Obtaining Faculty Approval

DIOCESE OF YORK

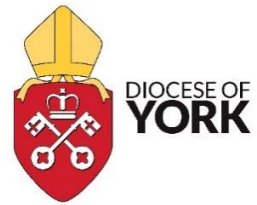**Follow Steps 1-3 to check what permission, if any, is needed for your proposed works**

STEP 1	STEP 2	STEP 3

List A matter? → NO → **List B or Additional Matter?** → NO → **FACULTY NEEDED**

YES ↓ (List A matter) → **No permission needed**

YES ↓ (List B or Additional Matter) → **Archdeacon's permission needed**

Key
- Action by PCC
- Action by DAC
- Action by Registry

START FACULTY PETITION …

PCC start online faculty application – **Summary of Works**, **Standard Information Form, Petition, Supporting Documents and Images** (photos, plans, architect's drawings, schedule of works and specification, specialist reports, estimates, Net Zero Guidance consideration (if installing gas/oil boiler)

→ **Initial DAC Review** Application ready? → NO → **DAC requests further details** → **PCC supplies details** (loops back to Initial DAC Review)

YES ↓

*Some minor matters may be progressed under **Delegated Authority** without DAC meeting*

DAC Form Selection: if *changes* to building being made, DAC *may* ask PCC to complete **Statements of Significance and Need**

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PCC complete Statements

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DAC pre-consultation Review

↙ **Consultation not required**   ↘ **Consultation required**

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Ready for DAC meeting

DAC sends proposals to **CBC, Historic England, local planning authority,** or **National Amenity societies** (as appropriate) for consultation – up to 42 days to respond

DAC **post-consultation Review**

Changes needed

Ready for **DAC meeting**

PCC amends proposal

Possible further **consultation period** – up to 21 days

Ready for **DAC meeting**

Following consideration at DAC meeting (or under Delegated Authority) DAC issues **Notification of Advice:**
- Recommended (with or without provisos)
- No Objection
- Not Recommended

PCC:
- completes **Petition**
- **Submits** application to Registry
- Displays **Public Notices** for 30 days

Registry sends Petition to the **Chancellor** for determination

At end of 30 days PCC complete **Public Notice Certificate**

If no objections received and Chancellor is satisfied, **REGISTRY ISSUES FACULTY**