

**MINOR WORKS TO THE FABRIC:
NO FACULTY REQUIRED IF PRIOR CONDITIONS MET**

Case Number (Office use only)
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This Form MUST be completed for those items in the Chancellor's Minor Works List where the approval of the Archdeacon/DAC is required and SENT TO THE DAC SECRETARY

Church of:		
Parish of:		
Name of Applicant: (BLOCK CAPITALS)		
Position of Applicant: (BLOCK CAPITALS)		
Address:		
Telephone:		Email address:

DETAILS OF PROPOSED MINOR WORKS: please complete on all applications		
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Please indicate with an "X" the approval being sought after consulting the Minor Works List to which numbers refer

A	1. Minor Works identified in the Quinquennial Inspection Report 2. Routine Maintenance up to the value of £2,500 excluding VAT & the cost of scaffolding 4. External or internal decoration	
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B	1. (a) to (f) Disposal of: - Any furniture and fittings	
	----- Introduction of: - (c) Fire extinguishers (location and method of fixing) (d) Hymn Board (e) Internal notice board (f) Small moveable historic/display stands	

C	1. Disposal of historic / valuable instruments and stands	
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E	Disposal of any movable items	
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F	1. Emergency installation of security locks on doors/windows 2. Emergency installation of temporary security lighting/camera(s) pending faculty application for permanent schemes 3. Emergency investigation under architect's direction of potentially dangerous situations 4. Application of "Smartwater"	
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G	5. Erection of a free-standing flagpole not attached to the structure of a church building subject to consultation with the DAC / Archdeacon 6. Replacement of a churchyard gate or gates identical in design, materials, size and colour 7. Installation of a bench in the churchyard subject to consultation with the DAC / Archdeacon	
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Dispensation in Other Cases (to be described in details of proposed Minor Works above)	
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DECLARATION

I declare that:

1. No item affected by the proposed works is of historic or archaeological importance in its own right
2. The proposed works do not involve digging or trenching which could have archaeological implications – except in applications for Dispensation in Other Cases
3. There is no reason to suppose that the proposals would be opposed by a significant body of opinion in the Parish
4. The work has not yet commenced or the disposal/introduction has **NOT** already taken place

Signed:

Date:

PAPERS NECESSARY TO ACCOMPANY THIS FORM: -

WITH EVERY FORM – a copy of the Resolution of the PCC, or Standing Committee, authorising the work together, together with the voting figures

A1 & 2: For repair work – full details, plus specifications and costings (where relevant). **N.B.** If only a quotation is submitted, it must contain full details of the materials proposed and the method of workmanship.

A4 – full details (including a plan of the church indicating the area(s) to be re-decorated, plus specifications and costings. **N.B.** If only a quotation is submitted, it must contain full details of the materials proposed and the method of workmanship.

B and E: For disposals – details of each item (including a photograph), age, and reasons for the disposal

B and E: For the introduction of certain furniture and fixtures – details of **each** item

F1, 2, 3 & 4 – details of proposal

G5, 6, & 7 – details of proposal

NOTES: -

1. Please return this form and accompanying papers to: The DAC Secretary, 1 Hill Top, Coventry, CV1 5AB. **N.B.** If this Form and the supporting papers are returned to Church House, Leicester there may be a delay in considering the application.
2. The applicants **MUST** await authorisation to proceed. If the Diocesan Advisory Committee / the Archdeacon recommend the proposals, a copy of this Form, signed by the Archdeacon or DAC Secretary will be issued.
3. If, at any stage, it is considered that the matter should be dealt with by faculty, then the necessary documents will be forwarded to the applicants.
4. Where any work is carried out in accordance with this Schedule: -
 - a. It shall be done in accordance with any guidelines issued by the DAC
 - b. A record of the work shall be entered into the Log Book
 - c. Any item acquired/disposed of shall be recorded in the Inventory

Authorisation

I hereby authorise this application for Minor Works, subject to the condition(s) in the accompanying letter

Signed:

Archdeacon / DAC Secretary

Date: