**Form of letter to be written to the Archdeacon by parishes seeking permission for works to be carried out under List B, Schedule 1 to the Faculty Jurisdiction Rules 2015, works which do not require Faculty**

The DAC Office

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**For the attention of the Archdeacon of ………………**

(Date)

Dear Archdeacon

The PCC of the parish of ……………………….. discussed on ………………….. (*date*) to take the necessary steps to be able to carry out in the parish church of …………………………….. which is listed as a building of special architectural interest under category ……………….. the following works:

*(insert here an adequate statement of the proposal)*

A PCC resolution reflecting this is attached (*omit if not available*)

The PCC is satisfied that the proposed work is not controversial within the parish and that there is no reason to expect any objection to it.

*For works to the church building -*

The appointed architect/surveyor for the church, ………………… (*give name*), has identified the need for this work in the latest Quinquennial Inspection Report (*date/reference/page* ….) **or** in the attached report

Details of proposals (*specification, drawings, quotations or other information which clearly describes the works*) are attached **or** included with this letter

It is proposed that the works should be carried out by …………………. **or** the goods

shall be purchased from …………………………….

Sufficient funds *are/will* be in place to meet the cost of the works/proposals

The parish has not received any previous grant from a grant making body which renders it necessary to obtain the permission of that body before carrying out these works.

The church insurers *have been notified/will be notified* of the full details of the proposals

The following further enquiries have been made

*(Insert here any expert opinions which may have been obtained and refer to any informal advice from the DAC or from other persons).*

I/We would be grateful if you will consider whether this work may be carried out on the basis that it does not require a Faculty

Yours sincerely,

…………………….

**Must be signed by an ‘authorised person’ i.e. the incumbent, a churchwarden or fabric officer appointed by the PCC (please state position held)**