

## MATTERS WHICH MAY BE UNDERTAKEN WITHOUT A FACULTY

**General notes**

List A and List B set out matters which may generally be undertaken without a faculty subject to conditions specified in Table 1 and Table 2 and, in the case of List B, subject to the archdeacon giving written notice that the matter may be undertaken. However, a matter may not be undertaken without a faculty despite being included in List A or List B if it comprises

- works which involve alteration to or the extension of a listed building to such an extent as would be likely to affect its character as a building of special architectural or historic interest
- works which are likely to affect the archaeological importance of a building or any archaeological remains within a building or its curtilage
- works for all or part of which scheduled monument consent is required under the Ancient Monuments and Archaeological Areas Act 1979
- works which involve the extension, demolition or partial demolition of a building or the erection of a new building
- a matter which gives rise to a question of law or doctrine, ritual or ceremonial or which would, if undertaken, affect the legal rights of any person
- the exhumation or other disturbance of human remains
- the reservation of a grave space
- the sale or other disposal of an article of architectural, archaeological, artistic or historic interest
- the sale of any book remaining in or belonging to a parochial library
- the introduction of an aumbry or another receptacle used for the reservation of the sacrament of Holy Communion
- the introduction of a monument, or the carrying out of work to a monument erected in or on, or on the curtilage of, a church or other consecrated building or on consecrated ground.

In List A and List B—

“authorised” means authorised by faculty or under List A or List B;

“church” includes a building which is included in the list maintained by the Church Buildings Council under section 38(1) of the Measure;

“curtilage”, in relation to a church, means any land (whether or not consecrated for burials) which is—

- (a) part of the curtilage of the church, or
- (b) if there is a church hall or other building subject to the faculty jurisdiction, part of the curtilage of that other building;

“fabric” means the structure of a building comprising its walls, floor and roof;

“historic”, in relation to material, means material which is of historic or architectural significance.

Advice may be sought from the Diocesan Advisory Committee as to whether material is historic material or whether an article is of architectural, archaeological, artistic or historic interest.

Application may be made to the chancellor for directions as to matters not included in List A or List B that are of such a minor nature that they may be undertaken without a faculty.

## Notes on net zero guidance

Those proposing to undertake a matter without a faculty should make themselves aware of net zero guidance (that is, guidance issued by the Church Buildings Council under section 55 of the Dioceses, Pastoral and Mission Measure 2007 on reducing carbon emissions).

Where a matter to which net zero guidance applies is included in List B, the proposal sent to the archdeacon must include an explanation of how the applicants, in formulating the proposal, have had due regard to that guidance.

### Table 1

#### List A – Matters which may be undertaken without a faculty and without the need for consultation

This table prescribes matters which may be undertaken without a faculty subject to any specified conditions.

See the general notes as to matters which may not be undertaken without a faculty despite being included in List A.

<i>Matter</i>	<i>Specified conditions</i>
<b>A1. Church building etc.</b>	
(1)(a) Works of maintenance, not involving repair or substantial replacement of material, carried out as part of the regular course of care and upkeep of the building	The parochial church council's insurers are notified if external scaffolding is to be erected
(b) Works of repair not materially affecting the fabric or any historic material	
(2) Repairs and replacement of fittings in existing kitchens, lavatories, office accommodation and other ancillary rooms	
(3) Like for like repairs to window glass	The works do not include repairs to stained glass or to clear glass manufactured before 1960
(4) The repair or like for like replacement of wire mesh window guards	Only non-corroding fixings are used and, where practicable, are fixed in mortar joints
(4A) Draught proofing an external door or window	The works do not affect the overall appearance or operation of the door or window and do not involve the replacement of a component
(5) The treatment of timber against beetle or fungal activity where the church is not a listed building	The works do not involve the replacement of timber

(6) Works of maintenance, repair and adaptation (not amounting to substantial addition or replacement but including rewiring) to existing—

(a) heating systems (including the replacement of control equipment and the insulation of pipes in the boiler room and ancillary service areas)

(b) gas, water or other services

(c) lighting installations, other electrical installations and other electrical equipment (but not the replacement of light fittings, and see matter B1(8)(b) in List B as to fittings for low-energy lamps)

The works do not involve making additions to an electrical installation

Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998)

Any work to an oil-fired heating system or to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))

In the case of adaptation, the parochial church council's insurers are notified of the proposals

(7) (a) The replacement of a boiler in the same location and utilising an existing non-fossil fuel supply and existing pipe runs, whether with existing or similar pipe runs (See matter B1(5) in List B for replacement using different fuel supply)

The works do not involve the creation of a new external flue

The parochial church council's insurers are notified of the proposals

(b) The replacement of a flue liner

(8) The like for like replacement of roof lead or other material covering the roof of a building which is not a listed building

The original introduction of the material being replaced was authorised

The installation of roof insulation is considered

The parochial church council's insurers are notified of the proposals

(9) The installation of a roof alarm (including an alarm with an image capture facility)

The amount of associated cabling is kept to the minimum that is reasonably practicable

The parochial church council's insurers are notified of the proposals

Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))

(10) The application of forensic marking on roof lead or other material covering a roof or to rain water goods or flashings

(11) Work to an existing lightning conductor or to an earth mat connected to an existing lightning conductor

The parochial church council's insurers are notified of the proposed work

The parochial church council is satisfied that the person who is to undertake the work has the necessary skill and experience

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| (12) The replacement or introduction of a weathervane on a church which is not a listed building  |  |
| (13) The repair, maintenance, removal, disposal or replacement of a flagpole  | Only non-corroding fixings are used where a flagpole is repaired or replaced   |
| (14) The introduction, removal or disposal of furniture, furnishings, office equipment and minor fixtures (including safes) in vestries and similar rooms | The existing use of the vestry or similar room is not changed<br><br>No article of historic or artistic interest is removed or disposed of   |
| (15) The introduction, removal or disposal of fire extinguishers  | Any instructions from the supplier or the parochial church council's insurer in relation to their type or location is complied with  |
| (16) The making of additions to an existing name board  | The board is not a war memorial or roll of honour<br><br>The addition is in the same style (including colour and materials) as existing names on the board   |
| (17) The installation of bat boxes as part of a bat management programme  |  |
| (18) The introduction of anti-roosting spikes   | Only non-corroding fixings are used and, where practicable, are fixed in mortar joints   |
| (19) The installation of bird netting to tower windows  |  |
| (20) The adaptation of an existing sound reinforcement system   | Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))<br><br>In the case of a church which is a listed building, no alteration is made to existing fixings or cable runs (but see matter B1(13) in List B) |
| (21) The introduction of a defibrillator in a church which is not a listed building   |  |

## **A2. Musical instruments**

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| (1) The introduction or disposal of musical instruments (other than pipe organs and non-portable electronic organs) and associated equipment | No article of historic or artistic interest is disposed of  |
| (2) The routine tuning and maintenance of organs and pianos  | In the case of organs, any works do not involve tonal alterations, changes to the action or major dismantling of the instrument |

(3) The repair or replacement of electrical motors and humidification equipment for organs

Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))

### **A3. Bells etc.**

(1) The inspection and routine maintenance of bells, bell fittings and bell frames

No tonal alterations are made to any bell

No bell is lifted from its bearings

(2) The repair and maintenance of clappers, crown staples (including re-bushing) and bell wheels

Works do not include the re-soling or re-rimming of a bell wheel

No bell is lifted from its bearings

(3) The repair or replacement of bell stays, pulleys, bell ropes (including in Ellacombe apparatus), rope bosses, sliders or slider gear

No bell is lifted from its bearings

(4) The repainting of metal bell frames and metal bell fittings

No bell is lifted from its bearings

(5) The like for like replacement of a wrought iron clapper shaft

### **A4. Clocks**

(1) The inspection and routine maintenance of clocks and clock dials

Works do not include re-painting or regilding of clock dials or repainting clock movements

(2) Maintenance and like-for-like repairs, without removing the clock from the church, of:

- (a) ratchets, clicks and click springs on flies
- (b) locking levers
- (c) pulleys
- (d) broken hands
- (e) clock hammers and their springs

(3) Replacement of:

- (a) weight lines
- (b) suspension springs
- (c) fixings of clock dials

(4) The reinstallation of disconnected hands and numerals

Works do not include re-painting or regilding of clock dials or repainting clock movements

(5) Repairs to bell cranks and clock bell hammers

(6) The upgrading of electrical control devices and programmers

Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))

## A5. Church contents

(1) The repair of woodwork, metalwork and movables

Matching materials are used

The repair does not involve any works to:

- woodwork or metalwork of historic or artistic interest
- Royal coats of arms
- hatchments or other heraldic achievements
- paintings
- textiles of historic or artistic interest
- church plate (including candlesticks and crosses)

(2) The application to articles of forensic marking

No article of historic or artistic interest is marked without first obtaining specialist advice

(3) The introduction, removal or disposal of kneelers, hassocks, pew runners and cushions

The introduction, removal or disposal of the articles does not result in a major change to the overall appearance of the church

No article of historic or artistic interest is removed or disposed of

(4) The introduction, removal or disposal of—

No article of historic or artistic interest is removed or disposed of

- (a) movable bookcases
- (b) books
- (c) free-standing noticeboards
- (d) movable display stands
- (e) cruets
- (f) vases and flower stands
- (g) hymn boards
- (h) altar linen (but not altar frontals or falls)
- (i) flags and banners used for temporary displays (but not the laying up of flags, or the removal or disposal of flags that have been laid up)
- (j) the Union flag or St George's flag (with or without the diocesan arms in the first quarter) for flying from the church
- (k) portable audio-visual equipment
- (l) wi-fi routers
- (m) equipment for card payment systems

No article being introduced is fixed to historic fabric

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| <p>(5) The removal or disposal of—</p> <p>(a) redundant sound reinforcement equipment</p> <p>(b) carpet</p> <p>(c) free-standing chairs (but not pews, benches or stalls)</p>                            | <p>No article of historic or artistic interest is removed or disposed of</p>  |
| <p>(6) The like for like replacement of carpet or the introduction or replacement of movable floor coverings between individual pews</p>   | <p>Only breathable material is used</p> <p>No article of historic or artistic interest is removed or disposed of</p>  |
| <p>(7) Treatment of fixtures and furniture against beetle or fungal activity</p>   | <p>No material of historic or artistic interest is treated</p> <p>(See matter B4(6) in List B for treatment of material of historic or artistic interest)</p> |
| <p>(8) The replacement of curtains (other than curtains and other hangings associated with an altar)</p>   | <p>No article of historic or artistic interest is removed or disposed of</p>  |
| <p>(9) The introduction of free-standing chairs in a church which is not a listed building</p>   |   |
| <p>(10) The introduction, in a church which is a listed building, of additional free-standing chairs of a design which has previously been introduced in the church under the authority of a faculty</p> |   |
| <p>(11) The introduction of a fixed internal noticeboard (including in a porch) in a church which is not a listed building</p>   |   |

**A6. Church halls and similar buildings subject to the faculty jurisdiction**

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| <p>(1) Works of maintenance and repair to the building and the replacement of fittings in the building</p>                                 |  |
| <p>(2) The introduction, removal or disposal of furniture and fittings</p>   | <p>No article of historic or artistic interest is removed or disposed of</p> |
| <p>(3) Replacement of material covering the roof where neither the church nor the church hall or similar building is a listed building</p> | <p>The installation of roof insulation is considered</p>                     |
| <p>(4) The introduction of a defibrillator in a building which is not a listed building</p>  |  |

## **A7. Churchyard etc.**

(1) The introduction and maintenance of equipment for maintenance of the church and churchyard

(2) The repair of paths and other hardsurfaced areas, including resurfacing in the same materials and colour

(3) The introduction of unwired lighting to mark the edge of a path

(4) The maintenance of fences, walls and gates (including lychgates and stiles), not involving repair or replacement, carried out as part of the regular course of care and upkeep of the fence, wall or gate

(5) Repairs to, and like for like replacement of, fences and gates other than lychgates, walls or historic railings

(See matters B6(2) and (3) in List B for repairs to walls and lychgates)

(6) The repair, repainting or like for like replacement of a noticeboard

(7) The grant by the incumbent of a licence for grazing in the churchyard

(8) The disposal of gas and oil tanks (and associated pipe work)

(See matter B6(4A) in List B for replacement of gas tanks)

Any new disturbance below ground level is kept to a minimum

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The wording on the board is not changed except for the purpose of updating existing information that is included on the board

In the case of replacement:

— the Town and Country Planning (Control of Advertisements) (England) Regulations 2007 are complied with,

— the replacement noticeboard is not illuminated, and

— any new disturbance below ground level is kept to a minimum

The licence is in a form approved by the chancellor

No works of excavation are involved

The local planning authority is notified of the proposal

Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use Regulations 1998)



	Any work to an oil-fired heating system is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))
(9) The introduction, replacement or disposal of a flagpole not attached to the church building	The local planning authority is notified of the proposal  Any new disturbance below ground level is kept to a minimum
(10) The introduction of a defibrillator where the church is not a listed building	
(11) The installation in the churchyard or elsewhere in the curtilage of the church of an upstand with an electrical outlet mounted on it for recharging an electric vehicle, where the church is not a listed building	The upstand and outlet together do not exceed 1.6 metres in height from the level of the surface used for parking vehicles  Any new disturbance below ground level is kept to a minimum  The upstand is situated in an area which may be lawfully used for off-street parking  The upstand is not situated within 2 metres of a highway  No more than one upstand is provided for each parking space  The work is carried out by a body or person who is registered with the relevant government department or other body responsible for accreditation

## **A8. Trees**

(1) The felling, lopping or topping of a tree the diameter of any stem of which does not exceed 75 millimetres (measured over the bark at a height of 1.5 metres above ground level)	The works do not relate to any tree in respect of which a tree preservation order is in force or which is in a conservation area  Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards
(2) The lopping or topping of any tree—that is dying or dead; or has become dangerous	Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards
(3) The removal of dead branches from a living tree	Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards

