) a non-fossil fuel supply in place of a fossil fuel supply, or  | Any work to an oil-fired heating system is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))  |
| (b) a different non-fossil fuel supply   | The parochial church council's insurers are notified of the proposals   |
| (See matter A1(7)(a) in List A for replacement using existing non-fossil fuel supply)  | The original introduction of the material being replaced was authorised   |
| (6) The like for like replacement of roof lead or other material covering the roof of a listed building  | The installation of roof insulation is considered   |
| (6A) The installation of roof insulation in a church which is not a listed building  | The parochial church council's insurers are notified of the proposals   |
| (7) The installation of lighting and safety equipment  | The insulation material is chosen, and the method of installing the material is decided upon, after obtaining specialist advice   |
|  | The lighting or other equipment:<br>— is installed only in a part of the church (such as a tower or crypt) that is not normally visible to the public, or<br><br>— when installed will not be visible from ground level   |
| (8)(a) The extension of an existing lighting system  | Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))   |
| (b) The replacement of light fittings with fittings suitable for low-energy lamps  | The installation will not affect any graves or vaults   |
| (9) The installation of a lightning conductor or the connection of an earth mat to a lightning conductor   | The parochial church council's insurers are notified of the proposals   |
|  | The parochial church council is satisfied that the person who is to undertake the work has the necessary skill and experience   |

(10) The installation of closed circuit television for security purposes

Details of cameras and other equipment, their proposed location and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter

Regard is had to any guidance issued by the Church Buildings Council relating to privacy and the protection of personal data

Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))

(11) The installation of security and fire alarms

Details of equipment, its proposed location and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter

Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))

(11A) The installation of equipment for receiving, or for receiving and sharing, wireless broadband services

The equipment does not adversely affect the church's protection against lightning

Any cable runs are secured so as to minimise the risk that they become loose

Details of the equipment, its proposed location and the location and securing of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter

In the formulation of those details, regard is had to the desirability of avoiding loss of or damage to historic material

The diocesan registrar is consulted on the terms of any proposed contract for the sharing of the wireless broadband services

(12) The installation of locks (including timed and other electronic locking devices)

(13) The installation of a sound reinforcement system or loop system (including a control desk) or the alteration of an existing system

(14) The introduction of a defibrillator in a church which is a listed building

(14A) The mounting of an electrical outlet for recharging an electric vehicle on an external wall of a church which is not a listed building

The outlet is mounted at a height not exceeding 1.6 metres from the level of the surface used for parking vehicles

Any new disturbance below ground level is kept to a minimum

The wall is adjacent to an area which may be lawfully used for off-street parking

The wall is not situated within 2 metres of a highway

The work is carried out by a body or person who is registered with the relevant government department or other body responsible for accreditation

(15) The introduction of fixed audio-visual equipment in a church which is not a listed building

Details of equipment, its proposed location and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter

(16) The removal of asbestos

Works, other than works of minor reinstatement and repair, will not be required following the removal of the asbestos

(17) The refurbishment of facilities for serving refreshments

The original introduction of the facilities being refurbished was authorised

(18) The removal of partitions or divisions that did not form part of the original construction of a church which is not a listed building

(19) The introduction of bird boxes

(20) The installation of photovoltaic panels on a church which is not a listed building or in a conservation area

## **B2. Bells etc.**

(1) The lifting of a bell to allow the cleaning of bearings and housings

Regard is had to any guidance issued by the Church Buildings Council

No modification is made to the manner in which any bell may be sounded

No historic material is modified or removed

(2) The like for like replacement of—

Regard is had to any guidance issued by the Church Buildings Council

(a) bearings and their housings

The works do not involve the drilling or turning of the bell

(b) gudgeons

(c) crown staple assembly

(d) steel or cast iron headstocks

No modification is made to the manner in which any bell may be sounded

(e) wheels

No historic material is modified or removed

(3) The replacement of—  
(a) bell bolts  
(b) a wrought iron clapper shaft with a wooden-shafted clapper

Regard is had to any guidance issued by the Church Buildings Council

No modification is made to the manner in which any bell may be sounded

No historic material is modified or removed

(4) The treatment of timber bell frames with preservative or insecticide materials

(5) The re-pinning or re-facing of hammers in Ellacombe apparatus

Regard is had to any guidance issued by the Church Buildings Council

No modification is made to the manner in which any bell may be sounded

No historic material is modified or removed

(6) The installation of an electric silent ringing device for the training of ringers

Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))

The device is installed in a location not normally visible to the public

No alteration is made to the fittings of the bells other than the installation of electric contacts and wires

The device does not adversely affect the church's protection against lightning

(7) The installation of a sound control measure in a belfry

Any fixings are made into mortar

(8) The introduction of peal boards in a location not normally visible to the public

### **B3. Clocks**

(1) Alterations to striking trains to prevent striking at night

No part of the clock movement is affected

(2) The repair or replacement of electrical or electronic clocks manufactured after 1950

### **B4. Church contents**

(1) The repair and maintenance of church plate (including candlesticks and crosses) not of historic or artistic interest

(2) The replacement of an electronic organ (but not of a pipe organ)

The original introduction of the electronic organ being replaced was authorised

The replacement electronic organ is on a similar scale to the electronic organ being replaced

(3) Like for like repairs and works of conservation to a pipe organ

The archdeacon is satisfied, having regard to the advice of the diocesan advisory committee or a member or officer of the committee, that the person who is to carry out the work has the necessary skill and experience

(4) The installation of humidification equipment for a pipe organ

The archdeacon is satisfied, having regard to the advice of the diocesan advisory committee or a member or officer of the committee, that the person who is to carry out the work has the necessary skill and experience

Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))

(5) The replacement of carpets or other floor covering and underlay other than movable floor coverings between individual pews (see matter A5(6) in List A for like of like replacement of carpets and introduction or replacement of movable floor coverings between individual pews)

Only breathable material is used

No article of historic or artistic interest is replaced

(6) Treatment of fixtures and furniture against beetle or fungal activity (see List A for treatment of material not of historic or artistic interest)

(7) The introduction of a book of remembrance and stand

(8) The introduction of a stand for candles

(9) The introduction of a fixed internal noticeboard (including in a porch) where the church is a listed building

(10) The introduction of an electrical heating appliance not forming part of a heating system

Details of the appliance, its proposed location and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter

Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))

(10A) The installation of an electrical heating system for attachment to pews made in or after 1850 and which are not of historic interest

Details of the appliances, their proposed location and fixing and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter

Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))

No article of historic or artistic interest is removed or disposed of

(11) Works of repair to altar frontals and falls

No work is carried to an article of historic or artistic interest

(12) Disposal of redundant altar frontals and falls

No article of historic or artistic interest is disposed of

**B5. Church halls and similar buildings subject to the faculty jurisdiction**

(1) The introduction of a defibrillator in a building which is a listed building

(2) The installation of roof insulation in a building which is not a listed building

The insulation material is chosen, and the method of installing the material is decided upon, after obtaining specialist advice.

(3) The mounting of an electrical outlet for recharging an electric vehicle on an external wall of a building which is not a listed building

The outlet is mounted at a height not exceeding 1.6 metres from the level of the surface used for parking vehicles

Any new disturbance below ground level is kept to a minimum

The wall is adjacent to an area which may be lawfully used for off-street parking

The wall is not situated within 2 metres of a highway

The work is carried out by a body or person who is registered with the relevant government department or other body responsible for accreditation

(4) The installation of photovoltaic panels on a building which is not a listed building or in a conservation area

(5) The installation of equipment for receiving, or for receiving and sharing, wireless broadband services

The equipment does not adversely affect the building's protection against lightning

Any cable runs are secured so as to minimise the risk that they become loose

Details of the equipment, its proposed location and the location and securing of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter

In the formulation of those details, regard is had to the desirability of avoiding loss of or damage to historic material

The diocesan registrar is consulted on the terms of any proposed contract for the sharing of the wireless broadband services

## **B6. Churchyard etc.**

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|---|---|
| (1) The introduction and removal of Benches in a churchyard                   | No bench proposed to be introduced has an inscription on it which would not be permitted on a monument in the churchyard under the applicable churchyard regulations made or approved by the chancellor   |
| (2) The repair or rebuilding of walls   | <p>The works do not relate to any wall which is included in the Schedule maintained for the purposes of the Ancient Monuments and Archaeological Areas Act 1979 or is separately listed as a building of special architectural or historic interest under the Planning (Listed Buildings and Conservation Areas) Act 1990</p> <p>Any new disturbance below ground level is kept to a minimum</p>  |
| (3) The repair of lychgates   | The lychgate is not separately listed as a building of special architectural or historic interest under the Planning (Listed Buildings and Conservation Areas) Act 1990   |
| (4) The introduction, replacement or alteration of a notice board             | <p>A new notice board is not illuminated</p> <p>The Town and Country Planning (Control of Advertisements) (England) Regulations 2007 are complied with</p>  |
| (4A) The replacement of gas tanks (and associated pipe work)                  | <p>No works of excavation are involved, other than the digging of a trench which—</p> <ul style="list-style-type: none"><li>(a) where it is underneath land used for the passage of vehicles (whether or not a public right of way), is at a depth of 600 millimetres, and</li><li>(b) where it is underneath a footpath (whether or not a public right of way), is at a depth of 450 millimetres</li></ul>   |
| (See matter A7(8) in List A for disposal of gas and oil tanks)                | <p>The local planning authority is notified of the proposal</p> <p>Any work to a gas fitting is carried out by a person who is registered on the Gas Safety Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998</p> <p>The replacement tank is of similar dimensions and in substantially the same location</p> <p>If articulated human remains are discovered in the carrying out of the work, the work ceases, the discovery is reported to the court and the work does not resume until the court so orders</p> |
| (5) The introduction of a defibrillator where the church is a listed building | Any new disturbance below ground level is kept to a minimum   |



(5A) The installation in the churchyard or elsewhere in the curtilage of the church of an upstand with an electrical outlet mounted on it for recharging an electric vehicle, where the church is a listed building

The upstand and outlet together do not exceed 1.6 metres in height from the level of the surface used for parking vehicles

Any new disturbance below ground level is kept to a minimum

The upstand is situated in an area which may be lawfully used for off-street parking

The upstand is not situated within 2 metres of a highway

No more than one upstand is provided for each parking space

The work is carried out by a body or person who is registered with the relevant government department or other body responsible for accreditation

(6) The introduction of stands for bicycles

(7) The resurfacing of paths and other hardsurfaced areas using different materials or colour where the church is not a listed building

(8) The introduction of hand rails to steps or paths

(9) The digging of a cable trench and the installation of cables, and the attachment of wiring, in the trench

A plan showing the proposed route of the trench is submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter and the archdeacon approves the route proposed

No cables exceed low voltage (as defined by the regulations on electrical wiring published by the British Standards Institution)

Where the trench is underneath land used for the passage of vehicles (whether or not a public right of way), the depth of the trench is 600 millimetres

Where the trench is underneath a footpath (whether or not a public right of way), the depth of the trench is 450 millimetres

Where the trench is underneath a footpath (whether or not a public right of way), the depth of the trench is 450 millimetres

If articulated human remains are discovered in the carrying out of the work, the work ceases, the discovery is reported to the court and the work does not resume until the court so orders

## **B7. Trees**

- |  |  |
|--|--|
| (1) The planting of trees  | Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards  |
| (2) The felling of a tree—<br>(a) that is dying or dead; or<br>(b) that has become dangerous | In the case of any tree in respect of which a tree preservation order is in force or which is in a conservation area, section 206 of the Town and Country Planning Act 1990 (which provides for the planting of replacement trees) is complied with<br><br>Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards |
| (3) All other works to trees (whether or not prescribed in List A) except felling            | If applicable, the law relating to the preservation of trees in respect of which a tree preservation order is in force or which are in a conservation area is complied with<br><br>Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards   |

### **Additional Diocesan Matters**

#### **Additional matters which may be undertaken without a faculty subject to consultation with Archdeacon (i.e. submit as if List B application)**

| <i>Matter</i>   | <i>Specified conditions</i>   |
|---|---|
| <b>Church Building</b>  |   |
| Installation of key safe outside or inside the church           | Only non-corroding fixings are used and, where practicable, are fixed in mortar joints  |
| Fitting contactless payment units to walls                      | Only non-corroding fixings are used and, where practicable, are fixed in mortar joints  |
| Introduction of a letter-box                                    | There will be no interference with historic fabric  |
| Introduction of a safe  | There will be no interference with historic fabric  |
| Introduction of fixed bookshelf into church                     | Only non-corroding fixings are used and, where practicable, are fixed in mortar joints  |
| Introduction of wire mesh window guards in an unlisted building | They are of black or grey powder-coated stainless steel<br><br>The church's Quinquennial Inspector has given written approval to the proposal |

|   |   |
|---|---|
|   | The manufacture and installation is to be carried out by suitably experienced contractors   |
|   | Only non-corroding fixings are used and, where practicable, are fixed in mortar joints  |
| Like for like repairs to window glass, and repairs to opening lights, hoppers or ventilation  | The glass is not itself of historic significance or earlier than 1800   |
|   | The church's Quinquennial Inspector has been consulted, has stated that the glass is not of historic significance or earlier than 1800 and has given their approval           |
|   | The works do not include repairs to stained glass   |
| The carrying out of preliminary investigative work by (i) opening up a roof or wall space; or (ii) removing wall finishes for the purposes of analysing earlier layers and the presence of wall paintings | The church's Quinquennial Inspector has been consulted and given their approval   |
|   | The extent of the investigation is no more than reasonably required to inform a proper understanding of the issue   |
|   | There are clear arrangements for reinstatement (i.e. protection pending repair and/or making good in the event that repair is delayed)  |
|   | The investigative work is included in any subsequent substantive application  |
| Temporary installation of lights on a church building or in a churchyard marking Advent and Christmastide and Easter to Ascension   | Details of the type of light(s), colours, any animations, and the proposed positioning and method of fixing of the lights are provided  |
|   | Consideration is given to low energy requirements and the hours during which the lights are illuminated   |
|   | Any electrical work must be carried out by an electrician holding the current appropriate professional accreditation (at present NICEIC, NAPIT or ECA all to Full Competence) |
|   | The installer must provide the PCC (and through them, their Insurer) with a current PAT-certificate for the apparatus   |
|   | The lights are regularly tested to ensure their safety  |
|   | The lights shall only be illuminated from Advent Sunday to 6 <sup>th</sup> January of the following year, or from Easter Day to Ascension Day                                 |
|   | Advent and Christmastide lights shall be removed as soon as is reasonably practicable after 6 <sup>th</sup> January of the year following their installation                  |
|   | Easter lights shall be removed as soon as is reasonably practicable after Ascension Day   |

Putting up an Eco Church or National Heritage Lottery Funding plaque For an Eco Church plaque, the plaque is no larger than 200mm in diameter

For a National Heritage Lottery Funding plaque, the plaque is in accordance with the National Heritage Lottery Funding guidance

The fixings are agreed by the Archdeacon

### Church contents

Introduction of altar candlesticks (other than those constituting a memorial) The approval of the Liturgical Adviser must be obtained

Introduction of visual aids for worship (such as seasonal or textual banners) Only non-corrosive fixings are used and are made into mortar not stonework

### Churchyard

Setting aside an area for the burial of cremated remains in a churchyard or consecrated area of a civic cemetery The Archdeacon must approve of the location of the area and method of demarcation

There are no archaeological implications

Felling of a tree which, although not dying, dead or dangerous, has been identified as presenting a substantial risk of damage to persons or property if not felled The risk has been identified by an arboriculturalist or by the church's Quinquennial Inspector

The tree is not listed or in a conservation area

Where possible, all felled trees (whether dead or living) should be replaced. Replacement planting should be of native species suitable to the location. If there is insufficient suitable space within the churchyard then the replacement planting may take place elsewhere within the parish. If replacement planting cannot be undertaken within the churchyard or within the parish, then a contribution should be made to the Woodland Trust for planting to take place elsewhere

Provided that the works are not likely to affect the archaeological importance of a building or any archaeological remains within a building or its curtilage, the carrying out of preliminary investigative work below ground by means of trial pits or other invasive or non-invasive survey The extent of the investigation is no more than reasonably required

The investigative work is included in any subsequent substantive application

If any archaeological implications become apparent after the work has commenced, the work is immediately paused and an Archaeological Watching Brief is implemented before any further work is undertaken

Setting aside an area for a community gardening project The Archdeacon must approve the location

The area is not one where there have been any burials historically or where there are grave reservations

There shall be no excavation below the surface of the ground

The beds are raised from the ground to such a height that they are accessible to anyone who wishes to take part and are edged appropriately to prevent either unwanted contamination from the soil or any spread of vegetation to other parts of the churchyard

The soil used in the beds has not been excavated from any area of the churchyard

The PCC shall review the condition and operation of the garden annually and shall report to the DAC and the Registry in the event that the project ceases operating and will report to the DAC and the Registry if the project is restarted

Installation of temporary exhibits

The installation is not to be fixed to the church fabric

The introduction of miscellaneous churchyard signs (other than main noticeboards)

The wording is approved by the Archdeacon

The sign complies with the Town and Country Planning (Control of Advertisements) England Regulations 2007/783 Sch 3, Part 1, Class 2C

The installation of external 13 Amp weatherproof sockets (whether attached to the building or elsewhere in the churchyard)

All electrical work is carried out by an electrician holding the current appropriate professional accreditation (at present NICEIC, NAPIT or ECA all to Full Competence)

The external installation is protected separately from any indoor circuits and does not remain live when unattended