#### ADVISORY COMMITTEE FOR THE CARE OF CHURCHES

##### REQUEST FOR INSPECTING ARCHITECT’S/SURVEYOR’S ADVICE

##### *(for inclusion with the application for a DAC Notification of Advice)*

Note to parish :

When a parish appoints an approved architect or surveyor (inspector) to undertake the Quinquennial Inspection it is expected that the parish will instruct him/her to oversee any major repairs or alterations to the fabric of the church.

It is also in the interests of the parish that they should keep their inspector informed of any works they propose to undertake as he/she has a continuing interest in and concern for the church. Sometimes it will be sufficient merely to inform the inspector of work proposed and normally this is without cost. However on occasions, the inspector may properly wish to ask further questions about the work or may need to visit the church. Although a charge may be made for this, it could easily save money in the long run.

It is important that the DAC should know whether the inspector has been informed about proposals which affect the fabric of the church when the committee considers an application for a its advice, and also whether the inspector has any reservations about the work.

**The form, overleaf, offers a simple way in which this information can be obtained. The fully completed form should be enclosed with the application for a *DAC Notification of Advice.***

#### REQUEST FOR INSPECTING ARCHITECT’S/SURVEYOR’S ADVICE

#### 

**To** (**architect/surveyor**):

**From (church):**

We are planning the following works or changes to the church:

It is intended that the work will be undertaken by:

**We should be grateful if you would complete and return this form, which will be forwarded to the Diocesan Advisory Committee with our application for a DAC *Notification of Advice***

**Signed: ……………………………… Name:**

**Address:**

**RESPONSE FROM THE ARCHITECT/SURVEYOR**

**\*** I am happy that the above works should be undertaken

**\*** I have the following reservations/comments: **…………….…………………………………………………...............................................**

**…………………………………………………………………………………………………**

**…………………………………………………………………………………………………**

**\*** I am happy that the work should be undertaken without professional advice or oversight

(**\*** *Please delete as applicable*)

**Signed : …………………………… (Architect/Surveyor) Date:**