

Applying for List B permission



Important info and helpful tips

- What is permissible under List B permission, is set out within the Faculty Jurisdiction Rules 2015 (as amended 2019). These are available [here](#). Where there is any uncertainty as to whether works fall within a List B item please contact the DAC team for advice. The Chancellor will be consulted by the DAC team where there is a particular complexity or dispute.
- Obtaining List B permission is a straightforward process:
 - 1) The parish make an application via the [Online Faculty System](#)
 - 2) A member of the DAC team reviews the application and either ask for further information or forward to the Archdeacon to consider the application
 - 3) The Archdeacon considers the application and issues permission with any relevant conditions
- The DAC cannot grant permission of any sort and cannot force you to undertake works.
- The greater the level of information provided in the application to the DAC, the swifter the team will be able to provide advice.
- The level of detail required for the DAC to give advice on a scheme is directly related to the complexity of the proposals, but as a general rule of thumb, the DAC always needs to know what is to be done, how, by whom, with what and why. Lots of photos should also be provided. Where works to trees are being proposed the consent, or confirmation that consent is not required, from the Local Planning Authority should also be provided.
- Unlike the faculty process there is no public notice period for List B applications and the proposals are not reviewed by the Chancellor of the diocese.
- The DAC team is supported by specialist advisors who are volunteers, and experts in their fields. The job of these advisors is to assist the DAC in evaluating whether a proposal is appropriate.
- The minor nature of the works permitted under List B mean that in most cases consultation with amenity societies, such as Historic England, is not required.
- If all the information is available when the DAC officer reviews the proposals it should take around 2 - 3 weeks to obtain permission. However, please do plan ahead and allow more time where possible as this enables any necessary further information to be obtained, or questions answered. The DAC officer assigned to the case will always endeavour to conduct an initial review of the submission within a week of the application being made.

Most importantly – if you are unsure about the process, or have any query, please contact the DAC team for advice.