

# The Faculty Jurisdiction Rules 2015

*as amended by the Ecclesiastical Jurisdiction and Care of Churches Measure 2018, Schedule 3, Part 2, the Faculty Jurisdiction (Amendment) Rules 2019 and the Faculty Jurisdiction (Amendment) Rules 2022*

*NB This document is an informal text prepared by the Church House Legal Office and states the Rules as they have effect from 1<sup>st</sup> July 2022*

## CONTENTS

### PART 1

#### OVERRIDING OBJECTIVE

1.1.	Overriding objective	7
1.2.	Application by the court of the overriding objective	7
1.3.	Duty of the parties	7
1.4.	Court's duty to manage cases	7
1.5.	Case management powers	7

### PART 2

#### APPLICATION AND INTERPRETATION OF THE RULES

2.1.	Application of the Rules	8
2.2.	Interpretation	8
2.3.	Time	9

### PART 3

#### MATTERS NOT REQUIRING A FACULTY

3.1.	Scope and interpretation	10
3.2.	Undertaking matters in List A without a faculty	10
3.3.	Undertaking matters in List B without a faculty	10
3.4.	Additional matters which may be undertaken without a faculty	11
3.5.	Excluded matters – general	11
3.6.	Excluded matters orders	12
3.7.	Jurisdiction of consistory court	12
3.8.	Determination of questions	13

### PART 4

#### CONSULTATION AND ADVICE BEFORE STARTING FACULTY PROCEEDINGS

4.1.	Process for consultation and obtaining advice - outline	13
4.2.	Documents etc. to be submitted to Diocesan Advisory Committee	13
4.3.	Initial advice from Diocesan Advisory Committee	14
4.4.	Proposals involving changes to listed buildings: statements of significance and needs	14
4.5.	Consultation with Historic England, amenity societies and the local planning authorities in certain cases	15
4.6.	Consultation with Church Buildings Council in certain cases	15
4.7.	Consultation: procedure	16
4.8.	Notification of material changes made in response to consultation or otherwise	16
4.9.	Notification of advice	16
4.10.	Interim faculties and interim injunctions and restoration orders	17

PART 5  
FACULTY PROCEEDINGS – PARTIES AND COMMENCEMENT

5.1.	Parties to proceedings	17
5.2.	How to start faculty proceedings – the petition	18
5.3.	Form of petition	18
5.4.	Content of petition	18
5.5.	Documents etc. to accompany petition	18
5.6.	Register of petitions	19
5.7.	Inspection of petition and associated documents	19

PART 6  
PUBLIC NOTICE

6.1.	Requirement for public notice	20
6.2.	Form of public notice	20
6.3.	Display of public notice etc.	20
6.4.	Directions by registrar as to public notice	21
6.5.	Return of public notice to registrar	21
6.6.	Exhumation, reservation of grave space and other special cases	21
6.7.	Emergencies etc. – dispensing with giving of public notice	22
6.8.	Interim faculties	22

PART 7  
CHANCELLOR'S JURISDICTION

7.1.	Jurisdiction of consistory court exercised by chancellor	22
7.2.	Chancellor to seek advice of Diocesan Advisory Committee	22
7.3.	Reasons for grant of faculty or dismissal of petition	22
7.3A.	Notification of final determination to body making representations	23
7.4.	Issue of faculty	23

PART 8  
ARCHDEACON'S JURISDICTION

8.1.	Removal of article to place of safety	23
8.2.	Temporary minor re-ordering	23
8.3.	Steps to be taken on expiry of licence for temporary minor re-ordering	24

PART 9  
SPECIAL NOTICE OF PETITION, CONSULTATION ETC.

9.1.	Special notice	24
9.2.	Publication of notice in newspaper etc.	24
9.3.	Special notice to Historic England, amenity societies and the local planning authority	24
9.4.	Graves and memorials maintained by the Commonwealth War Graves Commission	25
9.5.	Representations or objection by body given special notice	25
9.6.	Mandatory consultation with the Church Buildings Council	25
9.7.	Discretionary consultation with the Church Buildings Council	25
9.8.	Procedure for seeking and giving the Church Buildings Council's advice	25
9.9.	Works affecting character of listed building etc: publication of notice on diocesan website	26
9.10.	Interim faculties	26

PART 10  
OBJECTIONS TO FACULTY PETITION

10.1. Interested persons	26
10.2. Objection by interested person	27
10.3. Procedure following receipt of letter of objection	27
10.4. Further proceedings where objector becomes party opponent	27
10.5. Further proceedings where objector does not become party opponent	28
10.6. Unopposed petitions	28

PART 11  
DIRECTIONS

11.1. Giving directions	28
11.2. Matters on which directions may be given	28
11.3. Time and place of hearing	29
11.4. Witness statements	29
11.5. Expert reports	29
11.6. Inordinate delay etc. – intervention by provincial court	30

PART 12  
CONDUCT OF HEARINGS

12.1. Hearings conducted as directed by the court	30
12.2. Evidence given orally	30

PART 13  
EVIDENCE OF NON-PARTIES

13.1. Evidence of non-parties generally	31
13.2. Evidence of the Church Buildings Council	31
13.3. Evidence of Historic England and national amenity societies	31
13.4. Judge's witness	31
13.5. Evidence given under this Part	31
13.6. Notice to parties	31
13.7. Treatment of non-party witness	32

PART 14  
DISPOSAL OF PROCEEDINGS BY WRITTEN REPRESENTATIONS

14.1. Conditions for disposal by written representations	32
14.2. Directions	32
14.3. Revocation of order for disposal by written representations	32
14.4. Inspection of church etc.	32
14.5. Determination	32

PART 15  
INTERIM FACULTIES

15.1. Scope and effect of interim faculties	33
15.2. Applications for interim faculties	33
15.3. Grant of interim faculties	33

PART 16  
INJUNCTIONS AND RESTORATION ORDERS

16.1. Applicant	33
16.2. Form of application	33
16.3. Service of application	34
16.4. Evidence in response to application	34
16.5. Terms of injunction or restoration order etc.	35
16.6. Interim orders	35
16.7. Injunction or restoration order issued of court's own initiative	35
16.8. Variation etc. of injunction or restoration order	36
16.9. Undertakings	36

PART 17  
DELIVERY OF DOCUMENTS

17.1. Methods of service etc.	36
17.2. Meaning of 'proper address'	37
17.3. Service through document exchange	37
17.4. Service by electronic means	37
17.5. Deemed time of submission, filing and service	37

PART 18  
THE COURT'S CASE MANAGEMENT POWERS

18.1. The court's general powers of case management	38
18.2. Registrar's power to refer to chancellor	38
18.3. Court's power to make order of its own initiative	39

PART 19  
COSTS

19.1. General	39
19.2. Assessment of costs	39
19.3. Appeals against registrar's assessment	39
19.4. Special citation of persons in default	40
19.5. Security for costs	40

PART 20  
MISCELLANEOUS AND GENERAL

20.1. Inspection of church etc.	40
20.2. Non-compliance	40
20.3. Amendment and setting aside in other circumstances	40
20.4. Clerk of the court	41
20.5. Procedural questions	41
20.6. Departure from prescribed forms	41
20.7. Electronic signatures	41

PART 21  
APPEALS

21.1. Application of Parts 21 to 27 to appeals	41
21.2. Interpretation of Parts 21 to 27	41

PART 22  
DESTINATION OF APPEALS AND PERMISSION TO APPEAL

22.1. Appeals from consistory courts	42
22.2. Test for permission to appeal to provincial courts	42
22.3. Appeals from provincial courts	43
22.4. Review of findings of the Court of Ecclesiastical Causes Reserved	43

PART 23  
APPEALS FROM CONSISTORY COURTS – INITIAL PROCEDURE

23.1. Appeal from consistory court – initial application to chancellor	43
23.2. Determination of initial application by chancellor	43
23.3. Permission to appeal – renewed application to the Dean	44
23.4. Determination of renewed application	44
23.5. Terms of permission to appeal	44

PART 24  
APPEALS IN THE PROVINCIAL COURTS

24.1. Permission granted by chancellor: filing and service of appeal documents	45
24.2. Permission granted by the Dean: service of appeal documents	45
24.3. Grounds of appeal	45
24.4. Respondent's notice	46
24.5. Transfer of appeals	46
24.6. Determination of appeals	46

PART 25  
APPEALS IN THE COURT OF ECCLESIASTICAL CAUSES RESERVED

25.1. Notice of appeal	46
25.2. Service of appeal documents	47
25.3. Grounds of appeal	47
25.4. Respondent's notice	47
25.5. Transfer of appeals	47
25.6. Determination of appeals	47
25.7. Registrars	48

PART 26  
COMMISSION OF REVIEW

26.1. Filing of petition	48
26.2. Appointment of Registrar of Commission of Review etc.	48
26.3. Service of petition	49
26.4. Respondent's notice	49

PART 27  
GENERAL PROVISIONS RELATING TO APPEALS

27.1. Stay	49
27.2. Court files	50
27.3. Amendment of appeal notice	50
27.4. Withdrawal of appeal	50
27.5. Striking out grounds of appeal etc.	50
27.6. Addition of parties	51

27.7. Interveners	51
27.8. Appeal court's powers	51
27.9. Interim orders in the provincial courts	51
27.10. Registrar's power to refer to court	52
27.11. Hearing and determination of appeals	52

## PART 28

### CITATION, COMMENCEMENT AND TRANSITIONAL PROVISIONS

28.1. Citation and commencement	52
28.2. Revocation	52
28.3. Transitional provisions	53

---

## SCHEDULES

SCHEDULE 1 — Matters which may be undertaken without a faculty	54
SCHEDULE 2 — [ <i>Revoked</i> ]	74
SCHEDULE 3 — Forms	75

PART 1  
OVERRIDING OBJECTIVE

**Overriding objective**

**1.1.**—(1) The overriding objective of these Rules is to enable the court to deal with cases justly.

(2) Dealing with a case justly includes, so far as practicable—

- (a) ensuring that the parties are on an equal footing;
- (b) saving expense;
- (c) dealing with the case in ways that are proportionate to the importance of the case and the complexity of the issues; and
- (d) ensuring that it is dealt with expeditiously and fairly.

**Application by the court of the overriding objective**

**1.2.** The court must seek to give effect to the overriding objective when it—

- (a) exercises any power given to it by these Rules; or
- (b) interprets any rule.

**Duty of the parties**

**1.3.** The parties are required to help the court further the overriding objective.

**Court's duty to manage cases**

**1.4.**—(1) The court must further the overriding objective by actively managing cases.

(2) Active case management includes—

- (a) encouraging the parties and any other persons concerned in the proceedings to co-operate with each other—
  - (i) in the conduct of the proceedings, and
  - (ii) in resolving, as far as possible, matters that are in dispute between them;
- (b) identifying the issues at an early stage;
- (c) deciding promptly which issues (if any) need full investigation and a hearing in court and accordingly disposing of others summarily or on consideration of written representations (and see rule 18.1(2)(l));
- (d) deciding the order in which issues are to be resolved;
- (e) fixing timetables or otherwise controlling the progress of the case;
- (f) considering whether the likely benefits of taking a particular step justify the cost of taking it;
- (g) dealing with as many aspects of the case as the court can on the same occasion;
- (h) dealing with the case without the parties needing to attend court;
- (i) making effective use of technology; and
- (j) giving directions to ensure that the resolution of a case proceeds quickly and efficiently (see Part 11).

**Case management powers**

**1.5.** The court's case management powers are set out in Part 18.

PART 2  
APPLICATION AND INTERPRETATION OF THE RULES

**Application of the Rules**

—(1) Parts 1, 2 and 4 to 20 and Schedules 2 and 3 apply to proceedings in consistory courts relating to—

- (a) the faculty jurisdiction;
- (b) injunctions; and
- (c) restoration orders.

(2) Parts 1, 2, 11, 12, 13, 17, 18, 19, 20 and 21 to 27 and Schedule 3 apply to appeals relating to proceedings of a kind mentioned in paragraph (1).

(3) Part 3 and Schedule 1 make provision for certain matters within the jurisdiction of consistory courts to be undertaken without a faculty.

**Interpretation**

**2.2.**—(1) In these Rules—

“the archdeacon” means the archdeacon of the archdeaconry in which the church, churchyard or other building or place to which the proceedings relate is situated or, where an instrument made under section 9(1) of the Church of England (Miscellaneous Provisions) Measure 1983 is in force, the person appointed to perform the functions of the archdeacon to which these Rules relate;

“appeal court” means the court in which an appeal is brought and includes a Commission of Review;

“article” includes anything affixed to land or a building, and a reference to an article includes a reference to part of an article;

“the chancellor” means the chancellor (or, in the case of the diocese of Canterbury, the Commissary General) of the diocese;

“church” includes—

- any building which is licensed for public worship according to the rites and ceremonies of the Church of England and is subject to the faculty jurisdiction, and
- the curtilage of a church unless the contrary intention appears;

“churchyard” includes a consecrated burial ground not adjacent to the church;

“conservation area” means a conservation area designated under section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990;

“costs” includes—

- fees, charges, disbursements, expenses and remuneration, and
- any costs and expenses which a person may be ordered to pay under section 69(2) of the Measure;

“the court” means the consistory court of the diocese or, in relation to an appeal, the appeal court;

“Historic Buildings & Places” means the Ancient Monuments Society (the working name of which is “Historic Buildings & Places”);

“Historic England” means the Historic Buildings and Monuments Commission for England;

“exhumation” includes the removal of a body (or part of a body) or of cremated human remains from a catacomb, mausoleum, vault or columbarium;

“injunction” means an injunction issued under section 71 of the Measure;

“intending applicant” means a person who intends to start proceedings in the consistory court for a faculty, injunction or restoration order;

“interim faculty” means a faculty issued under Part 15;

“listed building” has the same meaning as it has in the Planning (Listed Buildings and Conservation Areas) Act 1990;



“listed church” means a church which is a listed building;

“the Measure” means the Ecclesiastical Jurisdiction and Care of Churches Measure 2018;

“minister”, in relation to a parish, has the same meaning as in Part 4 of the Measure (see section 80(1) of that Measure);

“national amenity society” has the same meaning as in Part 3 of the Measure (see section 55(1) of that Measure);

“net zero guidance” means guidance issued by the Church Buildings Council under section 55 of the Dioceses, Pastoral and Mission Measure 2007 on reducing carbon emissions;

“party opponent” means a person who to any extent opposes the grant of a faculty and who has become a party to the proceedings;

“petitioner” means a person who starts faculty proceedings by submitting a petition to the consistory court;

“the registrar” means the registrar of the court;

“the registry” means—

- in relation to a consistory court, the registry of the diocese for which that court is constituted;
- in relation to an appeal court, the office of the registrar of that court;

“relevant person or body” means, in relation to a building which is included in the list maintained by the Church Buildings Council section 38(1) of the Measure, the person or body entitled to make an application in respect of the building under section 40 of the Measure;

“restoration order” means an order made under section 72 of the Measure.

(2) These Rules apply to the Commissary Court of Canterbury as they apply to a consistory court.

(3) These Rules apply to a listed building of grade A, B or C as they apply to, respectively, a listed building of grade I, II\* or II.

(4) A reference in these Rules to a numbered form is a reference to the form bearing that number in Schedule 3.

(5) A reference in these Rules to a building included in the list maintained by the Church Buildings Council under section 38(1) of the Measure includes—

- (a) any curtilage, monument, object or structure included in the list under section 39(2) of the Measure; and
- (b) any object or structure fixed to the building.

(6) For the purposes of these Rules, faculty proceedings are opposed only if there is a party opponent to the proceedings and references to a petition or to proceedings being opposed or unopposed are to be construed accordingly.

(7) Rule 21.2 makes further provision for the interpretation of Parts 21 to 27 (Appeals).

## Time

**2.3.**—(1) This rule shows how to calculate any period of time for doing any act which is specified by these Rules.

(2) A period of time expressed as a number of days shall be computed as clear days.

(3) In this rule ‘clear days’ means that in computing the number of days—

- (a) the day on which the period begins; and
- (b) if the end of the period is defined by reference to an event, the day on which that event occurs

are not included.

(4) Where the specified period is—

- (a) 5 days or less; and
- (b) includes—
  - (i) a Saturday or Sunday; or

(ii) a Bank Holiday, Christmas Day or Good Friday,  
that day does not count.

(5) When the period specified by these Rules for doing any act in respect of the registry or registrar ends on a day on which the registry is closed, that act shall be in time if done on the next day on which the registry is open.

### PART 3 MATTERS NOT REQUIRING A FACULTY

#### **Scope and interpretation**

**3.1.**—(1) Rule 3.2 and Schedule 1 provide for the matters prescribed in List A to be undertaken without a faculty.

(2) Rule 3.3. and Schedule 1 provide for the matters prescribed in List B to be undertaken without a faculty.

(3) Rule 3.4 provides for additional matters prescribed by the chancellor to be undertaken without a faculty.

(4) Rules 3.2 to 3.4 are subject to rules 3.5 to 3.7 (which exclude certain matters from being undertaken without a faculty and make other supplementary provision).

(5) In this Part “authorised person” means—

- (a) a person acting on behalf of the minister and churchwardens of the parish concerned (or, if there is no minister, on behalf of the churchwardens);
- (b) in relation to a building which is included in the list maintained by the Church Buildings Council under section 38(1) of the Measure, the relevant person or body or a person acting on their behalf; or
- (c) a person designated by the chancellor in respect of a parish or other place for the purposes of this Part.

(6) For the purposes of Schedule 1 and work to an oil-fired heating system or to an electrical installation or electrical equipment, “accredited certification scheme” means a scheme of product conformity certification which applies to the work that is to be carried out and which is accredited by the United Kingdom Accreditation Service (UKAS).

(7) If another body is appointed as the UK national accreditation body for the purposes of Article 4(1) of Regulation (EC) No 765/2008 of the European Parliament and of the Council of 9th July 2008 setting out the requirements for accreditation and market surveillance relating to the marketing of products and repealing Regulation (EEC) No 339/93, the reference in paragraph (6) to UKAS is to be read as a reference to that body.

#### **Undertaking matters in List A without a faculty**

**3.2** An authorised person may undertake any matter prescribed in the first column of Table 1 in Schedule 1 (“List A”) without a faculty subject to any conditions that are specified in relation to that matter in the corresponding place in the second column of the Table.

#### **Undertaking matters in List B without a faculty**

**3.3**—(1) An authorised person may undertake any matter prescribed in the first column of Table 2 in Schedule 1 (“List B”) without a faculty—

- (a) if the archdeacon has been consulted on the proposal to undertake the matter and has given notice in writing that it may be undertaken without a faculty; and
- (b) subject to—
  - (i) any conditions that are specified in relation to that matter in the corresponding place in the second column of Table 2; and
  - (ii) any additional conditions imposed by the archdeacon under paragraph (2)(b).

(1A) If the proposal involves a matter to which net zero guidance applies, the proposal must include an explanation of how the applicants, in formulating the proposal, have had due regard to that guidance.<sup>1</sup>

(2) Where the archdeacon is consulted under paragraph (1)(a) on the proposal to undertake a matter, the archdeacon—

- (a) must seek the advice of the Diocesan Advisory Committee or such of its members or officers as the archdeacon thinks fit before deciding whether to give notice that it may be undertaken without a faculty; and
- (b) may make the undertaking of the matter subject to additional conditions specified by the archdeacon in the notice.

(3) A notice given by the archdeacon under paragraph (1)(a) must specify the proposals which may be undertaken without a faculty.

(4) The archdeacon must retain a copy of every notice given under paragraph (1)(a) and must also send a copy to—

- (a) the registrar of the diocese for filing in the diocesan registry; and
- (b) the secretary of the Diocesan Advisory Committee.

(5) If the archdeacon declines to give notice under paragraph (1)(a) that a proposal may be undertaken without a faculty the archdeacon must inform the applicants that they may, if they wish, petition the court for a faculty to authorise the proposal.

(6) If the archdeacon is the incumbent or priest in charge of a benefice where it is proposed to undertake a matter that is prescribed in List B, references in this rule to the archdeacon are to be read as if they were references to the chancellor.

### **Additional matters which may be undertaken without a faculty**

**3.4—**(1) An order made by the chancellor under section 78(1) of the Measure (which provides that, in addition to the matters prescribed in List A and List B, any matter specified in the order may be undertaken without a faculty) is known as “an additional matters order”.

(2) The registrar of the diocese must—

- (a) register every additional matters order (or order that varies or revokes an additional matters order) in the diocesan registry;
- (b) arrange for its publication on the diocesan website;
- (c) send a copy to—
  - (i) every archdeacon to whose archdeaconry the order applies;
  - (ii) the secretary of the Diocesan Advisory Committee; and
  - (iii) the secretary of the Church Buildings Council.

(3) Where the chancellor has made an additional matters order, any matter specified in the order may be undertaken without a faculty in the diocese, or the part of the diocese, to which the order applies; but this is subject to paragraph (4).

(4) Where an additional matters order specifies conditions in relation to a matter (including any condition as to who may undertake the matter), the matter may be undertaken without a faculty only if those conditions are complied with.

### **Excluded matters – general**

**3.5—**(1) Rules 3.2 to 3.4 do not permit the undertaking of any of the following matters—

- (a) any 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;
- (b) any works which are likely to affect the archaeological importance of a building or any archaeological remains within a building or its curtilage;

---

<sup>1</sup> Paragraph (1A) does not apply in a case where the archdeacon has sought advice under rule 3.2(2) before 1<sup>st</sup> July 2022.

- (c) any works in respect of all or part of which scheduled monument consent is required under the Ancient Monuments and Archaeological Areas Act 1979;
- (d) any works which involve extension, demolition or partial demolition of a building, or the erection of a new building;
- (e) any matter which gives rise to a question of law or of doctrine, ritual or ceremonial or which would, if undertaken, affect the legal rights of any person;
- (f) the exhumation or other disturbance of human remains;
- (g) the reservation of a grave space;
- (h) the sale or other disposal of any article of architectural, archaeological, artistic or historic interest;
- (i) the sale of any book remaining in or belonging to a parochial library;
- (j) the introduction of an aumbry or any other receptacle used for the reservation of the sacrament of Holy Communion; or
- (k) the introduction of, or the carrying out of any work to, a monument of the kind referred to in section 66 of the Measure.

(2) The reference in paragraph (1)(e) to a matter affecting the legal rights of a person does not include a reference to the grant of a licence for the grazing of a churchyard by livestock.

(3) Where it is proposed to undertake a matter which falls within paragraph (1) a faculty (or an interim faculty under Part 15) must be sought.

### **Excluded matters orders**

**3.6.**—(1) An order made by the chancellor under section 78(3) of the Measure (which provides, in respect of a parish, church, churchyard or other building or place in the diocese, that a matter specified in the order may not be undertaken without a faculty even though it is prescribed in List A or List B) is known as “an excluded matters order”.

(2) The registrar of the diocese must—

- (a) register every excluded matters order (or order that varies or revokes an excluded matters order) in the diocesan registry;
- (b) arrange for its publication on the diocesan website;
- (c) send a copy to—
  - (i) the minister and churchwardens of any parish affected by the order;
  - (ii) the archdeacon of every archdeaconry in which a parish affected by the order is situated;
  - (iii) the secretary of the Diocesan Advisory Committee; and
  - (iv) the secretary to the Church Buildings Council.

(3) Any churchwardens who are sent a copy of an excluded matters order (or order that varies or revokes an excluded matters order) by the registrar of the diocese must keep it with the inventory, and insert a copy in the log book, maintained by them under section 49 of the Measure (see subsections (1) and (2) of that section).

(4) Where the chancellor has made an excluded matters order and it is proposed to undertake a matter specified in the order in respect of the parish, church, churchyard or other building or place in the diocese to which the order relates, a faculty (or an interim faculty under Part 15) must be sought.

### **Jurisdiction of consistory court**

**3.7.**—(1) The fact that a matter may be undertaken without a faculty under this Part does not prevent the court from exercising its jurisdiction in respect of the matter.

(2) The court may accordingly grant a faculty or make an order which permits the undertaking of the matter (whether subject to conditions or otherwise) or restricts or prevents the undertaking of the matter.

(3) A matter may not be undertaken without a faculty under this Part if undertaking that matter would be in breach of—

- (a) any condition subject to which a faculty has been granted,
- (b) the terms of any injunction or restoration order, or
- (c) the terms of any undertaking given to the court.

### **Determination of questions**

**3.8.**—(1). Any question as to whether a particular matter is or is not a matter that may be undertaken without a faculty under this Part is to be determined by the chancellor.

(2) The determination may be made by the chancellor on the chancellor's own initiative or on the application of—

- (a) an authorised person,
- (b) in the case of a matter specified in an additional matters order, a person who may undertake the matter under the order, or
- (c) the archdeacon.

(3) The chancellor will determine the question without a hearing on consideration of such written representations (if any) as the chancellor thinks fit unless the chancellor orders that the question be determined at a hearing.

## PART 4

### CONSULTATION AND ADVICE BEFORE STARTING FACULTY PROCEEDINGS

#### **Process for consultation and obtaining advice - outline**

**4.1.**—(1) Before starting proceedings in the consistory court in respect of works or other proposals, intending applicants should—

- (a) consult the Diocesan Advisory Committee on the works or proposals,
- (b) where rule 4.5 or 4.6 applies, consult the relevant bodies under that rule on the works or proposals, and
- (c) once the provisions of this part, so far as applicable, have been complied with, obtain from the Diocesan Advisory Committee a notification of advice in Form 2.

(2) Consultation under this Part is not required if—

- (a) proceedings relate exclusively to—
  - (i) exhumation, or
  - (ii) the reservation of a grave space;
- (b) proceedings are sufficiently urgent to justify the grant of a faculty, the issue of an injunction or the making of a restoration order without carrying out consultation under this Part.

(2A) The requirements under this Part to consult certain specified bodies do not prevent an intending applicant from consulting any other body or person.

(3) This part does not apply where works or other proposals relate only to matters which may be undertaken without a faculty in accordance with Part 3 and Schedule 1 (Lists A and B).

#### **Documents etc. to be submitted to the Diocesan Advisory Committee**

**4.2.**—(1) Intending applicants must submit the following to the Diocesan Advisory Committee when consulting it on works or proposals—

- (a) the standard information in Form 1A (where consultation is being carried out on behalf of the parochial church council) or Form 1B (where consultation is being carried out by the relevant person or body) (but see paragraph (3)); and (b) a summary of the works or other proposals being consulted on.

(2) Intending applicants must submit the following to the Diocesan Advisory Committee when proposals reach the stage at which they are available—

- (a) any relevant designs, plans or photographs;

- (b) any advice or other material relating to the environmental implications of the works or proposals including, in the case of matters to which net zero guidance applies, an explanation of how the intending applicants, in formulating the proposals, have had due regard to that guidance<sup>2</sup>;
  - (c) any other documents giving particulars of the works or proposals; and
  - (d) any relevant correspondence with Historic England, Natural England, a national amenity society, the local planning authority or the Church Buildings Council.
- (3) If the intending applicants have previously submitted the standard information required by paragraph (1)(a) to the Diocesan Advisory Committee they need not do so again unless the information that was previously submitted has changed.

### **Initial advice from Diocesan Advisory Committee**

**4.3.**—(1) When the Diocesan Advisory Committee is consulted under rule 4.1(1)(a) it must consider whether it should give the intending applicants initial advice to assist them in relation to the works or proposals and, if not, whether it should proceed to give its final advice in accordance with rule 4.9 (notification of advice).

(2) In considering whether it should give the intending applicants initial advice the Diocesan Advisory Committee must, in particular, consider whether rule 4.4 (statements of significance and needs), rule 4.5 (consultation with Historic England, amenity societies etc.) or rule 4.6 (consultation with Church Buildings Council) applies.

(3) If the Diocesan Advisory Committee considers that rule 4.4 applies, it must ask the intending applicants to provide it with statements of significance and needs if they have not already done so.

(4) If the Diocesan Advisory Committee considers that rule 4.5 applies, it must advise the intending applicants as to which of the bodies mentioned in rule 4.5 must be consulted on the works or proposals unless a body has already been consulted on the works or proposals and its response is available to the Committee.

(5) If the Diocesan Advisory Committee considers that rule 4.6 applies, it must advise the intending applicants to consult the Church Buildings Council on such aspects of the works or proposals as the Committee considers fall to be considered by the Council under that rule unless the Council has already been consulted on them and its response is available to the Committee.

### **Proposals involving changes to listed buildings: statements of significance and needs**

**4.4.**—(1) Where proposals involve making changes to a listed church or other listed building intending applicants must provide the Diocesan Advisory Committee with—

- (a) a document which describes—
  - (i) the significance of the church or other building in terms of its special architectural and historic interest (including any contribution made by its setting) and
  - (ii) any significant features of artistic or archaeological interest that the church or other building has; and
- (b) a document setting out the justification for the proposals (a “statement of needs”).

(2) If proposals are likely to result in harm to the significance of the church or other building as a building of special architectural or historic interest, the document setting out the justification for the proposals must set out the basis on which it is said that the proposals would result in public benefit that outweighs that harm. .

---

<sup>2</sup> The requirement to include the explanation relating to the net zero guidance does not apply to works or proposals in respect of which intending applicants have sought the advice of the Diocesan Advisory Committee under Part 4 of these Rules before 1<sup>st</sup> July 2022.

### **Consultation with Historic England, amenity societies and the local planning authority in certain cases**

**4.5.**—(1) Consultation with Historic England must be undertaken if works or other proposals—

- (a) involve the demolition of a grade I or II\* listed building or its alteration or extension to such an extent as would be likely to affect its character as a building of special architectural or historic interest;
- (b) comprise the complete demolition of a grade II listed building or the removal of all, or a substantial part, of the structure of its interior (including any principal internal elements such as staircases, galleries, load-bearing walls, floor or roof structures and major internal fixtures such as pews, screens and organs); or
- (c) are likely to affect the archaeological importance of any building or of remains within the building or its curtilage.

(2) Consultation with each national amenity society which has an interest in works or other proposals must be undertaken if they—

- (a) involve demolition of a listed building of any grade or its alteration or extension to such an extent as would be likely to affect its character as a building of special architectural or historic interest; or
- (b) involve demolition affecting the exterior of an unlisted building in a conservation area.

(3) The question of whether a national amenity society has an interest in works or proposals is to be determined by reference to the age of the building (or the relevant part of it) and the likely effect on it of the proposals.

(4) Consultation with the local planning authority must be undertaken if works or other proposals—

- (a) involve demolition of a listed building of any grade or its alteration or extension to such an extent as would be likely to affect its character as a building of special architectural or historic interest;
- (b) are likely to affect the archaeological importance of a building or of remains within the building or its curtilage; or
- (c) involve demolition affecting the exterior of an unlisted building in a conservation area.

### **Consultation with Church Buildings Council in certain cases**

**4.6.**—(1) Consultation with the Church Buildings Council must be undertaken if works or other proposals—

- (a) involve the demolition of a grade I or II\* listed building or its alteration or extension to such an extent as would be likely to result in harm to its character as a building of special architectural or historic interest;
- (b) involve demolition of a grade II listed building or its alteration or extension to such an extent as would be likely to result in substantial harm to its character as a building of special architectural or historic interest or to its setting; or
- (c) are likely to affect the archaeological importance of a building or of remains within the building or its curtilage.

(2) Consultation with the Church Buildings Council must also be undertaken where works or proposals involve—

- (a) the conservation, alteration or disposal of an article of special historic, architectural, archaeological or artistic interest;
- (b) the introduction of an article of special historic, architectural, archaeological or artistic interest (including new work) in a grade I or II\* listed building;
- (c) the alteration, extension or re-ordering of a church in a way that is likely significantly to affect the setting of an article of special historic, architectural, archaeological or artistic interest; or
- (d) the movement or removal of an article of special historic, architectural, archaeological or artistic interest such that the article might be adversely affected unless special precautions are taken.

(3) Consultation with the Church Buildings Council must be undertaken in any other case where the Diocesan Advisory Committee considers that its advice would be of particular assistance.

### **Consultation: procedure**

**4.7.**—(1) When a body is consulted under rule 4.5 or 4.6 it must be informed by letter or electronic communication that it is being consulted in accordance with that rule and that a response to the consultation will be taken into account if it is received within 42 days of the date of the letter or electronic communication.

(2) The notice must be accompanied by—

- (a) the standard information in Form 1A or Form 1B;
- (b) a summary of the works or other proposals being consulted on;
- (c) any relevant designs, plans and photographs;
- (d) any other documents giving particulars of the works or other proposals; and
- (e) the statement of significance and the statement of needs prepared in accordance with rule 4.4.

(3) Any response to consultation undertaken under rule 4.5 or rule 4.6 which is received more than 42 days after the date of the letter or electronic communication sent under paragraph (1) need not be (but may be) taken into account.

(4) Where a body which was not informed of consultation in accordance with paragraph (1) nevertheless responds to the consultation in question, the response need not be (but may be) taken into account, regardless of when it is received.

(5) Where consultation under rule 4.5 or 4.6 is sent by means of an online system, any response to that consultation must itself, so far as is practicable, be sent by means of that online system.

### **Notification of material changes made in response to consultation or otherwise**

**4.8.**—(1) If intending applicants make material changes to works or other proposals (whether in response to consultation or otherwise), they must supply details of the changes made to—

- (a) any body which has been consulted under rule 4.5 or 4.6;
- (b) the Diocesan Advisory Committee.

(2) Any further response from a body which is supplied with details of changes under paragraph (1) must be taken into account if it is received within 21 days of the day on which the body is supplied with those details; if it is received after that period has expired it need not be (but may be) taken into account.

### **Notification of advice**

**4.9.**—(1) The Diocesan Advisory Committee must not give its final advice unless it is satisfied—

- (a) that the preceding provisions of this part, so far as applicable, have been complied with; and
- (b) it has all the information it needs in order to give its final advice, including any responses from bodies consulted under rule 4.5, 4.6 or 4.8 that have been received within the time allowed.

(2) The Diocesan Advisory Committee must give its final advice in a notification of advice in Form 2.

(3) The notification of advice must describe the works or proposals in the manner in which the DAC recommends that they should be described in the schedule of works or proposals in the petition (see rule 5.4(1)) and in the public notice (see rule 6.2(3)(a)).

(4) The notification of advice must state whether the Diocesan Advisory Committee—

- (a) recommends the works or proposals for approval by the court;



(b) does not recommend the works or proposals for approval by the court; or (c) does not object to the works or proposals being approved by the court.

(5) If the notification of advice recommends the works or proposals for approval by the court it must include a statement that the advice does not constitute authority for carrying out the works or other proposals and that a faculty is required.

(6) If the notification of advice does not recommend the works or proposals for approval by the court it must include—

- (a) the Committee's principal reasons for giving that advice; and
- (b) a statement that despite the Committee's advice, the intending applicants may, if they wish, petition the court for a faculty authorising the works or other proposals.

(7) If the notification of advice does not object to the works or proposals being approved by the court—

- (a) the Committee must consider whether to include its principal reasons for giving that advice; and
- (b) the notification of advice must include a statement that the advice does not constitute authority for carrying out the works or other proposals and that a faculty is required.

(7A) In the case of works or proposals involving matters to which net zero guidance applies, the Committee's advice must include a statement of—

- (a) whether, in its opinion, the explanation under rule 4.2(2)(b) is adequate, and
- (b) if its opinion is that the explanation is not adequate, its reasons for that opinion.<sup>3</sup>

(8) The notification of advice must state—

- (a) which of the bodies mentioned in rule 4.5 or 4.6 (if any) have been consulted on the works or proposals, and
- (b) if any other body or person has been consulted, the name of that body or person.

(9) If the notification of advice recommends the works or proposals for approval by the court, or does not object to their being approved, in circumstances where a body consulted under rule 4.5 or 4.6 has raised objections to the works or proposals and has not withdrawn them, the notification of advice must include the Committee's principal reasons for recommending the works or proposals for approval, or for not objecting to their being approved, despite those objections.

(10) In the case of works or proposals in respect of which an injunction or restoration order is to be sought—

- (a) the Committee's advice must be given in the form of a report or letter (instead of Form 2);
- (b) paragraphs (2) to (7) and (9) do not apply (but paragraph (8) does apply).

### **Interim faculties and interim injunctions and restoration orders**

**4.10.** This Part is without prejudice to the court's power at any time to grant an interim faculty under Part 15 or an interim injunction or restoration order under rule 16.6.

## **PART 5**

### **FACULTY PROCEEDINGS – PARTIES AND COMMENCEMENT**

#### **Parties to proceedings**

**5.1.**—(1) The parties to faculty proceedings are—

- (a) the petitioner (or petitioners);
- (b) any party opponent; and
- (c) any person added as a party by the court by way of special citation.

---

<sup>3</sup> Paragraph (7A) does not apply to works or proposals in respect of which intending applicants have sought the advice of the Diocesan Advisory Committee under Part 4 of these Rules before 1<sup>st</sup> July 2022.

(2) Rule 5.2 explains how to start faculty proceedings.

(3) Rules 9.5 and 10.4 make provision for a person to become a party opponent.

(4) Rule 19.4 makes provision for the addition of a person as a party by way of special citation where the court is considering making an order for costs against that person under section 69 of the Measure; a person may be added as a party by way of special citation in any other circumstances where doing so would further the overriding objective.

### **How to start faculty proceedings – the petition**

**5.2.**—(1) Proceedings for obtaining a faculty are started by submitting a petition to the court.

(2) A petition may be submitted by—

- (a) the archdeacon;
- (b) the minister and churchwardens of the parish concerned;
- (c) the relevant person or body (in the case of a building included in the list maintained by the Church Buildings Council under section 38(1) of the Measure); or
- (d) any other person appearing to the court to have a sufficient interest in the matter.

(3) A petition is submitted to the court by sending it to the registry.

(4) The fact that the petitioner has not complied with rule 4.1(1) (which makes provision for intending applicants to seek the advice of the Diocesan Advisory Committee) does not prevent proceedings for obtaining a faculty from being started.

(5) Paragraph (4) is without prejudice to rule 7.2 (which makes provision for the chancellor to seek the advice of the Diocesan Advisory Committee).

### **Form of petition**

**5.3.**—(1) Where proceedings are to be started pursuant to a resolution of the parochial church council the petition must be in Form 3A except in a case to which paragraph (3) applies.

(2) Where the proceedings are to be started by the relevant person or body (in the case of a building included in the list maintained by the Church Buildings Council under section 38(1) of the Measure) the petition must be in Form 3B except in a case to which paragraph (3) applies.

(3) Where a faculty is sought—

- (a) for exhumation,
- (b) for the reservation of a grave space, or
- (c) in relation to a memorial in a churchyard or consecrated burial ground,

the petition must be in a form approved for that purpose by the chancellor under rule 20.6(2).

### **Content of petition**

**5.4.**—(1) The works or other proposals in respect of which a faculty is sought must be fully and accurately described in the schedule of works or proposals contained in the petition (or where a petition in Form 3A or 3B is not required, in the relevant part of the petition).

(1A) Where the Diocesan Advisory Committee has issued a notification of advice under rule 4.9, the works or other proposals must be described in the manner recommended by the Committee unless the chancellor directs otherwise.

(2) The works or other proposals must be the same as those in respect of which the Diocesan Advisory Committee issued a notification of advice under rule 4.9.

(3) [*Revoked*]

(4) Where it is proposed to dispose of any article, details of the proposal must be given in the petition.

### **Documents etc. to accompany petition**

**5.5.**—(1) Where proceedings are started pursuant to a resolution of the parochial church council the standard information in Form 1A must be submitted with the petition.

(2) Where the proceedings are started by the relevant person or body (in the case of a building included in the list maintained by the Church Buildings Council under section 38(1) of the Measure) the standard information in Form 1B must be submitted with the petition.

(3) The following must also be submitted with every petition—

- (a) the Diocesan Advisory Committee's notification of advice (except in a case to which rule 4.1(2) or 5.2(4) applies);
- (aa) where rule 4.4(1) applies, the statement of significance and the statement of needs that were provided to the Diocesan Advisory Committee;
- (b) any relevant designs;
- (c) any relevant plans;
- (d) any relevant photographs;
- (e) any advice or other material relating to the environmental implications of the works or other proposals including, in the case of matters to which net zero guidance applies, an explanation of how the petitioner, in formulating the proposals, has had due regard to that guidance;<sup>4</sup>
- (f) any other documents giving particulars of the works or other proposals; and
- (g) copies of any relevant correspondence received from a body mentioned in rule 4.5(6).

(4) Where a petition seeks a faculty to authorise the demolition or partial demolition of a church under section 62(2) or (3) of the Measure, the written consent of the bishop of the diocese to the proceedings being brought must also be submitted with the petition.

### **Register of petitions**

**5.6.**—(1) The registrar must notify the secretary of the Diocesan Advisory Committee of the details of every petition submitted to the court for which the advice of the Committee is required under these Rules unless the petition is submitted using an online system through which the secretary of the Committee can access the petition.

(2) Notification must be in Form 11.

(3) The secretary of the Diocesan Advisory Committee must enter the details notified in the register of petitions maintained on behalf of the Committee.

### **Inspection of petition and associated documents**

**5.7.**—(1) Where changes to a church or other building are proposed a copy of the petition and of any designs, plans, photographs and other documents that were submitted with it must be displayed—

- (a) in the church or building to which the works or other proposals relate; or
- (b) at another place where they may conveniently be inspected by the public and which is identified in a notice displayed both inside and outside the church or the building.

(2) The petition, designs, plans photographs and other documents must remain on display until the petition has been determined.

(2A) Where paragraph (1) applies and the petition and other documents mentioned in that paragraph are submitted to the court through an online system, the petition and other documents, together with a copy of the public notice displayed under Part 6, must also be publicly available for inspection online until the petition has been determined.

(3) The chancellor or registrar may direct that paragraphs (1), (2) and (2A) are not to apply in a particular case.

---

<sup>4</sup> The requirement for the explanation relating to net zero guidance does not apply to proceedings in a consistory court begun before 1<sup>st</sup> July 2022.

PART 6  
PUBLIC NOTICE

**Requirement for public notice**

—(1) Subject to paragraphs (2) and (3), every petition for a faculty is subject to the requirements of rules 6.2 to 6.5 as to the giving of public notice.

(2) Rule 6.6 (exhumation, reservation of grave space and other special cases) makes special provision which applies instead of the requirements of rules 6.2 to 6.5.

(3) The chancellor may dispense with the giving of public notice in accordance with rule 6.7.

**Form of public notice**

**6.2.**—(1) Except where paragraph (2) applies the public notice must be in Form 4A.

(2) Where the proceedings are to be started by the relevant person or body (in the case of a building included in the list maintained by the Church Buildings Council under section 38(1) of the Measure) the public notice must be in Form 4B.

(3) Every public notice must—

- (a) describe the works or other proposals in the same way as they are described in the schedule of works or proposals in the petition; and
- (aa) provide a postal address and an email address for the diocesan registrar to which letters of objection may be sent;
- (b) contain the other details required by the relevant form.

**Display of public notice etc.**

**6.3.**—(1) Not later than the day on which the petition is sent to the registry (or on a later day if the chancellor so directs) the petitioner must—

- (a) display the public notice in accordance with paragraph (2) if a petitioner is the minister, a churchwarden or a parochial church council (or a person acting on its behalf);
- (b) display the public notice in accordance with paragraph (3) if the petitioner is the relevant person or body; and
- (c) send a copy of the public notice to the registry.

(2) Where a petitioner is the minister, a churchwarden or a parochial church council (or a person acting on its behalf) the public notice must be displayed as follows—

- (a) it must be displayed for a continuous period of 28 days;
- (b) in the case of a petition relating to a parish church or its churchyard, it must be displayed at the parish church;
- (c) in the case of a petition relating to a church or place of worship, or any churchyard belonging to it, which is not a parish church, it must be displayed at the church or place of worship and also at the parish church (or each of the parish churches) of the parish;
- (d) in the case of a petition relating to any other churchyard or consecrated burial ground, it must be displayed at the parish church (if any) and at the churchyard or burial ground in question;
- (e) where the public notice is displayed in accordance with paragraphs (b) or (c) it must be displayed—
  - (i) inside the church on a notice board or in some other prominent position; and
  - (ii) on a notice board outside the church or in some other prominent position (whether on the church door or elsewhere) so that it can be read by the public;
- (f) where the public notice is displayed in accordance with paragraph (d) it must be displayed on a notice board outside the parish church (if any) and on a notice board or other suitable place at the churchyard or burial ground in question so that it can be read by the public.

(3) Where the petitioner is the relevant person or body the public notice must be displayed as follows—

- (a) it must be displayed for a continuous period of 28 days;
- (b) it must be displayed—
  - (i) inside the building to which the proposals relate on a notice board or in some other prominent position; and
  - (ii) on a notice board outside the building or in some other prominent position (whether on the outside of the building or elsewhere) so that it can be read by the public.

#### **Directions by registrar as to public notice**

**6.4.** If the registrar considers that any of the following apply the registrar must give directions to the petitioner to meet the circumstances of the case—

- (a) the works or proposals are not adequately described in the public notice;
- (b) a copy of the public notice should be displayed inside or outside any other church or place of worship in the parish concerned;
- (c) a copy of the public notice should be displayed in some prominent position elsewhere in the parish concerned (whether inside or outside a building) so that it can be read by the public;
- (d) a copy of the public notice should be displayed in a place or places other than or in addition to those specified in rule 6.3(3)(b);
- (e) the public notice should be displayed for longer than 28 days.

#### **Return of public notice to registrar**

**6.5.** Once the period of 28 days required by rule 6.3(2)(a) or (3)(a), or such longer period as may have been directed under rule 6.4, has expired the petitioner must send to the registrar the public notice (or a copy of the public notice) with a completed certificate of publication.

#### **Exhumation, reservation of grave space and other special cases**

**6.6.—**(1) Paragraph (2) applies where—

- (a) a petition relates exclusively to—
  - (i) exhumation (and the chancellor does not dispense with the giving of public notice under paragraph (3) or (4)), or
  - (ii) the reservation of a grave space; or
- (b) the petitioner is not the minister or a churchwarden, a parochial church council (or a person acting on its behalf) or the relevant person or body.

(2) Where this paragraph applies the registrar must—

- (a) complete the public notice; and
- (b) give directions for the display and return of the public notice in accordance with any directions in that regard given by the chancellor or otherwise as the registrar thinks fit having regard to the matters in rule 6.4(b) to (d).

(3) In the case of a petition that relates exclusively to exhumation, the chancellor may dispense with the giving of public notice if satisfied that any near relatives of the deceased still living and any other persons who in the opinion of the chancellor it is reasonable to regard as being concerned with the matter—

- (a) are petitioners; or
- (b) consent to the proposed faculty being granted.

(4) In any other case of a petition that relates exclusively to exhumation, the chancellor may dispense with the giving of public notice and may direct that any of the persons referred to in paragraph (3) who are not petitioners be given special notice.

### **Emergencies etc. – dispensing with giving of public notice**

**6.7.**—(1) An order may be made under this rule in any case where the chancellor is satisfied—

- (a) that the petition is concerned with addressing an emergency that involves interests of safety or health, or the preservation of a church or part of it, and is of sufficient urgency to justify the grant of a faculty without the giving of public notice under rules 6.1 to 6.6; or
- (b) that other factors mean that it would not be expedient to require the giving of public notice under those rules.

(2) An order made under this rule may—

- (a) dispense with the giving of public notice under those rules; and
- (b) having regard to all the circumstances, contain directions for a specified period of notice to be given to such persons or bodies as the chancellor thinks fit.

### **Interim faculties**

**6.8.** This Part is without prejudice to the court's power at any time to grant an interim faculty under Part 15.

## **PART 7**

### **CHANCELLOR'S JURISDICTION**

#### **Jurisdiction of consistory court exercised by chancellor**

**7.1.** The jurisdiction of the consistory court is to be exercised by the chancellor (except as otherwise provided by these Rules).

#### **Chancellor to seek advice of Diocesan Advisory Committee**

**7.2.**—(1) Unless paragraph (2) or (3) applies, the chancellor must seek the advice of the Diocesan Advisory Committee before—

- (a) making a final determination in faculty proceedings;
- (b) issuing a permanent injunction; or
- (c) making a restoration order.

(2) If the Diocesan Advisory Committee has given its advice under rule 4.5 in respect of the works or other proposals not more than 24 months before the submission of the petition or application, the chancellor may proceed to do any of the things mentioned in paragraph (1)(a) to (c) without seeking further advice from the Committee.

(3) The chancellor may proceed to do any of the things mentioned in paragraph (1)(a) to (c) without seeking the advice of the Diocesan Advisory Committee if—

- (a) the proceedings relate exclusively to exhumation or the reservation of a grave space; or
- (b) the chancellor is satisfied that the matter is sufficiently urgent to justify the grant of a faculty, the issue of an injunction or the making of a restoration order without obtaining the Committee's advice.

(4) This rule is without prejudice to the court's power at any time to grant an interim faculty under Part 15 or an interim injunction or interim restoration order under rule 16.6.

#### **Reasons for grant of faculty or dismissal of petition**

**7.3.**—(1) Where an unopposed petition gives rise to a question of law or of doctrine, ritual or ceremonial or relates to proposals that affect the legal rights of any person or body, and the chancellor decrees the grant of a faculty but does not give judgment in court or hand down a written judgment, the chancellor must record in summary form the reasons for granting the faculty.

(2) Where a faculty is granted in opposed proceedings or where in any proceedings a petition is dismissed (in whole or in part) the chancellor must give a judgment in court or hand down a written judgment which contains the reasons for the grant or dismissal.

### **Notification of final determination to body making representations**

**7.3A.** Where Historic England, a national amenity society or the local planning authority has made representations in respect of works or other proposals, the registrar must notify that body of the final determination in the faculty proceedings within 14 days of the determination being made.

### **Issue of faculty**

**7.4.**—(1) If the chancellor decrees the grant of a faculty the registrar must, subject to any directions given by the chancellor, issue the faculty in Form 7.

(2) If a faculty is granted subject to conditions they must be set out in the faculty.

(3) The registrar must send the faculty to the petitioner.

(4) The registrar must also send the petitioner a certificate of practical completion of works in Form 8 unless the chancellor directs otherwise.

## **PART 8**

### **ARCHDEACON'S JURISDICTION**

#### **Removal of article to place of safety**

—(1) Where the archdeacon is of the opinion that an article should be removed to a place of safety immediately, an order made by the archdeacon under section 53 of the Measure must be in Form 13.

(2) In any other case where an archdeacon is considering making an order under section 53 of the Measure—

(a) the notice required by section 53(3)(a) must be in Form 14; and

(b) if the archdeacon makes an order, it must be in Form 15.

#### **Temporary minor re-ordering**

**8.2.**—(1) On the application of the minister and the parochial church council an archdeacon may give a licence in Form 9 authorising a scheme of temporary minor re-ordering of a church (including its fixtures and fittings) for a specified period not exceeding 24 months.

(2) A licence may not be given by the archdeacon under this rule where a parish has no minister.

(3) Before giving a licence the archdeacon must seek the advice of the Diocesan Advisory Committee or such of its members or officers as the archdeacon thinks fit.

(4) The archdeacon must not give a licence unless satisfied that—

(a) the scheme does not involve any material interference with or alteration to the fabric of the church or the carrying out of electrical works;

(b) it does not involve the disposal of any fixture or other article; and

(c) if the scheme involves moving any item—

(i) it will be moved by suitably competent or qualified persons;

(ii) it will be safely stored in a place approved by the archdeacon; and

(iii) it can easily be reinstated.

(5) The archdeacon may give a licence subject to any conditions that appear to the archdeacon to be necessary.

(6) The archdeacon may amend or revoke a licence.

(7) If the archdeacon refuses to give a licence, or revokes a licence, the archdeacon must inform the applicants that they may, if they wish, petition the court for a faculty authorising the proposed scheme.

(8) A copy of every licence given by the archdeacon must be sent to the registrar and the secretary of the Diocesan Advisory Committee.

(9) The period specified in the licence may not be extended by the archdeacon.

(10) If a petition for a faculty in respect of the scheme authorised by the licence is submitted to the court not less than 2 months before the expiry of the period specified in the licence, the scheme is deemed to continue to be authorised by the licence until the petition is determined by the court.

### **Steps to be taken on expiry of licence for temporary minor re-ordering**

**8.3.**—(1) On the expiry of the period specified in a licence given under rule 8.2—

- (a) the archdeacon must send the minister a copy of Form 10 (which asks the minister to state whether a faculty has been applied for in respect of the scheme of temporary minor re-ordering and, if not, whether the position has been restored to that which existed before the scheme was implemented); and
- (b) the minister must complete Form 10 and return it to the archdeacon within 14 days of receiving it.

(2) If on the expiry of the period specified in the licence the parish does not have a minister, paragraph (1) is to apply as if the references to the minister were references to the churchwardens of the parish.

(3) Save to the extent that it has been authorised by faculty, when a scheme of temporary minor re-ordering ceases to be authorised under rule 8.2 the archdeacon must take steps to ensure that the position is restored to that which existed before the scheme was implemented.

## **PART 9**

### **SPECIAL NOTICE OF PETITION, CONSULTATION ETC.**

#### **Special notice**

If the chancellor directs, any person or body to be given special notice of faculty proceedings the registrar must serve on that person a copy of the public notice and any other documents directed by the chancellor.

#### **Publication of notice in newspaper etc.**

**9.2.** The chancellor may give directions for the publication of details relating to a petition in any newspaper or other publication (including a website).

#### **Special notice to Historic England, amenity societies and the local planning authority**

**9.3.**—(1) Subject to paragraph (2), the chancellor must direct that the following bodies be given special notice if a petition relates to works in respect of which rule 4.5 provides for them to be consulted—

- (a) Historic England;
- (b) any national amenity society which has an interest in the church or the works;
- (c) the local planning authority.

(2) Special notice is not required to be given to a body referred to in paragraph (1) if it appears to the chancellor that the body has previously been consulted on the works in question and has indicated that it has no objection or no comment to make.



## **Graves and memorials maintained by the Commonwealth War Graves Commission**

**9.4.** If it appears that the works or proposals to which a petition relates will or may affect a grave or memorial maintained by the Commonwealth War Graves Commission the chancellor must direct that the Commission be given special notice.

### **Representations or objection by body given special notice**

**9.5.—**(1) Where the chancellor directs that a body be given special notice under rule 9.3 or 9.4 the registrar must inform the body of the date, being a date not less than 21 days after it will be deemed by rule 17.5 to have been served with a copy of the public notice, by which it may—

- (a) send representations on the proposed works to the registrar and the petitioner; or
- (b) send particulars of objection in Form 5 to the registrar and the petitioner.

(2) A body which sends particulars of objection under paragraph (1)(b) becomes a party opponent to the proceedings and paragraphs (2) to (5) of rule 10.4 apply.

(3) If a person or body given special notice under this Part does not send representations or particulars of objection within the time allowed under paragraph (1), or otherwise allowed by any direction, the chancellor may determine the petition without further recourse to that person or body.

(4) Rules 10.2, 10.3 and 10.4(1) do not apply in respect of a person or body given special notice under this Part.

### **Mandatory consultation with the Church Buildings Council**

**9.6.—**(1) This rule applies where proposals contained in a petition for a faculty or in an application for an injunction or a restoration order involve—

- (a) the conservation, alteration or disposal of an article of special historic, architectural, archaeological or artistic interest;
- (aa) the introduction of an article of special historic, architectural, archaeological or artistic interest (including new work) in a grade I or II\* listed building;
- (b) the alteration, extension or re-ordering of a church in a way that is likely significantly to affect the setting of an article of special historic, architectural, archaeological or artistic interest; or
- (c) the movement or removal of an article of special historic, architectural, archaeological or artistic interest such that the article might be adversely affected unless special precautions are taken.

(2) The chancellor must seek the advice of the Church Buildings Council on the proposals that fall within paragraph (1) unless the chancellor is satisfied that there has already been adequate consultation with the Church Buildings Council and the Council's advice is available to the court.

### **Discretionary consultation with the Church Buildings Council**

**9.7.** In any case where rule 9.6 does not apply (or does not apply to a particular proposal) but the chancellor thinks that the advice of the Church Buildings Council would be of assistance, the chancellor may seek its advice.

### **Procedure for seeking and giving the Church Buildings Council's advice**

**9.8.—**(1) Where the chancellor seeks the advice of the Church Buildings Council under rule 9.6 or 9.7 the registrar must serve a request on the Council in Form 12 seeking the advice of the Council by the date specified by the registrar in the request, being a date not less than 21 days after the Council will be deemed by rule 17.5 to have been served with the request.

(2) Where a request is served under paragraph (1) the registrar is also to serve on the Council a copy of the petition or application for an injunction or restoration order and such other documents and materials as the registrar thinks fit.

## **Works affecting character of listed building etc: publication of notice on diocesan website**

**9.9.**—(1) This rule applies where a petition relates to works that involve—

- (a) demolition of a listed building;
- (b) alteration to or the extension of—
  - (i) any part of a grade I or II\* listed building, or
  - (ii) the exterior of a grade II listed building

to such extent as would be likely to affect its character as a building of special architectural or historic interest; or

- (c) demolition affecting the exterior of an unlisted building in a conservation area.

(2) The registrar or chancellor must give directions for the publication on the diocesan website, or another publicly accessible website which is identified on the diocesan website, of a notice which contains the following—

- (a) details of the church or building to which the petition relates,
- (b) a statement that an application is being made to the consistory court for permission to carry out works to the church or building,
- (c) a description of the works;
- (d) details of where a copy of the petition, plans and other documents may be inspected, and
- (e) a date (which must not be less than 21 days from the date of publication of the notice) by which any objection must reach the registrar.

## **Interim faculties**

**9.10.** This Part is without prejudice to the court's power at any time to grant an interim faculty under Part 15.

## **PART 10**

### **OBJECTIONS TO FACULTY PETITION**

## **Interested persons**

—(1) For the purposes of this Part “interested person” in relation to a petition for a faculty means—

- (a) any person who is resident in the ecclesiastical parish concerned;
- (b) any person whose name is entered on the church electoral roll of the ecclesiastical parish concerned but who does not reside there;
- (c) the parochial church council;
- (d) the archdeacon;
- (e) the local planning authority;
- (f) any national amenity society;
- (g) any other body designated by the chancellor for the purpose of the petition;
- (h) any other person or body appearing to the chancellor to have a sufficient interest in the subject matter of the petition.

(2) But in the case of a petition that relates to a building included in the list maintained by the Church Buildings Council under section 38(1) of the Measure sub-paragraphs (a) to (c) of paragraph (1) are to be disregarded.

(3) If any question arises as to whether a person is an interested party it is to be determined by the chancellor.

### **Objection by interested person**

**10.2.**—(1) An interested person may object to the grant of a faculty in respect of all or some of the works or other proposals to which a petition relates in accordance with this rule.

(2) An objection is made by sending a letter of objection to the registry, addressed to the registrar.

(3) A letter of objection must state—

- (a) the basis on which the person objecting is an interested person; and
- (b) the grounds on which objection is made.

(4) A letter of objection must arrive at the registry—

- (a) within the period of 28 days for the display of a public notice under rule 6.3, or
- (b) in a case where the court has given directions for a particular period of notice, within that period.

(5) An interested person who sends a letter of objection in accordance with this rule is referred to as an “objector”.

### **Procedure following receipt of letter of objection**

**10.3.**—(1) Following receipt of a letter of objection the registrar must send a written notice to the objector which states that the objector may—

- (a) become a party opponent to the proceedings by serving the petitioner and sending the registrar particulars of objection in Form 5 to reach them no later than the date specified in the written notice, being a date 21 days after the date on which the objector will be deemed by rule 17.5 to have received the notice; or
- (b) leave the chancellor to take the letter of objection into account in reaching a decision without becoming a party to the proceedings.

(2) The written notice must additionally contain—

- (a) a statement that if the objector chooses to become a party opponent, the objector will be entitled to take part in the proceedings, either by being heard in court or (where an order is made under rule 14.1) by making written representations, and to appeal against any order or judgment of the court (subject to obtaining permission to appeal, if needed);
- (b) a statement that if the objector chooses not to become a party opponent, the objector will not be entitled to take part in the proceedings (beyond having the letter of objection taken into account by the court) or to appeal against any order or judgment of the court;
- (c) a summary of the principles which apply in relation to costs in the consistory court in a form approved by the chancellor;
- (d) a statement that if particulars of objection in Form 5 are not received by the registrar within 21 days of the objector receiving the written notice from the registrar, the objector will be treated as having chosen not to become a party opponent; and
- (e) the address at which any particulars of objection are to be served on the petitioner.

(3) The registrar must include a copy of Form 5 with the written notice.

### **Further proceedings where objector becomes party opponent**

**10.4.**—(1) An objector who serves particulars of objection in accordance with the procedure described in rule 10.3(1)(a) becomes a party opponent and is entitled to take part in the proceedings accordingly.

(2) The petitioner may serve a reply to the particulars of objection.

(3) The petitioner must serve a reply if directed to do so by the court.

(4) A reply must be in Form 6 and state the petitioner’s case in respect of the matters raised by the party opponent in the particulars of objection.

(5) Any reply must be sent to the registry and a copy served on the party opponent, within 21 days of the petitioner being served with the particulars of objection by the party opponent.

## **Further proceedings where objector does not become party opponent**

- 10.5.**—(1) Where an objector does not become a party opponent the registrar must—
- (a) forward a copy of the objector’s letter of objection to the petitioner;
  - (b) invite the petitioner to send comments on the objector’s letter to reach the court by no later than a date specified by the registrar, being a date 21 days after the date on which the petitioner will be deemed by rule 17.5 to have received the objector’s letter;
  - (c) forward to the chancellor a copy of every letter of objection received in respect of the petition and any comments received from the petitioner.
- (2) The chancellor must take account of any letters of objection, and any comments on them received from the petitioner, in reaching a decision on the petition.

## **Unopposed petitions**

- 10.6.**—(1) This rule applies where either of the following conditions is met—
- (a) no interested person has become a party opponent to the proceedings; or
  - (b) the chancellor is satisfied that all the parties to the proceedings consent to the grant of a faculty.
- (2) Where this rule applies the chancellor may, subject to the production of any relevant evidence, grant a faculty without further proceedings.

## PART 11 DIRECTIONS

### **Giving directions**

- (1) In any case the court may give directions for the conduct of the proceedings.
- (2) When determining what, if any, directions to give, the court must seek to give effect to the overriding objective set out in rule 1.1.
- (3) Directions may be given orally or in writing and with or without a hearing.
- (4) Directions may be given by the registrar to the extent the registrar is authorised to do so by the court.
- (5) If the court holds a hearing for the purpose of giving directions it is the duty of the parties to attend or take part in the directions hearing, either in person or by their representatives (whether or not legally qualified).
- (6) The court may request the attendance of any other person at a directions hearing.
- (7) If directions are given without a hearing they must be sent by the registrar to—
- (a) the parties,
  - (b) any other person or body to whom the directions relate, and
  - (c) in the case of directions given by a consistory court, the archdeacon.

### **Matters on which directions may be given**

- 11.2.**—(1) Subject to these Rules, directions for the conduct of the proceedings may be given as the court thinks fit.
- (2) In particular, directions may relate to—
- (a) any of the matters mentioned in rule 1.4(2) (active case management) and rule 18.1 (general powers of case management);
  - (b) the inspection of any church, other building, article or thing under rule 20.1;
  - (c) the issues on which the court requires evidence;
  - (d) the nature of the evidence which it requires to decide those issues;
  - (e) how any evidence is to be presented;

- (f) how parties opponent are to be represented at a hearing where there are a number of parties opponent raising the same or similar issues;
- (g) the appointment of expert witnesses (including limiting the number of experts), the exchange of experts' reports and the identification by them of the matters on which they agree and those on which they disagree;
- (h) limiting the number of witnesses to be called on behalf of any party;
- (i) the service on the parties and any other persons or bodies as the court thinks fit of any evidence, representations or advice received by the court from the Diocesan Advisory Committee, the Church Buildings Council, Historic England, any national amenity society or the local planning authority.

(3) The court may use its power under this rule to exclude evidence that would otherwise be admissible.

### **Time and place of hearing**

**11.3.**—(1) Directions as to the date, time and place for any hearing of the proceedings must be given by the court.

(2) Notice of the directions given under paragraph (1) must be served by the registrar on—

- (a) the parties;
- (b) in the case of a hearing in a consistory court, the archdeacon;
- (c) the Church Buildings Council;
- (d) the Diocesan Advisory Committee;
- (e) any other body who has given advice to the chancellor in connection with the proceedings.

### **Witness statements**

**11.4.**—(1) Where the evidence of witnesses (other than evidence to which rule 11.5 applies) is to be presented at a hearing, the court must direct that statements setting out the evidence to be given by each witness be served in advance of the hearing unless the court considers that there is a good reason not to do so.

(2) A witness statement must be—

- (a) verified by a statement of truth in the following form—  
“I believe that the facts stated in this witness statement are true.”; and
- (b) signed and dated by the witness.

### **Expert reports**

**11.5.**—(1) No party may call an expert or put in evidence an expert's report without the court's permission.

(2) Expert evidence is to be given in a written report unless the court directs otherwise.

(3) Where the court gives permission to put in evidence an expert's report, it must direct that any such report—

- (a) contains a statement that the expert understands their duty is to the court, and has complied with that duty;
- (b) is addressed to the court and not to the party from whom the expert has received instructions;
- (c) gives details of the expert's qualifications;
- (d) gives details of any literature or other material which has been relied on in making the report;
- (e) contains a statement setting out the substance of all facts and instructions which are material to the opinions expressed in the report or upon which those opinions are based;
- (f) makes clear which of the facts stated in the report are within the expert's own knowledge;

- (g) says who carried out any examination, measurement, test or experiment which the expert has used for the report, give the qualifications of that person, and say whether or not the test or experiment has been carried out under the expert's supervision;
  - (h) where there is a range of opinion on the matters dealt with in the report—
    - (i) summarises the range of opinions; and
    - (ii) gives reasons for the expert's own opinion;
  - (i) contains a summary of the conclusions reached; and
  - (j) if the expert is not able to give an opinion without qualification, states the qualification.
- (4) An expert's report must be—
- (a) verified by a statement of truth in the following form—
 

“I confirm that I have made clear which facts and matters referred to in this report are within my own knowledge and which are not. Those that are within my own knowledge I confirm to be true. The opinions I have expressed represent my true and complete expert opinions on the matters to which they refer.”; and
  - (b) signed and dated by the expert.
- (5) The court may give such other directions with regard to expert evidence as it thinks fit having regard to the overriding objective in rule 1.1.

### **Inordinate delay etc. – intervention by provincial court**

- 11.6.**—(1) The provincial court may give directions for the further conduct of proceedings that are pending in a consistory court if it considers that—
- (a) there has been inordinate delay in the conduct of the proceedings; or
  - (b) it is otherwise in the interests of justice.
- (2) The provincial court may give any direction which could have been given by the consistory court.
- (3) Directions under this rule may be given—
- (a) by the Dean of the Arches and Auditor sitting alone;
  - (b) on the application of any party to the proceedings or on the provincial court's own initiative.
- (4) In this rule “provincial court” means—
- (a) the Court of Arches where the proceedings are pending in the consistory court of a diocese in the province of Canterbury;
  - (b) the Chancery Court of York where the proceedings are pending in the consistory court of a diocese in the province of York.

## PART 12 CONDUCT OF HEARINGS

### **Hearings conducted as directed by the court**

**12.1.** Subject to the provisions of this Part and the overriding objective, hearings are to be conducted as directed by the court.

### **Evidence given orally**

**12.2.**—(1) Where a witness is to give evidence at a hearing, the witness's evidence must be given orally under oath or solemn affirmation.

- (2) Where—
- (a) a witness statement has been served in accordance with rule 11.4,
  - (b) an expert report has been served in accordance with rule 11.5, or

(c) the court has allowed an application to give evidence under any of rules 13.1 to 13.3 (which require such applications to be accompanied by a witness statement), the witness statement or report is to stand as the evidence in chief of the witness unless the court directs otherwise.

(3) A witness who gives oral evidence at a hearing may be cross-examined by any party to the proceedings (subject to any direction given under 11.2(2)(f) and to paragraph (4) of this rule).

(4) The court may limit cross-examination.

## PART 13 EVIDENCE OF NON-PARTIES

### **Evidence of non-parties generally**

—(1) A person who is not a party to proceedings may apply to give evidence at a hearing.

(2) An application under paragraph (1) must be accompanied by a witness statement containing the evidence that is intended to be given by the person concerned.

### **Evidence of the Church Buildings Council**

**13.2.**—(1) The Church Buildings Council may apply to give evidence whether or not it has been consulted under rule 9.6 or 9.7.

(2) An application under this rule must be—

- (a) submitted to the registry not less than 21 days before the hearing; and
- (b) accompanied by a witness statement containing the evidence to be relied on.

### **Evidence of Historic England and national amenity societies**

**13.3.**—(1) Historic England or a national amenity society may apply to give evidence whether or not it has been given special notice under rule 9.3.

(2) An application under this rule must be—

- (a) submitted to the registry not less than 21 days before the hearing; and
- (b) accompanied by a witness statement containing the evidence to be relied on.

### **Judge's witness**

**13.4.** The court may direct the attendance of any of the following to give evidence at a hearing if it appears that the person may be able to give relevant evidence and is willing to give it—

- (a) a member or officer of the Church Buildings Council;
- (b) a member or officer of the Diocesan Advisory Committee;
- (c) any other person.

### **Evidence given under this Part**

**13.5.**—(1) Rules 11.4 (witness statements) and 11.5 (expert reports) apply, so far as applicable, to evidence under this Part.

(2) Where evidence is to be given under this Part on behalf of a body, any witness statement setting out that evidence must state the extent to which the witness is speaking on behalf of the body or is acting as an expert.

### **Notice to parties**

**13.6.** Where an application to give evidence is made under rules 13.1 to 13.3, or where a direction is given under rule 13.4, the registrar must—

- (a) give the parties written notice of the application or direction;
- (b) provide them with the name and address of the witness;
- (c) in the case of an application made under rules 13.1 to 13.3, send them a copy of the witness statement that accompanies the application; and
- (d) in the case of a witness whose attendance is directed under rule 13.4, inform them of the nature of the evidence that is sought from that witness.

### **Treatment of non-party witness**

**13.7.** A witness who gives evidence under any of rules 13.2 to 13.4 may ask questions of any party if the court gives permission.

## **PART 14**

### **DISPOSAL OF PROCEEDINGS BY WRITTEN REPRESENTATIONS**

#### **Conditions for disposal by written representations**

—(1) The chancellor may order that any proceedings in the consistory court be determined on consideration of written representations instead of by a hearing if the chancellor considers, having regard to the overriding objective in Part 1, that it is expedient to do so.

(2) Before making an order under paragraph (1) the chancellor must invite the parties to submit in writing, within a specified period of time, their views on such a course; and the chancellor must take account of those views before deciding whether to make the order.

#### **Directions**

**14.2.**—(1) Where an order is made under rule 14.1 the chancellor may give directions for the purpose of determining the proceedings on consideration of written representations.

(2) If a party fails to comply with a direction under paragraph (1) the chancellor may proceed to dispose of the proceedings without further reference to that party.

#### **Revocation of order for disposal by written representations**

**14.3.**—(1) The chancellor may at any time prior to the final determination of the proceedings in the consistory court revoke an order that they be determined on consideration of written representations.

(2) If the chancellor revokes an order under paragraph (1) directions must be given for the future conduct of the proceedings.

#### **Inspection of church etc.**

**14.4.** Where an order has been made under rule 14.1, the chancellor may nevertheless inspect any church, other building, article or thing which is the subject of the proceedings or concerning which any question arises in the proceedings.

#### **Determination**

**14.5.**—(1) Where an order has been made under rule 14.1 and has not been revoked, the chancellor may proceed to determine the proceedings upon consideration of all relevant material before the court, including any written representations submitted to the court in accordance with directions given under rule 14.2.

(2) The chancellor's determination is to have the same effect for all purposes as if it had been made after an oral hearing.



PART 15  
INTERIM FACULTIES

**Scope and effect of interim faculties**

—(1) An interim faculty may be granted by the chancellor for any matter in respect of which a faculty might be granted following the final determination of a petition.

(2) Subject to the terms on which it is granted, an interim faculty constitutes authority to carry out the works or proposals in respect of which it is granted in the same way as a faculty that is granted following the final determination of a petition.

**Applications for interim faculties**

**15.2.**—(1) An application for an interim faculty may be made by any person who is entitled to submit a petition for a faculty under rule 5.2(2).

(2) An application may be made before or after faculty proceedings have been started in respect of the works or other proposals.

(3) An application may be made in any manner the court allows.

**Grant of interim faculties**

**15.3.**—(1) An interim faculty may be granted on such terms as appear to the chancellor to be just.

(2) In particular, an interim faculty may be granted on terms as to—

- (a) the giving of such notice of the works or other proposals as the court may direct;
- (b) the cessation of works or other action pending further order of the court if any objection is raised;
- (c) the giving by the applicants of undertakings to comply with any directions of the court, including any direction relating to reinstatement following the carrying out of any works authorised by the interim faculty.

(3) If an application for an interim faculty is made before faculty proceedings have been started, unless the chancellor orders otherwise, the applicant must give an undertaking to submit a petition for a faculty in respect of the works or other proposals within a period of time specified by the chancellor.

(4) An interim faculty may be varied, extended or revoked by the court as it thinks fit.

PART 16  
INJUNCTIONS AND RESTORATION ORDERS

**Applicant**

An application for an injunction or restoration order may be made by—

- (a) the archdeacon;
- (b) any other person appearing to the court to have a sufficient interest in the matter.

**Form of application**

**16.2.**—(1) An application for an injunction or a restoration order is made by submitting an application in Form 16 to the registry to be issued by the registrar (but see rule 16.6 (interim orders)).

(2) An application submitted under paragraph (1) must be accompanied by a witness statement made by the applicant or a person acting on the applicant's behalf.

(3) The witness statement that accompanies an application must—

- (a) give details of the facts and matters relied on in support of the application;
- (b) be verified by a statement of truth in the following form—

“I believe that the facts stated in this witness statement are true.”; and

(c) be signed and dated by the person making the statement.

(4) Before the registrar issues an application made under paragraph (1) the registrar must enter details of the place and date of hearing in the relevant place in Form 16.

### **Service of application**

**16.3.**—(1) An application for an injunction or restoration must be served by the applicant in accordance with this rule (but see rule 16.6 (interim orders)).

(2) Unless the court directs otherwise, the application, together with a copy of the witness statement required by rule 16.2(2), must be served not less than 2 days before the date of hearing entered by the registrar under rule 16.2(4) on—

- (a) any person against whom the applicant is seeking an injunction or restoration order;
- (b) where faculty proceedings have been started in relation to the subject matter of the application, each of the parties to those proceedings;
- (c) the archdeacon (unless the archdeacon is the applicant); and
- (d) the minister (unless the minister is the applicant) or, where there is no minister, the churchwardens (unless they are the applicants).

(3) The court may dispense with service on any of the persons mentioned in paragraph (2) if it considers that it is impracticable to serve the application on that person.

(4) If the court dispenses with service under paragraph (3) it may give directions for such other steps to be taken as it thinks fit for bringing the application to the notice of any person who would otherwise be required to be served with the application.

(5) Once the applicant has served each of the persons required to be served with the application, the applicant must submit to the registry a certificate of service that—

- (a) states the title of the proceedings as stated in the application;
- (b) states, in respect of each of the persons who have been served—
  - (i) what was served;
  - (ii) the method of service;
  - (iii) the address at which the application was served; and
  - (iv) the date on which the application was served;
- (c) is verified by a statement of truth in the following form—

“I believe that the facts stated in this certificate are true.”; and
- (d) is signed and dated by the maker of the certificate.

### **Evidence in response to application**

**16.4.**—(1) Any person who is served with an application for an injunction or a restoration order may serve a witness statement in response.

(2) A witness statement under paragraph (1) must be—

- (a) verified by a statement of truth in the following form—

“I believe that the facts stated in this witness statement are true.”; and
- (b) signed and dated by the person making the statement
- (c) served on the applicant and sent to the registry within 14 days of the service of the application for an injunction or restoration order.

(3) Subject to Parts 11 and 12, any person who may serve a witness statement in response under this rule may also—

- (a) give oral evidence at the hearing;
- (b) call witnesses; and
- (c) address the court.

### **Terms of injunction or restoration order etc.**

**16.5.**—(1) The chancellor may issue an injunction or make a restoration order on such terms as appear to the chancellor to be just.

(2) An injunction and the terms on which it is issued must be in Form 17.

(3) A restoration order and the terms on which it is made must be in Form 18.

(4) Every injunction and restoration order must contain a penal notice in the following form—

“If you the within-named [ ] do not comply with this order you may be held to be in contempt of court and imprisoned or fined, or your assets may be seized.”

(5) An order requiring a person to do an act must state the time within which the act is to be done.

(6) The chancellor must give directions as to the service of an injunction or restoration order.

### **Interim orders**

**16.6.**—(1) Where an applicant considers that it is necessary to apply for an injunction or restoration order without complying with rules 16.2 and 16.3, the applicant may inform the registrar that the matter is one of urgency and must supply the registrar with such information as the registrar may require.

(2) Where the registrar is informed that a matter is one of urgency under paragraph (1) the registrar must immediately refer the matter to the chancellor.

(3) If the chancellor considers that the matter is of such urgency that an injunction or restoration order should be issued without compliance with rules 16.2 and 16.3 the chancellor may issue an interim injunction or interim restoration order.

(4) If the court considers it just and expedient to do so it may make an interim injunction or interim restoration order without a hearing and without affording the person against who the injunction or restoration order is made an opportunity to be heard.

(5) Subject to paragraph (6), an interim injunction is to continue in force for the period of time specified in the injunction which must not be more than 14 days from the date on which it is issued.

(6) The period of time specified under paragraph (5) may be extended by subsequent order of the court (and may be extended beyond 14 days).

(7) Subject to paragraphs (5) and (6), an interim injunction or interim restoration order may be issued on such terms as appear to the chancellor to be just.

(8) An interim injunction or interim restoration order and the terms on which it is issued must be in Form 19.

(9) If the chancellor issues an interim injunction or interim restoration order the chancellor must give directions—

(a) for the service of the injunction or restoration order on the person against whom it is issued;

(b) requiring the applicant to serve an application in Form 16 and a witness statement complying with rule 16.2(3) on the person against who the injunction or restoration order is issued; and

(c) subject to rule 14.1, for the hearing of the application.

### **Injunction or restoration order issued of court's own initiative**

**16.7.**—(1) The court may issue an injunction or restoration order (including an interim injunction or interim restoration order) of its own initiative.

(2) If the court considers it just and expedient to do so it may make an interim injunction or interim restoration order without a hearing and without affording the person against who the injunction or restoration order is made an opportunity to be heard.

(3) An injunction issued of the court's own initiative must—

(a) be in Form 20; and

(b) in the case of an interim injunction, continue in force for the period of time specified in the injunction which must not be more than 14 days from the date on which it is issued.

(4) The period of time specified under paragraph (3)(b) may be extended by subsequent order of the court (and may be extended beyond 14 days).

(5) If the court issues an interim injunction or interim restoration order of its own initiative the chancellor must give directions—

(a) for the service of the injunction or restoration order by the registrar on the person against whom it is issued; and

(b) subject to rule 14.1, for the hearing of the matter.

(6) Before making a restoration order of the court's own initiative, the chancellor must consider whether a special citation should be served on any person against whom a restoration order might be made requiring that person to attend before the court and affording that person an opportunity of being heard.

(7) A restoration order made of the court's own initiative must be in Form 21.

### **Variation etc. of injunction or restoration order**

**16.8.** Any injunction or restoration order may be varied, extended or discharged by the court as it thinks fit.

### **Undertakings**

**16.9.**—(1) In any proceedings for an injunction or a restoration order the court may accept an undertaking from the person against whom the proceedings have been brought.

(2) In paragraph (1) an undertaking is an undertaking to do or not to do a specified act.

(3) The court may decline to accept an undertaking.

(4) If the court accepts an undertaking it must require the party giving the undertaking to make a signed statement to the effect that the party understands the terms of the undertaking and the consequences of failure to comply with it.

(5) An undertaking to do an act must state the time within which the act is to be done.

## **PART 17**

### **DELIVERY OF DOCUMENTS**

#### **Methods of service etc.**

—(1) Subject to any other provision of these Rules, any document may be served or sent by any of the following methods—

(a) delivering it to or leaving it at the proper address of the person to be served;

(b) sending it by first class post to that address;

(c) leaving it at a document exchange as provided for in rule 17.3;

(d) sending it by electronic means as provided for in rule 17.4; or

(e) in such other manner as the court may direct.

(2) In the case of a document that is required to be filed or sent or submitted to the registrar or the registry, it may be—

(a) delivered to the registry;

(b) sent by first class post addressed to the registrar at the registry; or

(bb) in the case of an objection to works or proposals in response to a public notice under Part 6, by email to the email address for the diocesan registrar given on the public notice;

(c) submitted by such other means (including electronic means) as the registrar may allow.

### Meaning of 'proper address'

17.2. The proper address of a person for the purposes of this Part is—

- (a) that person's usual or last known address; or
- (b) the business address of a solicitor (if any) who is acting for that person in the proceedings.

### Service through document exchange

17.3.—(1) Service may be effected via a document exchange where this rule applies.

(2) This rule applies if—

- (a) a person has given a numbered box at a document exchange as that person's address for service;
- (b) a document exchange box number is inscribed on the writing paper of a party who acts in person or on the writing paper of a solicitor who acts for a party and the party or solicitor has not indicated in writing to the person serving the document that he or she is unwilling to accept service through a document exchange.

### Service by electronic means

17.4.—(1) Where a document is to be served by electronic means, the party who is to be served or the solicitor acting for that party must previously have indicated in writing to the party serving the document—

- (a) that the party to be served or the solicitor is willing to accept service by electronic means; and
- (b) the e-mail address or other electronic identification to which it must be sent.

(2) The following are to be taken as sufficient written indications for the purposes of paragraph (1)—

- (a) an e-mail address or other electronic identification set out on the writing paper of the solicitor acting for the party to be served but only where it is stated that the e-mail address or electronic identification may be used for service; or
- (b) an e-mail address or other electronic identification set out on a petition, application or other pleading.

### Deemed time of submission, filing and service

17.5. A document is deemed to have been submitted, filed, received or served under these Rules on the day shown in the following table—

<i>Method</i>	<i>Deemed date of submission receipt, filing or service</i>
First class post (or other service which provides for delivery on the next business day)	The second day after it was posted, left with, delivered to or collected by the relevant service provider provided that day is a business day; or, if not, the next business day after that day
Document exchange	The second day after it was left with, delivered to or collected by the relevant service provider provided that day is a business day; or, if not, the next business day after that day.
Delivering the document to or leaving it at an address permitted by these Rules	If it is delivered to or left at the address on a business day before 4.30 p.m., on that day; or in any other case, the next business day after that day

Electronic means	If the email or other electronic transmission is sent on a business day before 4.30 p.m., on that day; or in any other case, on the next business day after the day on which it was sent
Personal service	If the document is served personally before 4.30 p.m. on a business day, on that day; or in any other case, on the next business day after that day

---

## PART 18

### THE COURT'S CASE MANAGEMENT POWERS

#### The court's general powers of case management

**18.1.**—(1) The list of powers in this rule is in addition to any powers given to the court by any other rule or by any other enactment or any powers it may otherwise have.

(2) Except where these Rules provide otherwise, the court may—

- (a) extend or shorten the time for compliance with any rule or court order (even if an application for extension is made after the time for compliance has expired);
- (b) give permission to a party to amend any pleading or other document on such terms (including as to the giving of further public notice) as it considers just;
- (c) adjourn or bring forward a hearing;
- (d) require a party or a party's legal representative to attend the court;
- (e) hold a hearing and receive evidence by telephone or by using any other method of direct oral communication;
- (f) direct that part of any proceedings be dealt with as separate proceedings;
- (g) stay the whole or part of any proceedings or judgment either generally or until a specified date or event;
- (h) consolidate proceedings;
- (i) try two or more sets of proceedings on the same occasion;
- (j) direct a separate trial of any issue;
- (k) decide the order in which issues are to be tried;
- (l) exclude an issue from consideration;
- (m) dismiss or give judgment on any proceedings after a decision on a preliminary issue;
- (n) order any party to file and serve an estimate of costs;
- (o) take any other step or make any other order for the purpose of managing the case and furthering the overriding objective.

(3) When the court makes an order, it may—

- (a) make it subject to conditions, including a condition to pay a sum of money into court; and
- (b) specify the consequence of failure to comply with the order or a condition.

(4) A power of the court under these Rules to make an order includes a power to vary or revoke the order.

(5) An order under paragraph (2)(a) may be made by the registrar.

#### Registrar's power to refer to chancellor

**18.2.** Where, in relation to proceedings in a consistory court, a step is to be taken by the registrar—

- (a) the registrar may consult the chancellor before taking that step;

- (b) the step may be taken by the chancellor instead of the registrar.

### **Court's power to make order of its own initiative**

**18.3.**—(1) Except where a rule or some other enactment provides otherwise, the court may exercise its powers (under this or any other Part) on an application or of its own initiative.

(2) Where the court proposes to make an order of its own initiative—

- (a) it may give any person likely to be affected by the order an opportunity to make representations; and
- (b) where it does so it must specify the time by and the manner in which the representations must be made.

(3) Where the court proposes—

- (a) to make an order of its own initiative; and
- (b) to hold a hearing to decide whether to make the order,

it must give each party likely to be affected by the order at least 3 days' notice of the hearing.

(4) The court may make an order of its own initiative, without hearing the parties or giving them an opportunity to make representations.

(5) Where the court has made an order under paragraph (4)—

- (a) a party affected by the order may apply to have it set aside, varied or stayed; and
- (b) the order must contain a statement of the right to make such an application.

(6) An application under paragraph (5)(a) must be made—

- (a) within such period as may be specified by the court; or
- (b) if the court does not specify a period, not more than 7 days after the date on which the order was served on the party making the application.

(7) Paragraphs (3) to (6) do not apply where the court makes, or proposes to make, an order of its own initiative under rule 3.7(4) (determination of question whether a particular matter may be undertaken without a faculty) or rule 16.7 (injunction or restoration order issued of court's own initiative).

## **PART 19**

### **COSTS**

#### **General**

**19.1.**—(1) The court may exercise its power to make an order for costs against a party at any stage in proceedings.

(2) If a court proposes to make an order for costs other than at a hearing it must afford the person against whom the order is proposed to be made an opportunity to make representations to the court, either in writing or at a hearing, as the court thinks fit.

(3) The court may comply with the requirements of paragraph (2) by making a provisional order for costs that is to come into effect after the expiry of a specified period of time unless within that period the person against whom the order is made makes representations as to why the order should not have been made.

#### **Assessment of costs**

**19.2.** Unless the amount of any costs is specified in the order made by the court, costs are to be assessed by the registrar in such manner as the registrar thinks just, subject to any directions given by the court.

#### **Appeals against registrar's assessment**

**19.3.**—(1) Any appeal against the registrar's assessment of costs relating to proceedings in a consistory court is to be made to the chancellor in such manner as the chancellor may direct.

(2) On an appeal the chancellor may confirm or vary the registrar's assessment.

### **Special citation of persons in default**

**19.4.**—(1) Where any person who is not already a party to faculty proceedings is alleged to be responsible or partly responsible for an act or default in consequence of which the proceedings were instituted the court may issue a special citation adding that person as a party to the proceedings.

(2) A special citation issued under paragraph (1) must state—

- (a) that the person is being added as a party to the proceedings in order that the court may consider making an order for costs against that person under section 69 of the Measure; and
- (b) the grounds on which it is alleged that the person is responsible or partly responsible for the act or default in question.

(3) If a special citation requires a person to attend court it must specify the date, time and place at which that person is to attend.

### **Security for costs**

**19.5.**—(1) The court may order any party to give security for costs at any stage in proceedings if it is satisfied, having regard to all the circumstances of the case, that it is just to make such an order.

(2) An order for security for costs may be made on the application of a party or of the court's own initiative.

(3) An application for an order for security for costs must be supported by written evidence.

(4) Where the court makes an order for security for costs, it will—

- (a) determine the amount of the security; and
- (b) direct—
  - (i) the manner in which, and
  - (ii) the time within which the security must be given.

## **PART 20**

### **MISCELLANEOUS AND GENERAL**

#### **Inspection of church etc.**

The court may at any stage in proceedings inspect any church, other building, article or thing which is the subject of the proceedings or concerning which any question arises in the proceedings.

#### **Non-compliance**

**20.2.**—(1) A failure to comply with any provision of these Rules does not render any proceedings void unless the court directs otherwise.

(2) Where there has been a failure to comply with any provision of these Rules, the court may set aside (either wholly or in part) or vary any faculty, judgment, order or decree on such terms as appear to the court to be just.

#### **Amendment and setting aside in other circumstances**

**20.3.**—(1) If it appears to the court just and expedient to do so, it may order that any faculty, judgment, order or decree—

- (a) be set aside (either in whole or in part); or
- (b) be amended.

(2) If the court is considering exercising the power conferred by paragraph (1)(b) in a manner that would constitute a substantial change in the works or proposals already authorised by faculty the court must give such directions as to the giving of notice to the public and to such other persons and bodies as it considers just.



### **Clerk of the court**

**20.4.**—(1) Subject to paragraph (2), the registrar is to sit as clerk of the court.

(2) If the court considers that the registrar ought not to sit as the clerk of the court at a particular hearing because—

- (a) the registrar has acted for any of the parties; or
- (b) has otherwise been personally connected with the proceedings,

the court must appoint another suitably qualified person to sit as clerk in place of the registrar at the hearing.

### **Procedural questions**

**20.5.**—(1) Where—

- (a) any procedural question arises in relation to proceedings to which these Rules apply; or
- (b) the court considers it expedient that any procedural direction be given in relation to the proceedings,

and in either case no provision is made for that matter in these Rules, the court is to resolve that question or to give such directions as appear to the court to be just and convenient.

(2) In resolving any question, or giving any directions, under paragraph (1) the court must be guided, so far as practicable, by the Civil Procedure Rules 1998.

### **Departure from prescribed forms**

**20.6.**—(1) Where a rule requires a document to be in a particular form prescribed by these Rules and that form is not in all respects suitable, the rule is to be construed as requiring a form in substantially the same form but subject to such variations as the circumstances require.

(2) The court may approve or give directions as to the forms that are to be used—

- (a) where a faculty is sought—
  - (i) for exhumation;
  - (ii) for the reservation of a grave space;
  - (iii) in relation to a memorial in a churchyard or consecrated burial ground;
- (b) in any other case where these Rules do not require a document to be in a particular form.

### **Electronic signatures**

**20.7.** Where any provision of these Rules requires a document to be signed, or any form prescribed by these Rules requires a signature, the document or form may be signed by electronic means.

## **PART 21**

### **APPEALS**

#### **Application of Parts 21 to 27 to appeals**

Parts 21 to 27 (in addition to the other Parts referred to in rule 2.1(2)) apply for the purpose of appeals from judgments, orders or decrees of consistory courts in faculty proceedings and in proceedings for an injunction or a restoration order.

#### **Interpretation of Parts 21 to 27**

**21.2.** In Parts 21 to 27—

“appeal notice” means grounds of appeal, a notice of appeal, a respondent’s notice, or a petition seeking a review of a finding of the Court of Ecclesiastical Causes Reserved;

“appellant” means a party who brings or seeks to bring an appeal and includes a party who seeks a review of a finding of the Court of Ecclesiastical Causes Reserved by a Commission of Review;

“the Dean” means the Dean of the Arches and Auditor and includes any person appointed to act as deputy Dean of the Arches and Auditor;

“diocesan registrar” and “diocesan registry” mean, respectively, the registrar of the consistory court and the registry of the diocese for which that court is constituted;

“filing”, in relation to a document, means delivering it by post or otherwise (including, where the registrar allows, by electronic means) to the registry;

“lower court” means the court from whose decision an appeal is brought;

“party” means—

in relation to faculty proceedings, any of the persons referred to in rule 5.1, or

in relation to proceedings for an injunction or restoration order, the person who made the application for an injunction or restoration order and any person against whom an injunction or restoration order has been sought in those proceedings;

“provincial court” means—

in the case of an appeal from the consistory court of a diocese in the Province of Canterbury, the Arches Court of Canterbury, or

in the case of an appeal from the consistory court of a diocese in the Province of York, the Chancery Court of York; and

“respondent” means—

any person other than the appellant who was a party to the proceedings in the lower court and who is affected by the appeal, and

any person who is permitted by the appeal court to be a party to the appeal.

## PART 22

### DESTINATION OF APPEALS AND PERMISSION TO APPEAL

#### **Appeals from consistory courts**

—(1) This rule explains—

(a) the destination of an appeal from a judgment, order or decree of a consistory court—

(i) in faculty proceedings, or

(ii) in proceedings for an injunction or a restoration order; and

(b) whether permission to appeal is needed.

(2) The appeal lies to the provincial court unless the appeal to any extent relates to matter involving doctrine, ritual or ceremonial.

(3) The appeal lies to the Court of Ecclesiastical Causes Reserved if the appeal to any extent relates to matter involving doctrine, ritual or ceremonial.

(4) Rules 23.1 and 23.2 make provision for determining whether an appeal relates to any extent to matter involving doctrine, ritual or ceremonial.

(5) An appellant who wishes to appeal to the provincial court under paragraph (2) needs permission to appeal. (See rule 22.2 and Part 23.)

(6) Permission is not needed to appeal to the Court of Ecclesiastical Causes Reserved under paragraph (3).

#### **Test for permission to appeal to provincial courts**

**22.2.** Permission to appeal to a provincial court may be granted only where the judge to whom the application for permission to appeal is made considers that—

(a) the appeal would have a real prospect of success; or

(b) there is some other compelling reason why the appeal should be heard.

### **Appeals from provincial courts**

**22.3.**—(1) An appeal from a judgment of a provincial court in faculty proceedings (but not in proceedings for an injunction or restoration order) lies to the Judicial Committee of the Privy Council (“the Judicial Committee”).

(2) An appellant needs permission from the Judicial Committee to bring an appeal under paragraph (1).

(3) The procedure for appeals to the Judicial Committee (including the procedure for obtaining permission to appeal) is governed by the Judicial Committee (Appellate Jurisdiction) Rules 2009.

(4) An appellant who applies to the Judicial Committee for permission to bring an appeal must at the same time file a copy of the application for permission and the proposed grounds of appeal with the registrar of the provincial court.

### **Review of findings of the Court of Ecclesiastical Causes Reserved**

**22.4.**—(1) A finding of the Court of Ecclesiastical Causes Reserved may be reviewed by a Commission of Review.

(2) Permission is not needed to file a petition seeking a review under paragraph (1).

(3) Part 26 makes provision for the procedure to be followed in seeking a review of a finding of the Court of Ecclesiastical Causes Reserved by a Commission of Review.

## **PART 23**

### **APPEALS FROM CONSISTORY COURTS – INITIAL PROCEDURE**

#### **Appeal from consistory court – initial application to chancellor**

—(1) A party who wishes to appeal from a judgment, order or decree of a consistory court must make an application to the chancellor for—

- (a) a certificate stating whether or not the proposed appeal relates to any extent to matter involving doctrine, ritual or ceremonial; and
- (b) permission to appeal (if needed).

(2) An application under paragraph (1) must be—

- (a) made not later than 21 days after the date of the judgment, order or decree to which the appeal relates;
- (b) in Form 22; and
- (c) accompanied by the proposed grounds of appeal (which must clearly identify those parts of the judgment, order or decree of the court to which the grounds relate).

(3) An application under paragraph (1) is made by filing 2 copies of the application and the proposed grounds of appeal in the diocesan registry.

(4) Within 7 days of filing the application and the proposed grounds of appeal the appellant must serve a copy of the application and the proposed grounds of appeal on every other party.

#### **Determination of initial application by chancellor**

**23.2.**—(1) An application made under rule 23.1(1) is to be determined by the chancellor without a hearing unless the chancellor directs otherwise.

(2) The chancellor may—

- (a) give directions for the purpose of determining the application on consideration of written representations, or
- (b) if the chancellor has directed that the application be dealt with at a hearing, give directions for the purposes of the hearing.

(3) The chancellor’s determination of an application under rule 23.1(1) must be in Form 23 and must—

- (a) contain a certificate stating whether or not the proposed appeal relates to any extent to matter involving doctrine, ritual or ceremonial, and
  - (b) state the chancellor's reasons for the certificate.
- (4) The chancellor's determination must also state—
- (a) (i) that permission to appeal to the provincial court is granted or is refused, and
  - (ii) the chancellor's reasons for granting or refusing permission; or
  - (b) that permission to appeal is not needed because the appeal lies to the Court of Ecclesiastical Causes Reserved.
- (5) The diocesan registrar must send a copy of the chancellor's determination to—
- (a) the party who made the application under rule 23.1; and
  - (b) every other party.

### **Permission to appeal – renewed application to the Dean**

**23.3.**—(1) Where the chancellor has issued a determination under rule 23.2 which states that permission to appeal to the provincial court is refused, the party who made the application under rule 23.1 may apply to the Dean for permission to appeal.

- (2) An application under paragraph (1) must be—
- (a) made not later than 14 days after the date on which the party received the chancellor's determination under rule 23.2;
  - (b) in Form 24; and
  - (c) accompanied by—
    - (i) the judgment, order or decree of the consistory court against which it is proposed to appeal;
    - (ii) the application and proposed grounds of appeal that were filed under rule 23.1(3);
    - (iii) the chancellor's determination in Form 23 under rule 23.2; and
    - (iv) a concise statement of the reasons relied on in support of the application to the Dean.
- (3) The application is made by filing 2 copies of the application and the other documents required by paragraph (2) with the registrar of the provincial court.
- (4) Within 7 days of filing the application the appellant must serve a copy of the application and the other documents required by paragraph (2) on—
- (a) every other party; and
  - (b) the diocesan registrar.

### **Determination of renewed application**

**23.4.**—(1) An application made under rule 23.3 is to be determined by the Dean without a hearing unless the Dean directs otherwise.

- (2) The Dean may—
- (a) give directions for the purpose of determining the application on consideration of written representations, or
  - (b) if the Dean has directed that the application be dealt with at a hearing, give directions for the purposes of the hearing.
- (3) The Dean's determination of an application made under rule 23.3 must state the Dean's reasons.

### **Terms of permission to appeal**

**23.5.**—(1) Where the chancellor or the Dean grant permission to appeal, the order granting permission may—

- (a) limit the issues to be considered on appeal; and

- (b) make the grant of permission subject to conditions (which may include conditions relating to costs).

(2) An appellant may apply to the Dean to vary or revoke any provisions of an order made by the chancellor under paragraph (1) when the appellant gives notice of appeal under rule 24.1.

## PART 24

### APPEALS IN THE PROVINCIAL COURTS

#### **Permission granted by chancellor: filing and service of appeal documents**

—(1) Where permission to appeal has been granted by the chancellor, the appellant must within 14 days of receiving the chancellor’s determination under rule 23.2—

- (a) file the following with the registrar of the provincial court—
  - (i) notice of appeal in Form 25
  - (ii) the judgment, order or decree of the consistory court against which the appeal is brought;
  - (iii) the application in Form 22 and the proposed grounds of appeal that were filed under rule 23.1(3); and
  - (iv) the chancellor’s determination in Form 23 under rule 23.2; and
- (b) serve a copy of the notice of appeal in Form 25 on every other party.

(2) Upon receiving notice of appeal under paragraph (1)(a) the registrar of the provincial court must send a copy of the notice of appeal to—

- (a) the diocesan registrar;
- (b) any person or body who was given special notice of the petition and sent representations or particulars of objection under rule 9.5 (Representations or objection by body given special notice) or who gave evidence under rule 13.3 (Evidence of Historic England and national amenity societies); and
- (c) the Church Buildings Council.

#### **Permission granted by the Dean: service of appeal documents**

**24.2.**—(1) Where permission to appeal has been granted by the Dean—

- (a) no notice of appeal is needed; but
- (b) the appellant must within 14 days of receiving the Dean’s determination under rule 23.4 serve a copy of the determination on—
  - (i) every other party; and
  - (ii) the diocesan registrar.

(2) Where permission to appeal has been granted by the Dean, the registrar of the provincial court must send a copy of the application for permission to appeal under rule 23.3 and the Dean’s determination under rule 23.4 to—

- (a) any person or body who was given special notice of the petition and sent representations under rule 9.5(1)(a) or who gave evidence under rule 13.3 (Evidence of Historic England and national amenity societies); and
- (b) the Church Buildings Council.

#### **Grounds of appeal**

**24.3.**—(1) Unless the Dean or the provincial court orders otherwise, the proposed grounds of appeal that were filed under rule 23.1(3) constitute the grounds of appeal to the provincial court.

(2) Paragraph (1) is subject to any provision of an order under rule 23.5—

- (a) limiting the issues to be considered on the appeal; and
- (b) imposing conditions on the grant of permission to appeal.

(3) Paragraph (1) is also subject to any order of the Dean or the provincial court giving permission for grounds of appeal to be amended.

### **Respondent's notice**

**24.4.**—(1) A respondent may file a respondent's notice with the registrar of the provincial court.

(2) A respondent must file a respondent's notice if the respondent—

- (a) is seeking permission to appeal; or
- (b) wishes to ask the provincial court to uphold the decision of the consistory court for reasons different from or additional to those given by the consistory court.

(3) Any respondent's notice must be filed within 14 days of the date on which the respondent receives a copy of the notice of appeal in accordance with rule 24.1(1)(b) or the Dean's determination in accordance with rule 24.2(1)(b).

(4) A respondent who files a respondent's notice must serve a copy on the appellant and every other party not later than 7 days after it is filed.

### **Transfer of appeals**

**24.5.**—(1) If the provincial court considers that an appeal to any extent relates to matter involving doctrine, ritual or ceremonial, it must transfer the appeal to the Court of Ecclesiastical Causes Reserved.

(2) Where the provincial court makes an order under paragraph (1), the registrar of the Court of Ecclesiastical Causes Reserved may give directions for the purpose of transferring the appeal (which may include directions dispensing with or modifying any of the provisions of Part 25).

### **Determination of appeals**

**24.6.**—(1) The provincial court will hold a hearing for the purpose of determining an appeal under this Part unless the Dean makes an order under paragraph (2).

(2) The Dean may order that any appeal to which this Part applies is to be determined by the provincial court on consideration of written representations instead of at a hearing if the Dean considers, having regard to the overriding objective in Part 1, that it is expedient to do so.

(3) The Dean must afford the parties an opportunity to make representations before deciding whether to make an order under paragraph (2).

(4) Where an order is made under paragraph (2) the Dean may give directions for the purpose of determining the appeal on consideration of written representations.

(5) The Dean or the provincial court may at any time prior to the final determination of an appeal revoke an order made under paragraph (2).

(6) The provincial court's determination of an appeal pursuant to an order under paragraph (2) has the same effect for all purposes as if it had been made following a hearing.

## **PART 25**

### **APPEALS IN THE COURT OF ECCLESIASTICAL CAUSES RESERVED**

#### **Notice of appeal**

—(1) A party may give notice of appeal in the Court of Ecclesiastical Causes Reserved ("the Court") if the chancellor's determination under rule 23.2 contains a certificate stating that the appeal to any extent relates to matter involving doctrine, ritual or ceremonial.

(2) The notice of appeal must—

- (a) be filed by the appellant with the registrar of the Court with 14 days of the appellant receiving the chancellor's determination under rule 23.2;
- (b) be in Form 26.

(3) The notice of appeal must be accompanied by 6 copies of—

- (a) the judgment, order or decree of the consistory court against which the appeal is brought;
- (b) the application in Form 22 and the proposed grounds of appeal that were filed under rule 23.1(3); and
- (c) the chancellor's determination in Form 23 under rule 23.2.

### **Service of appeal documents**

**25.2.**—(1) Within 7 days of the date on which the notice of appeal is filed with the registrar of the Court the appellant must serve a copy of the notice of appeal on—

- (a) every other party; and
- (b) the diocesan registrar.

(2) The registrar of the Court must send a copy of the notice of appeal to—

- (a) any person or body who was given special notice of the petition and who sent representations under rule 9.5(1)(a) or who gave evidence under rule 13.3 (Evidence of Historic England and national amenity societies); and
- (b) the Church Buildings Council.

### **Grounds of appeal**

**25.3.**—(1) Unless the Court orders otherwise, the proposed grounds of appeal that were filed under rule 23.1(3) constitute the grounds of appeal to the Court.

(2) Paragraph (1) is subject to any order of the Court giving permission for grounds of appeal to be amended.

### **Respondent's notice**

**25.4.**—(1) A respondent may file a respondent's notice with the registrar of the Court.

(2) A respondent must file a respondent's notice if the respondent—

- (a) wishes to appeal; or
- (b) wishes to ask the Court to uphold the decision of the consistory court for reasons different from or additional to those given by the consistory court.

(3) Any respondent's notice must be filed within 14 days of the date on which the respondent receives a copy of the notice of appeal under rule 25.2(1).

(4) A respondent who files a respondent's notice must serve a copy on the appellant and every other party not later than 7 days after it is filed.

### **Transfer of appeals**

**25.5.**—(1) If the Court considers that it has heard and determined an appeal so far as it relates to matter involving doctrine, ritual or ceremonial but the appeal also relates to other matter, it may—

- (a) deal with the other matter if it considers it expedient to do so; or
- (b) transfer the other matter to the provincial court to be heard and determined by that court.

(2) If the Court considers that no matter of doctrine, ritual or ceremonial is involved, it must transfer the appeal to the provincial court to be heard and determined by that court.

(3) Where the Court transfers a matter under paragraph (1)(b) or an appeal under paragraph (2), the registrar of the provincial court or the Dean may give directions for the purpose of transferring the matter or the appeal (which may include directions dispensing with or modifying any of the provisions of Part 24).

### **Determination of appeals**

**25.6.**—(1) The Court will hold a hearing for the purpose of determining an appeal under this Part unless it makes an order under paragraph (2).

(2) The Court may order that any appeal to which this Part applies is to be determined on consideration of written representations instead of at a hearing if both of the conditions in paragraph (3) are met.

(3) The conditions are—

- (a) the Court considers that determination of the appeal on consideration of written representations is expedient; and
- (b) all of the parties have agreed in writing to such a course.

(4) Where an order is made under paragraph (2) the Court may give directions for the purpose of determining the appeal on consideration of written representations.

(5) The Court may at any time prior to the final determination of an appeal revoke an order made under paragraph (2).

(6) The Court's determination of an appeal pursuant to an order under paragraph (2) has the same effect for all purposes as if it had been made following a hearing.

## **Registrars**

**25.7.**—(1) The registrar of the province of Canterbury and the registrar of the province of York are joint registrars of the Court.

(2) The duties of the registrar of the Court in relation to an appeal are to be carried out by the registrar of the province comprising the diocese from whose consistory court the appeal is brought unless the joint registrars determine otherwise in a particular case.

## PART 26 COMMISSION OF REVIEW

### **Filing of petition**

—(1) A party may file a petition addressed to Her Majesty seeking a review of a finding of the Court of Ecclesiastical Causes Reserved.

(2) A petition under paragraph (1) must be—

- (a) filed with the Clerk of the Crown in Chancery within 28 days of the date on which the judgment of the Court of Ecclesiastical Causes Reserved is given or handed down;
- (b) in Form 27; and
- (c) accompanied by—
  - (i) the judgment of the Court of Ecclesiastical Causes Reserved;
  - (ii) the judgment, order or decree of the consistory court against which the appeal in the Court of Ecclesiastical Causes Reserved was brought;
  - (iii) the application in Form 22 and the proposed grounds of appeal that were filed under rule 23.1(3); and
  - (iv) the chancellor's determination in Form 23 under rule 23.2.

### **Appointment of Registrar of Commission of Review etc.**

**26.2.**—(1) When a Commission of Review is appointed in response to a petition under rule 26.1, the Clerk of the Crown in Chancery must—

- (a) appoint a person to be registrar of the Commission of Review, and
- (b) provide the appellant and every other party with the name and address of the person appointed.

(2) The Clerk of the Crown in Chancery must provide the registrar of the Commission of Review with copies of the petition and the other documents that have been filed in accordance with rule 26.1(2).



## Service of petition

**26.3.**—(1) Within 7 days of filing a petition under rule 26.1, the party who seeks the review must serve a copy of the petition on—

- (a) every other party;
- (b) the registrar of the Court of Ecclesiastical Causes Reserved; and
- (c) the diocesan registrar.

(2) The registrar of the Commission of Review must send a copy of the petition to—

- (a) any person or body who was given special notice of the petition for a faculty and who sent representations under rule 9.5(1)(a) or who gave evidence under rule 13.3 (Evidence of Historic England and national amenity societies); and
- (b) the Church Buildings Council.

## Respondent's notice

**26.4.**—(1) A respondent may file a respondent's notice with the registrar of the Commission of Review.

(2) A respondent must file a respondent's notice if the respondent wishes to ask the Commission of Review to uphold a finding of the Court of Ecclesiastical Causes Reserved for reasons different from or additional to those given by that court.

(3) Any respondent's notice must be filed within 14 days of the date on which the respondent receives a copy of the petition under rule 26.3(1).

(4) A respondent who files a respondent's notice must serve a copy on the appellant and every other party not later than 7 days after it is filed.

## PART 27

### GENERAL PROVISIONS RELATING TO APPEALS

## Stay

**27.1.**—(1) Unless the appeal court or the lower court orders otherwise, the taking of any of the steps mentioned in paragraph (2) has the effect of staying the judgment, order or decree of the consistory court and any other lower court, except in the case of an order for an injunction.

(2) The steps referred to in paragraph (1) are—

- (a) the making of an application to the chancellor in accordance with rule 23.1;
- (b) the making of an application to the Dean in accordance with rule 23.3;
- (c) the filing of a petition addressed to Her Majesty in accordance with rule 26.1.

(3) (a) A stay provided for by paragraph (1) ceases to have effect in accordance with the following provisions of this paragraph.

(b) Where an application was made to the chancellor under rule 23.1, the stay ceases to have effect—

- (i) 15 days after the date on which the appellant receives a determination from the chancellor under rule 23.2 refusing permission to appeal (but this does not prevent a further stay arising if the appellant makes an application to the Dean under rule 23.3) or,
- (ii) if permission to appeal is granted, or if the chancellor's determination under rule 23.2 states that permission to appeal is not needed, 30 days after the date on which judgment in the appeal is given by the provincial court or the Court of Ecclesiastical Causes Reserved (as the case may be);

(c) Where an application was made to the Dean under rule 23.3, the stay ceases to have effect—

- (i) when the appellant receives a determination from the Dean under rule 23.4 refusing permission to appeal or,

- (ii) if permission to appeal is granted, 30 days after the date on which judgment in the appeal is given by the provincial court;
- (d) Where a petition is filed under rule 26.1, the stay ceases to have effect when the petition has been determined by the Commission of Review.
- (4) A stay provided for by paragraph (1) also ceases to have effect if the application or appeal in consequence of which it has arisen is wholly set aside, withdrawn or struck out.
- (5) The appeal court or the lower court may make an order staying the judgment, order or decree of the consistory court and any other lower court where a stay does not automatically arise under paragraph (1) or has ceased to have effect by virtue of paragraph (3) or (4).

### **Court files**

**27.2.**—(1) Paragraph (2) applies where the diocesan registrar receives—

- (a) copy of a notice of appeal against a decision of the consistory court in accordance with rule 24.1 or 25.2; or
- (b) a determination of the Dean granting permission to appeal from the consistory court in accordance with rule 24.2.

(2) Within 14 days of receiving the copy of the notice of appeal or the determination of the Dean, the diocesan registrar must send the file relating to the proceedings in the consistory court to the registrar of the appeal court.

(3) Paragraph (4) applies where the registrar of the Court of Ecclesiastical Causes Reserved, in accordance with rule 26.3, receives a copy of a petition seeking a review of a finding of the Court of Ecclesiastical Causes Reserved by a Commission of Review.

(4) Within 14 days of receiving the copy of the petition, the registrar of the Court of Ecclesiastical Causes Reserved must send the file relating to the proceedings in the consistory court and the file relating to the proceedings in the Court of Ecclesiastical Causes Reserved to the registrar of the Commission of Review.

(5) Any party may, on reasonable notice to the registrar of the appeal court, inspect the file relating to proceedings in a lower court and have copies of documents contained in the file made at the expense of that party.

(6) For the purposes of this rule—

- (a) the file relating to the proceedings in the consistory court includes all material in the diocesan registry generated by the petition, whether or not kept in separate files;
- (b) the file relating to the proceedings in the Court of Ecclesiastical Causes Reserved includes all material in the possession of the registrar of that Court generated by the appeal to that Court, whether or not kept in separate files.

### **Amendment of appeal notice**

**27.3.**—(1) An appeal notice may not be amended without the permission of the appeal court.

(2) If the appeal court gives permission for an appeal notice to be amended, permission may be given on such terms as the court thinks just (which may include terms relating to costs).

### **Withdrawal of appeal**

**27.4.**—(1) An appeal may not be withdrawn without the permission of the appeal court.

(2) Permission to withdraw an appeal may be given on such terms as the appeal court thinks just (which may include terms relating to costs).

### **Striking out grounds of appeal etc.**

**27.5.**—(1) The appeal court may—

- (a) strike out the whole or part of an appeal notice;
- (b) set aside permission to appeal in whole or in part;
- (c) impose or vary conditions on which an appeal may be brought.

(2) The appeal court may only exercise its powers under paragraph (1) where there is a compelling reason for doing so.

(3) Where a party was present at a hearing at which permission was given, that party may not subsequently apply for an order that the appeal court exercise its powers under paragraph (1)(b) or (c).

### **Addition of parties**

**27.6.**—(1) A person who was not a party to the proceedings in the lower court may become a party to an appeal if the appeal court gives permission.

(2) The appeal court may only exercise its power if the person seeking to become a party could have been a party to the proceedings in the consistory court.

(3) An application for permission under paragraph (1) must be accompanied by a notice setting out—

- (a) the basis on which it is said the person making the application could have been a party to the proceedings in the consistory court; and
- (b) the matters which that person proposes to argue in the appeal.

### **Interveners**

**27.7.**—(1) The appeal court may give permission to any of the following to intervene in an appeal—

- (a) the Church Buildings Council,
- (b) Historic England,
- (c) a national amenity society,
- (d) any other body seeking to make submissions in the public interest, or
- (e) any other person the appeal court considers has a sufficient interest in the subject matter of the appeal.

(2) If the appeal court gives permission to intervene it may—

- (a) limit the matters on which the person or body given permission to intervene may make submissions,
- (b) give permission on terms relating to costs, and
- (c) give permission on such other terms as it thinks just (including by limiting permission to the making of written submissions only or by limiting the duration of oral submissions).

(3) An application for permission to intervene must be accompanied by a notice setting out the matters on which the person or body making the application wishes to make submissions.

### **Appeal court's powers**

**27.8.**—(1) In relation to an appeal, the appeal court has all the powers of the lower court.

(2) The appeal court also has power to—

- (a) affirm, set aside or vary any judgment, order or decree of the lower court,
- (b) refer any issue for determination by the lower court,
- (c) order a new hearing;
- (d) make an order for costs.

(3) The appeal court may exercise its powers in relation to the whole or part of a judgment, order or decree of the lower court.

### **Interim orders in the provincial courts**

**27.9.**—(1) Any interim order may be made in proceedings in a provincial court either by the Dean sitting alone or by the court.

(2) In paragraph (1), “interim order”, in addition to any order or direction made under Parts 11, 12, 13, 18, 19 or 20, includes an order or direction made under—

- (b) rule 24.5 (transfer of appeals);
- (c) rule 27.1 (stay);
- (d) rule 27.3 (amendment of appeal notice);
- (e) rule 27.4 (withdrawal of appeal);
- (f) rule 27.5 (striking out grounds of appeal etc.);
- (g) rule 27.6 (addition of parties);
- (h) rule 27.7 (interveners);
- (i) rule 27.11(1) (reception of evidence by appeal court).<sup>5</sup>

### **Registrar’s power to refer to court**

**27.10** Where a step is to be taken by the registrar of the appeal court—

- (a) the registrar may consult the court (or in the case of a provincial court, the Dean) before taking that step;
- (b) the step may be taken by the court (or in the case of a provincial court, the Dean) instead of the registrar.

### **Hearing and determination of appeals**

**27.11.**—(1) Unless it orders otherwise, the appeal court will not receive—

- (a) oral evidence;
- (b) evidence which was not before the lower court.

(2) The appeal court will allow an appeal where the decision of the lower court was—

- (a) wrong; or
- (b) unjust because of a serious procedural or other irregularity in the proceedings in the lower court.

(3) The appeal court may draw any inference of fact which it considers justified on the evidence.

(4) At the hearing of an appeal a party may not rely on a matter not contained in the party’s appeal notice unless the appeal court gives permission.

## **PART 28**

### **CITATION, COMMENCEMENT, REVOCATION AND TRANSITIONAL PROVISIONS**

#### **Citation and commencement**

- (1) These Rules may be cited as the Faculty Jurisdiction Rules 2015.
- (2) They come into force on 1st January 2016.

#### **Revocation**

**28.2.** The Faculty Jurisdiction (Appeals) Rules 1998 and the Faculty Jurisdiction Rules 2013 are revoked (but subject to rule 28.3).

---

<sup>5</sup> There is no sub-paragraph (a) in rule 27.9(2).

### **Transitional provisions**

**28.3.**—(1) The Faculty Jurisdiction Rules 2013 continue to apply to proceedings in a consistory court that were started before the 1st January 2016 as if these Rules had not been made, save to the extent that the court orders otherwise.

(2) Paragraph (3) applies where an application for leave to appeal under section 7, or an application for a certificate under section 10(3), of the Ecclesiastical Jurisdiction Measure 1963 was made before 1st January 2016.

(3) The Faculty Jurisdiction (Appeals) Rules 1998 continue to apply to the proceedings as if these Rules had not been made, save to the extent that the appeal court orders otherwise.

## SCHEDULES

### SCHEDULE 1

Rules 3.2 and 3.3

#### 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

<p>(6) Works of maintenance, repair and adaptation (not amounting to substantial addition or replacement but including rewiring) to existing—</p> <p>(a) heating systems (including the replacement of control equipment and the insulation of pipes in the boiler room and ancillary service areas)</p> <p>(b) gas, water or other services</p> <p>(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)</p>	<p>The works do not involve making additions to an electrical installation</p> <p>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)</p> <p>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))</p>
<p>(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)</p>	<p>In the case of adaptation, the parochial church council's insurers are notified of the proposals</p> <p>The works do not involve the creation of a new external flue</p> <p>The parochial church council's insurers are notified of the proposals</p>
<p>(b) The replacement of a flue liner</p>	
<p>(8) The like for like replacement of roof lead or other material covering the roof of a building which is not a listed building</p>	<p>The original introduction of the material being replaced was authorised</p> <p>The installation of roof insulation is considered</p> <p>The parochial church council's insurers are notified of the proposals</p>
<p>(9) The installation of a roof alarm (including an alarm with an image capture facility)</p>	<p>The amount of associated cabling is kept to the minimum that is reasonably practicable</p> <p>The parochial church council's insurers are notified of the proposals</p> <p>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))</p>
<p>(10) The application of forensic marking on roof lead or other material covering a roof or to rain water goods or flashings</p>	
<p>(11) Work to an existing lightning conductor or to an earth mat connected to an existing lightning conductor</p>	<p>The parochial church council's insurers are notified of the proposed work</p> <p>The parochial church council is satisfied that the person who is to undertake the work has the necessary skill and experience</p>



- |                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (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**

- |                                                                                                                                              |                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| (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

- |                                                                                                                                                                                                          |                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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**

- |                                                                                                                                            |                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <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

Any new disturbance below ground level is kept to a minimum

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

---

**Table 2**

**List B – Matters which may be undertaken without a faculty subject to consultation etc.**

This table prescribes matters which may, subject to any specified conditions, be undertaken without a faculty if the archdeacon has been consulted on the proposal to undertake the matter and has given notice in writing that the matter may be undertaken without a faculty. The archdeacon may impose additional conditions in the written notice.

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

---

<i>Matter</i>	<i>Specified conditions</i>
<b>B1. Church building etc.</b>	
(1) Works of repair affecting the fabric or historic material	<p>The repair does not introduce material of a type that does not already form part of the fabric or historic material that is to be repaired</p> <p>The repair does not involve the substantial replacement of a major part of the fabric or of historic material</p> <p>Details of any materials to be used are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p> <p>The works do not involve any new disturbance below ground level</p> <p>The parochial church council's insurers are notified if external scaffolding is to be erected</p>
(2) The installation of a wall offertory box	<p>The installation does not affect historic fabric</p>
(3) Works of external or internal redecoration (other than to areas of historic wall painting, even if already painted over)	<p>Details of materials and colours are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p> <p>The overall appearance of the building is not changed</p> <p>The parochial church council's insurers are notified if external scaffolding is to be erected</p>
(4) The treatment of timber against beetle or fungal activity where the church is a listed building	<p>The works do not involve the replacement of timber</p>

<p>(5) The replacement of a boiler, whether in the same or substantially the same location and utilising, whether with existing or similar pipe runs—</p> <p>(a) a non-fossil fuel supply in place of a fossil fuel supply, or</p> <p>(b) a different non-fossil fuel supply</p> <p>(See matter A1(7)(a) in List A for replacement using existing non-fossil fuel supply)</p>	<p>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</p> <p>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))</p>
	<p>The parochial church council's insurers are notified of the proposals</p>
<p>(6) The like for like replacement of roof lead or other material covering the roof of a listed building</p>	<p>The original introduction of the material being replaced was authorised</p> <p>The installation of roof insulation is considered</p> <p>The parochial church council's insurers are notified of the proposals</p>
<p>(6A) The installation of roof insulation in a church which is not a listed building</p>	<p>The insulation material is chosen, and the method of installing the material is decided upon, after obtaining specialist advice</p>
<p>(7) The installation of lighting and safety equipment</p>	<p>The lighting or other equipment:</p> <ul style="list-style-type: none"> <li>— is installed only in a part of the church (such as a tower or crypt) that is not normally visible to the public, or</li> <li>— when installed will not be visible from ground level</li> </ul>
	<p>Any work 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))</p> <p>The installation will not affect any graves or vaults</p> <p>The parochial church council's insurers are notified of the proposals</p>
<p>(8)(a) The extension of an existing lighting system</p> <p>(b) The replacement of light fittings with fittings suitable for low-energy lamps</p>	<p>Any work 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))</p>
	<p>The parochial church council's insurers are notified of the proposals</p>



(9) The installation of a lightning conductor or the connection of an earth mat to a lightning conductor

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

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

(10) The installation of closed circuit television for security purposes

Details of cameras and other equipment, their proposed location and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter

Regard is had to any guidance issued by the Church Buildings Council relating to privacy and the protection of personal data

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))

(11) The installation of security and fire alarms

Details of equipment, its proposed location and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter

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))

(11A) The installation of equipment for receiving, or for receiving and sharing, wireless broadband services

The equipment does not adversely affect the church's protection against lightning

Any cable runs are secured so as to minimise the risk that they become loose

Details of the equipment, its proposed location and the location and securing of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter

In the formulation of those details, regard is had to the desirability of avoiding loss of or damage to historic material

The diocesan registrar is consulted on the terms of any proposed contract for the sharing of the wireless broadband services

(12) The installation of locks (including timed and other electronic locking devices)

(13) The installation of a sound reinforcement system or loop system (including a control desk) or the alteration of an existing system

(14) The introduction of a defibrillator in a church which is a listed building

(14A) The mounting of an electrical outlet for recharging an electric vehicle on an external wall of a church which is not a listed building

The outlet is mounted at a height not exceeding 1.6 metres from the level of the surface used for parking vehicles

Any new disturbance below ground level is kept to a minimum

The wall is adjacent to an area which may be lawfully used for off-street parking

The wall is not situated within 2 metres of a highway

The work is carried out by a body or person who is registered with the relevant government department or other body responsible for accreditation

(15) The introduction of fixed audio-visual equipment in a church which is not a listed building

Details of equipment, its proposed location and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter

(16) The removal of asbestos

Works, other than works of minor reinstatement and repair, will not be required following the removal of the asbestos

(17) The refurbishment of facilities for serving refreshments

The original introduction of the facilities being refurbished was authorised

(18) The removal of partitions or divisions that did not form part of the original construction of a church which is not a listed building

(19) The introduction of bird boxes

(20) The installation of photovoltaic panels on a church which is not a listed building or in a conservation area

## B2. Bells etc.

- |                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1) The lifting of a bell to allow the cleaning of bearings and housings                                                                                                 | Regard is had to any guidance issued by the Church Buildings Council<br><br>No modification is made to the manner in which any bell may be sounded<br><br>No historic material is modified or removed                                                                                                                                                                                                                                                                        |
| (2) The like for like replacement of—<br>(a) bearings and their housings<br>(b) gudgeons<br>(c) crown staple assembly<br>(d) steel or cast iron headstocks<br>(e) wheels | Regard is had to any guidance issued by the Church Buildings Council<br><br>The works do not involve the drilling or turning of the bell<br><br>No modification is made to the manner in which any bell may be sounded<br><br>No historic material is modified or removed                                                                                                                                                                                                    |
| (3) The replacement of—<br>(a) bell bolts<br>(b) a wrought iron clapper shaft with a wooden-shafted clapper                                                              | Regard is had to any guidance issued by the Church Buildings Council<br><br>No modification is made to the manner in which any bell may be sounded<br><br>No historic material is modified or removed                                                                                                                                                                                                                                                                        |
| (4) The treatment of timber bell frames with preservative or insecticide materials                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| (5) The re-pinning or re-facing of hammers in Ellacombe apparatus                                                                                                        | Regard is had to any guidance issued by the Church Buildings Council<br><br>No modification is made to the manner in which any bell may be sounded<br><br>No historic material is modified or removed                                                                                                                                                                                                                                                                        |
| (6) The installation of an electric silent ringing device for the training of ringers                                                                                    | Any work 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))<br><br>The device is installed in a location not normally visible to the public<br><br>No alteration is made to the fittings of the bells other than the installation of electric contacts and wires<br><br>The device does not adversely affect the church's protection against lightning |

(7) The installation of a sound control measure in a belfry

Any fixings are made into mortar

(8) The introduction of peal boards in a location not normally visible to the public

### **B3. Clocks**

(1) Alterations to striking trains to prevent striking at night

No part of the clock movement is affected

(2) The repair or replacement of electrical or electronic clocks manufactured after 1950

### **B4. Church contents**

(1) The repair and maintenance of church plate (including candlesticks and crosses) not of historic or artistic interest

(2) The replacement of an electronic organ (but not of a pipe organ)

The original introduction of the electronic organ being replaced was authorised

The replacement electronic organ is on a similar scale to the electronic organ being replaced

(3) Like for like repairs and works of conservation to a pipe organ

The archdeacon is satisfied, having regard to the advice of the diocesan advisory committee or a member or officer of the committee, that the person who is to carry out the work has the necessary skill and experience

(4) The installation of humidification equipment for a pipe organ

The archdeacon is satisfied, having regard to the advice of the diocesan advisory committee or a member or officer of the committee, that the person who is to carry out the work has the necessary skill and experience

Any work 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))

(5) The replacement of carpets or other floor covering and underlay other than movable floor coverings between individual pews (see matter A5(6) in List A for like of like replacement of carpets and introduction or replacement of movable floor coverings between individual pews)

Only breathable material is used

No article of historic or artistic interest is replaced

(6) Treatment of fixtures and furniture against beetle or fungal activity (see List A for treatment of material not of historic or artistic interest)

(7) The introduction of a book of remembrance and stand

(8) The introduction of a stand for candles

(9) The introduction of a fixed internal noticeboard (including in a porch) where the church is a listed building

(10) The introduction of an electrical heating appliance not forming part of a heating system

Details of the appliance, its proposed location and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter

Any work 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))

(10A) The installation of an electrical heating system for attachment to pews made in or after 1850 and which are not of historic interest

Details of the appliances, their proposed location and fixing and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter

Any work 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))

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

(11) Works of repair to altar frontals and falls

No work is carried to an article of historic or artistic interest

(12) Disposal of redundant altar frontals and falls

No article of historic or artistic interest is disposed of

#### **B5. Church halls and similar buildings subject to the faculty jurisdiction**

(1) The introduction of a defibrillator in a building which is a listed building

(2) The installation of roof insulation in a building which is not a listed building

The insulation material is chosen, and the method of installing the material is decided upon, after obtaining specialist advice.

(3) The mounting of an electrical outlet for recharging an electric vehicle on an external wall of a building which is not a listed building

The outlet is mounted at a height not exceeding 1.6 metres from the level of the surface used for parking vehicles

Any new disturbance below ground level is kept to a minimum

The wall is adjacent to an area which may be lawfully used for off-street parking

The wall is not situated within 2 metres of a highway

The work is carried out by a body or person who is registered with the relevant government department or other body responsible for accreditation

(4) The installation of photovoltaic panels on a building which is not a listed building or in a conservation area

(5) The installation of equipment for receiving, or for receiving and sharing, wireless broadband services

The equipment does not adversely affect the building's protection against lightning

Any cable runs are secured so as to minimise the risk that they become loose

Details of the equipment, its proposed location and the location and securing of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter

In the formulation of those details, regard is had to the desirability of avoiding loss of or damage to historic material

The diocesan registrar is consulted on the terms of any proposed contract for the sharing of the wireless broadband services

## **B6. Churchyard etc.**

(1) The introduction and removal of Benches in a churchyard

No bench proposed to be introduced has an inscription on it which would not be permitted on a monument in the churchyard under the applicable churchyard regulations made or approved by the chancellor

(2) The repair or rebuilding of walls

The works do not relate to any wall which is included in the Schedule maintained for the purposes of the Ancient Monuments and Archaeological Areas Act 1979 or is separately listed as a building of special architectural or

	<p>historic interest under the Planning (Listed Buildings and Conservation Areas) Act 1990</p> <p>Any new disturbance below ground level is kept to a minimum</p>
(3) The repair of lychgates	<p>The lychgate is not separately listed as a building of special architectural or historic interest under the Planning (Listed Buildings and Conservation Areas) Act 1990</p>
(4) The introduction, replacement or alteration of a notice board	<p>A new notice board is not illuminated</p> <p>The Town and Country Planning (Control of Advertisements) (England) Regulations 2007 are complied with</p>
(4A) The replacement of gas tanks (and associated pipe work)	<p>No works of excavation are involved, other than the digging of a trench which—</p> <p>(a) where it is underneath land used for the passage of vehicles (whether or not a public right of way), is at a depth of 600 millimetres, and</p> <p>(b) where it is underneath a footpath (whether or not a public right of way), is at a depth of 450 millimetres</p>
(See matter A7(8) in List A for disposal of gas and oil tanks)	<p>The local planning authority is notified of the proposal</p> <p>Any work to a gas fitting is carried out by a person who is registered on the Gas Safety 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</p> <p>The replacement tank is of similar dimensions and in substantially the same location</p> <p>If articulated human remains are discovered in the carrying out of the work, the work ceases, the discovery is reported to the court and the work does not resume until the court so orders</p>
(5) The introduction of a defibrillator where the church is a listed building	<p>Any new disturbance below ground level is kept to a minimum</p>

(5A) 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 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

(6) The introduction of stands for bicycles

(7) The resurfacing of paths and other hardsurfaced areas using different materials or colour where the church is not a listed building

(8) The introduction of hand rails to steps or paths

(9) The digging of a cable trench and the installation of cables, and the attachment of wiring, in the trench

A plan showing the proposed route of the trench is submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter and the archdeacon approves the route proposed

No cables exceed low voltage (as defined by the regulations on electrical wiring published by the British Standards Institution)

Where the trench is underneath land used for the passage of vehicles (whether or not a public right of way), the depth of the trench is 600 millimetres

Where the trench is underneath a footpath (whether or not a public right of way), the depth of the trench is 450 millimetres

Where the trench is underneath a footpath (whether or not a public right of way), the depth of the trench is 450 millimetres



If articulated human remains are discovered in the carrying out of the work, the work ceases, the discovery is reported to the court and the work does not resume until the court so orders

## **B7. Trees**

(1) The planting of trees

Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards

(2) The felling of a tree—

- (a) that is dying or dead; or
- (b) that has become dangerous

In the case of any tree in respect of which a tree preservation order is in force or which is in a conservation area, section 206 of the Town and Country Planning Act 1990 (which provides for the planting of replacement trees) is complied with

Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards

(3) All other works to trees (whether or not prescribed in List A) except felling

If applicable, the law relating to the preservation of trees in respect of which a tree preservation order is in force or which are in a conservation area is complied with

Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards

SCHEDULE 2

[Revoked]

## SCHEDULE 3

Rule 2.2(3)

## FORMS

**Index to Forms**

<i>Form number</i>	<i>Title</i>
1A	Standard Information (parish churches etc.)
1B	Standard Information (buildings included in list under [section 38 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018])
2	Diocesan Advisory Committee Notification of Advice
3A	Petition for Faculty (proceedings started pursuant to resolution of parochial church council)
3B	Petition for Faculty (building included in list under [section 38 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018])
4A	Public Notice (general form)
4B	Public Notice (building included in list under [section 38 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018])
5	Particulars of objection to petition for faculty
6	Reply
7	Faculty
8	Certificate of practical completion of works authorised by faculty
9	Licence for temporary minor re-ordering
10	Notice on expiry of licence for temporary minor re-ordering
11	Notification by registrar for register of petitions
12	Request for advice from Church Buildings Council
13	Place of safety order (archdeacon of opinion that article should be removed immediately)
14	Notice inviting representations with a view to making place of safety order
15	Place of safety order (following consideration of any representations)
16	Application for injunction or restoration order
17	Injunction
18	Restoration order
19	Interim injunction or interim restoration order
20	Injunction issued of court's own initiative
21	Restoration order issued of court's own initiative
22	Application to chancellor for certificate and permission to appeal
23	Chancellor's certificate and determination of application for permission to appeal
24	Renewed application to Dean for permission to appeal
25	Notice of appeal to Court of Arches or Chancery Court of York
26	Notice of appeal to Court of Ecclesiastical Causes Reserved
27	Petition to Her Majesty seeking review of finding of Court of Ecclesiastical Causes Reserved

Form 1A  
(Rules 4.2 and 5.5)

Standard Information (parish churches etc.)

**Diocese of**

**[In the parish of**

**Church of]**

Approximate date of church

Is the church listed?

Yes / No

If so, please state whether it is grade I, II\* or II

Is the church, churchyard [...] wholly or partly scheduled as an ancient monument?

Yes / No

Is the church, churchyard [...] in a conservation area?

Yes / No

If it is, please state which [conservation area]

Is the church, churchyard [...] in a national park?

Yes / No

If it is, please state which [national park]

Is there any evidence that bats use the church, [or] its curtilage [...]?

Yes / No

Please give details of any privately owned chapels, aisles or windows

[ Is there anybody other than the parochial church council who is liable to pay for repairs to the chancel?]

Is the churchyard or burial ground consecrated [(whether closed or not)]?

Yes / No

Has it been used for burials?

Yes / No

Is it still used for burials?

Yes / No

If the churchyard or burial [ground] is no longer used for burials has it been closed by Order in Council?

Yes / No

If it has, please give the date of the Order

Are there any graves that are identified as war graves by the Commonwealth War Graves Commission?

Yes / No

Please identify any historic structures, listed tombs, war memorials or significant trees in the churchyard or burial ground

Please give the name and address of the architect or surveyor appointed for the church under [section 45 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018]

Signed:

Date:

Office or position held:

Form 1B  
(Rules 4.2 and 5.5)

Standard Information  
(buildings included in list under [section 38 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018])

**Diocese of**

**Building:**

**Relevant person or body:**

Approximate date of building

Is the building listed? Yes / No

If so, please state whether it is grade I, II\* or II

Is the building, its curtilage [...] wholly or partly scheduled as an ancient monument? Yes / No

Is the building, its curtilage [...] in a conservation area? Yes / No

If it is, please state which [conservation area]

Is the building, its curtilage [...] in a national park? Yes / No

If it is, please state which [national park]

Is there any evidence that bats use the building, [or] its curtilage [...]? Yes / No

Is the building consecrated? Yes / No

Has the curtilage of the building been used for burials? Yes / No

Is the curtilage currently used for burials? Yes / No

If the curtilage has ceased to be used for burials, has it been closed by Order in Council? Yes / No

If it has, please give the date of the Order

Are there any graves that are identified as war graves by the Commonwealth War Graves Commission? Yes / No

Please identify any historic structures, listed tombs, war memorials or significant trees within the curtilage

Please give the name and address of the architect or surveyor appointed for the building under [section 45 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018] (if applicable)

Signed:

Date:

Office or position held:

Form 2  
[(Rule 4.9)]

Diocesan Advisory Committee  
Notification of Advice

**This notification constitutes advice only and does not give you permission to carry out the works or other proposals to which it relates. A faculty must be obtained from the consistory court before the works or proposals may lawfully be carried out.**

*The Committee should delete any parts of the form that are not applicable when completing it.*

**In the diocese of**

**Parish of**

**Church of**

*[or*

**Name or description of building]**

The church [*or building*] is / is not listed under the Planning (Listed Buildings and Conservation Areas) Act 1990.

The listing is grade I / II\* / II

The church [*or building*] is not listed but is in a conservation area.

At a meeting of the Diocesan Advisory Committee held on [*or In the exercise of the delegated authority of the Diocesan Advisory Committee on*]

The following works or other proposals were considered:

**[The works or proposals should be described in the petition for a faculty and in the public notice in the same way as they are described here.]**

The Committee **recommends** the works or proposals for approval by the court [subject to the following provisos:]

**This advice does not constitute authority for carrying out the works or proposals and a faculty is required.**

*or*

The Committee does **not recommend** the works or proposals for approval by the court for the following principal reasons:

**Despite the Committee's advice, you may, if you wish, apply to the court for a faculty authorising the works or proposals.**

*or*

The Committee **does not object** to the works or proposals being approved by the court [subject to the following provisos:]

[and the Committee's principal reasons for advising that it does not object are:]

**This advice does not constitute authority for carrying out the works or proposals and a faculty is required.**



[The works or proposals involve matters to which net zero guidance applies (that is, guidance issued by the Church Buildings Council under section 55 of the Dioceses, Pastoral and Mission Measure 2007 on reducing carbon emissions). In the opinion of the Committee, your explanation of how, in formulating the works or proposals, you have had due regard to net zero guidance is / is not adequate.

[and the Committee's reasons for the opinion that your explanation is not adequate are:]]

In the opinion of the Committee the work or part of the work proposed is / is not likely to affect—

- the character of the church [or building] as a building of special architectural or historic interest
- the archaeological importance of the church [or building]
- archaeological remains existing within the church [or building] or its curtilage

In the opinion of the Committee rule 9.9 of the Faculty Jurisdiction Rules (publication of notice on diocesan [or other publicly accessible] website) applies / does not apply to the works or proposals

[The following have been consulted on the works or other proposals]—

Historic England   
the local planning authority   
the following national amenity societies:

the Church Buildings Council   
the following body or person:

[No objections have been raised by any of them.

*or*

Objections were raised by [*name of body or person*] but have been withdrawn.

*or*

Objections have been raised by [*name of body or person*] and have not been withdrawn. The Committee's principal reasons for [recommending the works or proposals for approval] [not objecting to the works or proposals being approved] despite those objections are:]

This advice is valid for 24 months from the date given below.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary to the Diocesan Advisory Committee

Form 3A  
(Rule 5.3)

Petition for Faculty  
(proceedings started pursuant to resolution of parochial church council)

**To the Consistory Court of the Diocese of**

**[In the parish of**

**Church of]**

**Petitioners:**

FULL NAME*	RESIDENTIAL ADDRESS* (including postcode)	OFFICE HELD*

*\*Please use capital letters.*

Please indicate here which of the above should be regarded as the contact address. A telephone number and email address should also be provided where possible.

Usually the minister and churchwardens should be the petitioners. Where that is not the case, please provide an explanation here (including details of the interest which it is said that a person who is not the minister or a churchwarden has in the matter).

**We petition the Court for a faculty to authorise the following—**

*[ Please describe the works or other proposals for which a faculty is sought in the way recommended by the Diocesan Advisory Committee in its Notification of Advice.]*

SCHEDULE OF WORKS OR PROPOSALS

*Copies of the Standard Information Form and any drawings, plans, specifications, photographs or other documents showing the proposals must be provided with this petition.*

**A. PROFESSIONAL ADVICE**

*Please answer this section in every case*

1. Has the architect or surveyor appointed under [section 45 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018] been—

a. engaged in connection with the proposals?                      Yes     No

b. asked for general advice in relation to these proposals?                      Yes     No

2. If another architect or surveyor is being engaged—

a. what is his or her name and address?

---

---

---

b. why is he or she being instructed in relation to the proposed works?

---

---

---

**B. CHANGES TO THE INTERIOR AND/OR EXTERIOR OF THE CHURCH**

*Please answer this section if applicable. Otherwise proceed to section C*

3. a. If changes to the interior and/or exterior of the church are proposed, has the PCC prepared a statement of significance and a statement of needs?                      Yes     No

b. If the answer to a. is yes, please supply copies of the statements with this petition.

c. If the answer to a. is no, what are the reasons for asking for permission for the proposals?

---

---

---

---

*Please supply separate explanatory statement if more space is required*



## E. ARCHAEOLOGICAL MATTERS

*[Please answer this section for any work to or in the church or churchyard]*

8. a. Have you been advised that the proposals may have archaeological significance? Yes  No

b. If yes, please include any advice received.

c. Is an archaeologist to be involved and to be given facilities for inspection and recording during the course of the works of excavation or works to the fabric? Yes  No

## F. CONSULTATION FOR WORKS OF DEMOLITION, ALTERATION OR EXTENSION OF A LISTED CHURCH

*Please answer this section if applicable. Otherwise proceed to section G*

9. [Have any of the following bodies been consulted?]

The Church Buildings Council Yes  No

Historic England Yes  No

The Council for British Archaeology Yes  No

Historical Buildings & Places Yes  No

Society for the Protection of Ancient Buildings Yes  No

The Georgian Group Yes  No

The Victorian Society Yes  No

The Twentieth Century Society Yes  No

If the answer to any of the above is yes, please include copies of any correspondence giving the views of the body concerned and your replies.

10. a. [Has the local planning authority been consulted?] Yes  No

b. If yes, please include correspondence giving its views and your reply.

**G. CHURCH INSURANCE**

*Please answer this section for any work to or in the church [or churchyard]*

11. Do the proposals involve external scaffolding? Yes  No

12. a. Is the work or part of the work to be carried out by voluntary labour? Yes  No

b. [If yes, has the PCC consulted its insurers about protecting voluntary labour against the risk of injury during the course of the work?] Yes  No

13. Have you informed the church’s insurance company that work is to be carried out in the church or churchyard? Yes  No

14. If the answer to question [12. b. or] 13 is yes, please supply a copy of the insurer’s approval or letter in reply.

**H. DETAILS OF CONTRACTORS**

*Please answer this section when you wish to carry out work of any kind*

15. [If known,] Please give the name and address of each contractor to be employed for the different aspects of the works (e.g. builder, electrician, stained glass artist, organ builder etc.)

Contractor 1	Contractor 2	Contractor 3
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**I. TIME FOR WORK**

*Please answer this section in every case*

16. a. How soon will the work start after the faculty is granted?

\_\_\_\_\_  
\_\_\_\_\_

b. How long is it expected that it will take for the work to be completed?

\_\_\_\_\_  
\_\_\_\_\_

17. a. Will it be necessary to hold public worship in another building while the work is being carried out? Yes  No

b. If yes, has the Bishop consented to alternative arrangements for public worship? Yes  No

**J. ARCHDEACON'S LICENCE**

*Please answer this section if applicable. Otherwise proceed to section K*

18. a. Has the archdeacon granted a licence authorising temporary minor re-ordering? Yes  No

b. If yes, please include a copy with this petition.

**K. PCC RESOLUTION**

*Please answer this section, deleting words as appropriate, in every case*

19. The parochial church council at its meeting on \_\_\_\_\_ passed unanimously / without dissent / by a majority of \_\_\_\_\_ to \_\_\_\_\_ among those present and voting a resolution relating to the works or proposals. A copy of the resolution signed by the chair / secretary is included with this petition. There are \_\_\_\_\_ members of the council.

**L. DIOCESAN ADVISORY COMMITTEE**

*Please answer this section in every case*

20. Is a notification of advice from the Diocesan Advisory Committee included with this petition? Yes  No

**M. FURTHER INFORMATION**

*Please answer this section in every case*

21. [a. Could the work affect any human remains? Yes  No   
b. Could the work affect any monuments? Yes  No

22. Are any private rights (including rights in seats in the church) affected by the works or proposals? Yes  No

23. If the answer to question 21 or 22 is yes, please provide details in the schedule of works or proposals.

24. Is the information about the church and churchyard included in the most recent quinquennial inspection report still accurate? Yes  No

25. If there is any further information that the petitioners would like the court to take into account, details should be set out in a letter or statement included with this petition.

We believe that the facts stated in this petition are true.

Signed:

Date:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Signature(s) of petitioners or person acting on behalf of petitioners)



Form 3B  
(Rule 5.3)

Petition for Faculty  
(building included in list under [section 38 of the Ecclesiastical Jurisdiction and Care of  
Churches Measure 2018])

**To the Consistory Court of the Diocese of**

**Building:**

**Petitioner:**

NAME*	ADDRESS* (including postcode)

If you are authorised to act on behalf of a body, please give the name of the body concerned above and give your name and address below and include evidence of your authority to submit this petition. A telephone number and email address should also be provided.

FULL NAME*	RESIDENTIAL OR PROFESSIONAL ADDRESS* (including postcode)
	Telephone: Email:

*\*Please use capital letters*

**I/We petition the Court for a faculty to authorise the following—**

*[Please describe the works or other proposals for which a faculty is sought in the way recommended by the Diocesan Advisory Committee in its Notification of Advice.]*

SCHEDULE OF WORKS OR PROPOSALS

*Copies of the Standard Information Form and any drawings, plans, specifications, photographs or other documents showing the proposals must be provided with this petition.*

**A. PROFESSIONAL ADVICE**

*Please answer this section in every case*

1. Has the architect or surveyor appointed under [section 45 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018] been—

a. engaged in connection with the proposals? Yes  No

b. asked for general advice in relation to these proposals? Yes  No

2. If another architect or surveyor is being engaged—

a. what is his or her name and address?

---

---

---

b. why is he or she being instructed in relation to the proposed works?

---

---

---

**B. CHANGES TO THE INTERIOR AND/OR EXTERIOR OF THE BUILDING**

*Please answer this section if applicable. Otherwise proceed to section C*

3. a. If changes to the interior and/or exterior of the building are proposed, has a statement of significance and a statement of needs been prepared? Yes  No

b. If the answer to a. is yes, please supply copies of the statements with this petition.

c. If the answer to a. is no, what are the reasons for asking for permission for the proposals?

---

---

---

---

*Please supply separate explanatory statement if more space is required*

**C. PERMISSIONS FROM OTHER BODIES**

*Please answer this section in every case*

4. a. Are any external works proposed? Yes  No
- b. If yes, have you consulted the local planning authority as to whether planning permission or advertisement consent is required? Yes  No
- c. Please include a copy of any reply from the local planning authority.
5. a. If required, has outline or full planning permission or advertisement consent been granted? Yes  No
- b. Please include a copy of the planning permission or advertisement consent, if any, with this petition.
6. a. If any of the proposals affect a scheduled ancient monument, has scheduled monument consent been obtained? Yes  No
- b. If yes, please include a copy of the consent with this petition.

**D. ARCHAEOLOGICAL MATTERS**

*[Please answer this section for any work to or in the building or its curtilage]*

7. a. Have you been advised that the proposals may have archaeological significance? Yes  No
- b. If so, please include any advice received.
- c. Is an archaeologist to be involved and to be given facilities for inspection and recording during the course of the works of excavation or works to the fabric? Yes  No

**E. CONSULTATION FOR WORKS OF DEMOLITION, ALTERATION OR EXTENSION OF A LISTED BUILDING**

*Please answer this section if applicable. Otherwise proceed to section F*

8. [Have any of the following bodies been consulted?]

- |                                                 |                              |                             |
|-------------------------------------------------|------------------------------|-----------------------------|
| The Church Buildings Council                    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Historic England                                | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| The Council for British Archaeology             | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Historic Buildings & Places                     | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Society for the Protection of Ancient Buildings | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| The Georgian Group                              | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| The Victorian Society                           | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| The Twentieth Century Society                   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

If the answer to any of the above is yes, please include copies of any correspondence giving the views of the body concerned and your replies.

9. a. [Has the local planning authority been consulted?]      Yes       No

b. If yes, please include correspondence giving its views and your reply.

**F. DETAILS OF CONTRACTORS**

*Please answer this section when you wish to carry out work of any kind*

10. [If known,] Please give the name and address of each contractor to be employed for the different aspects of the works (e.g. builder, electrician, stained glass artist, organ builder etc.)

Contractor 1	Contractor 2	Contractor 3
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**G. TIME FOR WORK**

*Please answer this section in every case*

11. a. How soon will the work start after the faculty is granted?

---

---

b. How long is it expected that it will take for the work to be completed?

---

---

**H. DIOCESAN ADVISORY COMMITTEE**

*Please answer this section in every case*

12. Is a notification of advice from the Diocesan Advisory Committee included with this petition?      Yes     No

**I. FURTHER INFORMATION**

*Please answer this section in every case*

13. [a. Could the work affect any human remains?      Yes     No

b. Could the work affect any monuments?      Yes     No

14. Is the information about the building included in the most recent quinquennial inspection report or statement of significance still accurate?      Yes     No

15. If there is any further information that the petitioners would like the court to take into account, details should be set out in a letter or statement included with this petition.

I/We believe that the facts stated in this petition are true.

Signed:

Date:

---

(Signature of petitioner or person acting on behalf of petitioner)

Form 4A  
(Rule 6.2)  
Public Notice  
(general form)

**In the Consistory Court of the Diocese of**

**[In the parish of**

**Church of]**

NOTICE IS GIVEN that we are applying to the Consistory Court of the diocese for permission to carry out the following:

*(Describe the works or other proposals in the same way as in the faculty petition)*

Copies of the relevant plans and documents may be examined at

---

*(If changes to a church are proposed, a copy of the petition and of any designs, plans, photographs and other documents that were submitted with it must be displayed in the church or at another place where they may be conveniently inspected by the public [and if the petition is submitted through an online system, those documents must also be publicly available for inspection online].)*

Petitioners:

*(Each petitioner to give name and office held in block capitals)*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Date \_\_\_\_\_

*(Here the petitioners are to enter the date on which the notice was first displayed)*

**If you wish to object to any of the works or proposals you should send a letter [or email] stating the grounds of your objection to The Diocesan Registrar at**

---

**\_\_\_\_\_ so that your letter reaches the registrar not later than \_\_\_\_\_** *(here the petitioners are to enter a date 28 days after the date given above).* **A letter of objection must include your name and address and state whether you live in the parish and/or your name is entered on the church electoral roll of the parish or any other basis on which you have an interest in the matter.**

**Directions to petitioners**

You must display this public notice (or a copy of it) for a continuous period of not less than 28 days, not counting the day on which it is put up or the day on which it is taken down, (or for such other period as the Court may direct) in each of the following places:

1. on a notice board or in some other prominent position inside the church; and
2. on a notice board outside the church or in some other prominent position (whether on the outside of the church door or elsewhere) so that it can be read by the public.

**Certificate of publication**

I, \_\_\_\_\_ (name), one of the petitioners, certify that a copy of this public notice was displayed during the period from \_\_\_\_\_ to \_\_\_\_\_ (inclusive)

1. on a notice board inside the church of \_\_\_\_\_; and
2. outside the church of \_\_\_\_\_, on a notice board [or on the principal door] [or \_\_\_\_\_] where it could be read by the public.

Signed \_\_\_\_\_ (signature of petitioner)

Date \_\_\_\_\_

**Note:** This certificate must be completed in full by making appropriate entries in the blank spaces and deleting that which does not apply. The public notice (or a copy) with a completed certificate of publication must be returned to the diocesan registrar once the period for the display of the notice has expired.



Form 4B  
(Rule 6.2)

Public Notice

(building included in list under [section 38 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018])

**In the Consistory Court of the Diocese of**

**Name or description of building:**

NOTICE IS GIVEN that we are applying to the Consistory Court of the diocese for permission to carry out the following:

*(Describe the works or other proposals in the same way as in the faculty petition)*

Copies of the relevant plans and documents may be examined at

---

*(If changes to the building are proposed, a copy of the petition and of any designs, plans, photographs and other documents that were submitted with it must be displayed in the building or at another place where they may be conveniently inspected by the public [and if the petition is submitted through an online system, those documents must also be publicly available for inspection online].)*

Name of petitioner or body on whose behalf the petition is submitted to the Court:

---

Name and address of person authorised to act on behalf of the body submitting the petition to the Court:

---

Date \_\_\_\_\_ *(Enter the date on which this notice was first displayed)*

**If you wish to object to any of the works or proposals you should send a letter [or email] stating the grounds of your objection to The Diocesan Registrar at**

---

**\_\_\_\_\_ so that your letter reaches the registrar not later than \_\_\_\_\_** *(here the petitioners are to enter a date 28 days after the date given above)*. **A letter of objection must include your name and address and state the basis on which you have an interest in the matter.**

### Directions to petitioner

You must display this public notice (or a copy of it) for a continuous period of not less than 28 days, not counting the day on which it was put up or the day on which it is taken down, (or for such other period as the Court may direct and subject to any special directions of the registrar) in each of the following places:

1. inside the building on a notice board or in some other prominent position; and
2. on a notice board outside the building or in some other prominent position (whether on the outside of the building or elsewhere) so that it can be read by the public.

#### Certificate of publication

I, \_\_\_\_\_ (name), a petitioner, or acting on behalf of a petitioner, certify that a copy of this public notice was displayed during the period from \_\_\_\_\_ to \_\_\_\_\_ (inclusive)

1. inside the building; and
2. outside the building on a notice board [or \_\_\_\_\_ ] where it could be read by the public.

Signed \_\_\_\_\_

(signature of petitioner or person acting on behalf of petitioner)

Date \_\_\_\_\_

**Note:** This certificate must be completed in full by making appropriate entries in the blank spaces and deleting that which does not apply. The public notice (or a copy) with a completed certificate of publication must be returned to the diocesan registrar once the period for the display of the notice has expired.

Form 5  
(Rule 10.3)

Particulars of objection to petition for faculty

**In the Consistory Court of the Diocese of**

**To the Registrar**

**Parish of**

**Church of [ or Name or description of building]**

**In the matter of a petition requesting a faculty for**

*State generally the works or proposals*

I, (*name*) have previously written a letter of objection dated (*date*) .  
My objection relates to [the whole] [part] of the proposed works or proposals.

[The part(s) of the proposed works or proposals to which I object are:

(a)

(b)]

*Delete words that are not applicable*

The grounds of my objection are:

(1)

(2)

(3)

*Here set out concisely and in numbered paragraphs the grounds on which the objection is made. If necessary use a separate sheet.*

I believe that the facts stated in these particulars of objection are true.

I certify that I have served a copy of these particulars of objection on the petitioners today.

Signed:

Date:

---

(Signature of party opponent or solicitor)

Address:

**Notes**

1. If you wish to become a party opponent in the faculty proceedings you must complete and return this form to the registrar, and send or deliver a copy to the petitioners, within 21 days from the date when you received the written notice from the registrar enclosing this form.

2. If you do not return this form to the registrar and send a copy to the petitioners within 21 days from the date when you received the written notice from the registrar your letter of objection will be taken into account by the chancellor in reaching a decision but you will not become a party to the proceedings and you will not be entitled to take part in the proceedings or to appeal against any judgment or order of the Court.

Form 6  
(Rule 10.4)

Reply

**In the Consistory Court of the Diocese of**

**To the Registrar**

**Parish of**

**Church of [ or Name or description of building]**

**In the matter of a petition requesting a faculty for**

*State generally the works or proposals*

We, the Petitioners in these proceedings for a faculty, have been served with particulars of objection by (*name of party opponent*) dated (*date*) .

We reply to the grounds of objection as follows:

(1)

(2)

(3)

*Here set out concisely and in numbered paragraphs the Petitioners' response to each of the grounds of objection raised by the party opponent. If necessary use a separate sheet.*

We believe that the facts stated in this reply are true.

We certify that we have sent a copy of these particulars of objection to the petitioners today.

Signed:

Date:

---

---

---

(Signatures of petitioners or solicitor)

Notes

1. If you wish to serve reply to a party opponent's grounds of objection you should complete and return this form to the registrar, and send or deliver a copy to the petitioners, within 21 days from the date when you received the particulars of objection. You must serve a reply if you have been directed to do so by the court.

2. A reply must state the petitioners' case in respect of the matters raised by the party opponent in the particulars of objection.

Form 7  
(Rule 7.4)  
Faculty

**In the Consistory Court of the Diocese of**

**Parish of**

**Church of [ or Name or description of building]**

**The Worshipful** \_\_\_\_\_, **Chancellor of the Diocese and Official**  
**Principal of the Right Reverend** \_\_\_\_\_, **Lord Bishop of**

**To** (*names and descriptions of petitioners*)

A petition presented by you has been submitted to the Registry of this Court [together with designs, plans, photographs or other documents, requesting a faculty authorising the works or other proposals specified in the petition].

A public notice was duly displayed giving an opportunity to all persons interested to object and give reasons why a faculty should not be granted

[The proceedings were unopposed and did not give rise to a question of law or of doctrine, ritual or ceremonial or relate to proposals that affect the legal rights of any person or body.]

[The proceedings were unopposed but gave rise to a question of law or of doctrine, ritual or ceremonial or related to proposals that affected the legal rights of a person or body and the Chancellor has decided for the [summary reasons] [reasons given in a judgment] dated \_\_\_\_\_ 20\_\_ that a faculty should be granted.]

[[A] letter[s] of objection to the granting of a faculty [has] [have] been taken into account by the Chancellor in reaching the decision that a faculty should be granted.]

[All the parties to the proceedings having agreed in writing that the Chancellor should determine the proceedings upon written representations, the Chancellor has decided for the reasons given in a judgment dated \_\_\_\_\_ 20\_\_ that a faculty should be granted.]

[The Chancellor held a hearing at which oral evidence was given, and has decided for the reasons given in a judgment dated \_\_\_\_\_ 20\_\_ that a faculty should be granted.]

This Court now grants a faculty authorising you to carry out the works or other proposals described in the Schedule in accordance with the designs, plans or other documents accompanying the petition and subject to any conditions set out in the Schedule.

[The works must be completed within \_\_\_\_\_ months from the date below or such further period as this Court may allow and the certificate of practical completion is to be sent to the Registry within the period allowed.]

[A copy of this faculty is to be supplied by you to the architect or surveyor and contractors to be employed in respect of the authorised work before any work is commenced.]

This faculty is duly authenticated by the seal of this Court.

Dated \_\_\_\_\_ 20

\_\_\_\_\_  
Signature of Registrar

## SCHEDULE

Description of works or proposals

Conditions

Form 8  
(Rule 7.4)

Certificate of practical completion of works authorised by faculty

**In the Consistory Court of the Diocese of**

**To the Registrar**

**Parish of**

**Church of**

**[or Name or description of building]**

A faculty dated (*date*) authorised the following works subject to the following conditions: (*details to be inserted by registrar*)

**1. Company, firm or person by whom work carried out**

The work was carried out by the following:

(*If a different company, firm or person was employed for different items of the work details of each must be given.*)

(i) Name:

Address:

Type of work undertaken (*e.g. building, electrical, organ, heating, clock repairs, installation of stained glass etc.*):

(ii) Name:

Address:

Type of work undertaken:

*If necessary, please continue on a separate sheet.*

Each company, firm or person named above was supplied with a copy of the faculty before the work was commenced.

**2. Architect/Surveyor (if any)**

(i) The architect/surveyor employed in relation to the work was:

Name:

Address:

(ii) The above named architect/surveyor

(a) was provided with a copy of the faculty before work commenced; and

(b) has issued a Practical Completion Certificate dated (*date*) in relation to [the whole] [part] of the works. (*Delete as appropriate*)

### 3. Certificate by churchwardens or petitioner

- (i) [We/I certify to the best of our/my knowledge, information and belief that [the whole of the works have been completed] [that the works have been completed in part and that details of the works that have not been carried out are set out in the letter to the registrar which accompanies this certificate] and that the works carried out are in accordance with the faculty. (Delete as appropriate)]
- (ii) We/I certify that all the conditions attached to the faculty have been complied with.
- (iii) We have given a copy of the certificate to the Archdeacon and have placed a copy in the church's log book.

*(Delete (iii) in the case of works to a building included in the list under [section 38 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018])*

Name:

*(Insert name of churchwarden , petitioner or person authorised to act on petitioner's behalf)*

Address:

Signed: \_\_\_\_\_ Date:

Name:

*(Insert name of churchwarden, except in the case of works to a building included in the list under [section 38 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018])*

Address:

Signed: \_\_\_\_\_ Date:

**Note: This form is to be returned to the registrar within 28 days of the practical completion of the work**



Form 9  
(Rule 8.2)

Licence for temporary minor re-ordering

**In the Consistory Court of the Diocese of**

**The Venerable**

**Archdeacon of**

**Parish of**

**Church of**

**To the Reverend  
and to the Parochial Church Council**

You have applied for authority to carry out a scheme of temporary minor re-ordering and I am satisfied that it is expedient to give a licence authorising the scheme.

I now give you my licence authorising you to implement the scheme of temporary minor re-ordering described below and subject to the conditions that are specified.

This licence expires on (*date*)

**The Scheme**

The scheme of temporary minor re-ordering authorised by this licence comprises:  
(*Insert description of scheme*)

**Conditions**

This licence is subject to the following conditions:  
(*Insert conditions*)

Signed: \_\_\_\_\_ Date:  
Archdeacon of

(Copies of this licence are sent to the Diocesan Registrar and to the Diocesan Advisory Committee.)

1. If you wish to continue with the scheme after the expiry of this licence you must submit a petition for a faculty in respect of the scheme to the diocesan registry (and display public notices in accordance with Part 6 of the Faculty Jurisdiction Rules) not less than 2 months before this licence expires. Prior to that you should have sought the advice of the Diocesan Advisory Committee.
2. If you submit a petition within the time mentioned in paragraph 1, the scheme will be deemed to continue to be authorised by this licence until the petition is determined by the court.
3. If you do not submit a petition for a faculty in respect of the scheme, when the licence expires you must immediately restore the position to that which existed before the scheme was implemented.
4. On the expiry of this licence, the archdeacon will send a notice asking whether a faculty has been applied for and, if not, whether the position has been restored to that which existed before the scheme was implemented. The minister (or if there is then no minister, the churchwardens) must return the completed form to the archdeacon within 14 days.

Form 10  
(Rule 8.3)

Notice on expiry of licence for temporary minor re-ordering

**In the Consistory Court of the Diocese of**

**The Venerable**

**Archdeacon of**

**Parish of**

**Church of**

**To the Reverend [or if there is no minister To the Churchwardens]  
and to the Parochial Church Council**

On \_\_\_\_\_ I gave you my licence authorising you to implement a scheme of temporary minor re-ordering described in the licence and subject to the conditions that were specified.

That licence expired on \_\_\_\_\_

Please complete this form and return it to me within 14 days of your receiving it.

1. Have you applied for a faculty in respect of the scheme? Yes  No
  
2. If yes, on what date did you submit the faculty petition to the diocesan registry? \_\_\_\_\_
  
3. If no, have you restored the position to that which existed before the scheme was implemented? Yes  No
  
4. If you have not applied for a faculty and have not restored the position to that which existed before the scheme was implemented, please state:
  - a. why not; and \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
  - b. when you expect to have restored the position. \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature of minister*  
*(or, if there is currently no minister, signatures of churchwardens)*

**Note**

If a scheme of temporary minor re-ordering has ceased to be authorised by licence and no faculty has been granted for the scheme, the archdeacon is required to take steps to ensure that the position is restored to that which existed before the scheme was implemented.

Form 11  
(Rule 5.6)

Notification by registrar for register of petitions

**In the Consistory Court of the Diocese of**

**To the Secretary of the Diocesan Advisory Committee**

On \_\_\_\_\_ a petition was submitted to the registry for which the advice of the Diocesan Advisory Committee is required under the Faculty Jurisdiction Rules.

Details of the petition are as follows:

Name(s) of petitioner(s) and office held:

Parish of \_\_\_\_\_

Church of \_\_\_\_\_

[or Name or description of building]

The schedule of works or proposals contained in the petition is [attached] [as follows]

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Registrar)

Form 12  
(Rule 9.8)

Request for advice from Church Buildings Council

**In the Consistory Court of the Diocese of**

**Parish of**

**Church of**

**To the Secretary of the Church Buildings Council**

The Chancellor is considering proposals which—

**A.** fall within rule 9.6 (Mandatory consultation with the Church Buildings Council) because they involve—

1. the introduction, conservation, alteration or disposal of an article of special historic, architectural, archaeological or artistic interest;
2. the alteration to or extension of a listed church, or the re-ordering of any church, in a way that is likely significantly to affect the setting of an article of special historic, architectural, archaeological or artistic interest;
3. the movement or removal of an article of special historic, architectural, archaeological or artistic interest such that the article might be adversely affected unless special precautions are taken; or

**B.** fall within rule 9.7 because although rule 9.6 does not apply, the Chancellor thinks that the advice of the Church Buildings Council would be of assistance.

I enclose—

1. a copy of the [petition] [application for an injunction/restoration order] together with a copy of the statement of significance and statement of needs
2. copies of plans and other relevant documents submitted with the petition
3. a set of photographs
4. a copy of the Diocesan Advisory Committee's notification of advice

The Chancellor seeks advice on the following:

I request that the Council's advice be sent to me as soon as possible. If it has not been received at the registry [by [*insert date at least 21 days after the date of the request*]] the Chancellor may proceed to determine the [petition] [application] without the Council's advice.

Signed \_\_\_\_\_  
(Registrar)

Date:

Form 13  
(Rule 8.1)

Place of safety order  
(archdeacon of opinion that article should be removed immediately)

**The Venerable**

**Archdeacon of**

**Parish of**

**Church of**

To *(name of churchwarden)* of *(address)*

and *(name of churchwarden)* of *(address)*

[and to *(name of any person having custody of the article(s) described in the Schedule to this Order)* of *(address)* ]

It appears to me that the article(s) described in the Schedule which appertain to the above named church is/are of architectural, artistic, historical or archaeological value and that it is/they are exposed to danger of loss or damage and should be removed to a place of safety immediately. I have reached that conclusion for the following reasons:

*(Insert summary of reasons)*

I therefore order, pursuant to [section 53 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018], that the article(s) be [removed from the church and] deposited in the place of safety specified below immediately.

Address or description of place of safety:

**If you refuse or fail to comply with this Order I may apply to the Court for an Order that you deliver the article to the place of safety specified above and I may ask the Court to order that you pay the costs of the application.**

**Schedule**

*(Insert description of article(s))*

Signed: \_\_\_\_\_  
Archdeacon of

Date:

**Notes**

1. As this Order has been made as a matter of urgency without giving the Diocesan Advisory Committee an opportunity to make representations, as soon as practicable after the removal of the article(s) to the place of safety, the archdeacon will notify the Committee of the removal.
2. Within 28 days of the removal of the article(s) to the place of safety the archdeacon must apply to the Court for a faculty authorising the retention of the article in the place of safety. The Court will then decide for what further period (if any) the article(s) should be retained in the place of safety, or any alternative place of safety, and will make other decisions relating to the archdeacon's application that it thinks fit.

Form 14  
(Rule 8.1)

Notice inviting representations with a view to making place of safety order

**The Venerable**

**Archdeacon of**

**Parish of**

**Church of**

To

(a) (*name of churchwarden*) of (*address*)

and (*name of churchwarden*) of (*address*)

[(b) and to (*name of any person having custody of the article(s) described in the Schedule to this Order*) of (*address*) ]

(c) (*name*) of (*address*)

secretary of the Parochial Church Council

(d) the Secretary of the Diocesan Advisory Committee

It appears to me that the article(s) described in the Schedule below which appertain to the above-named church is/are of architectural, artistic, historical or archaeological value. The facts summarised below appear to me to show that the article(s) is/are exposed to danger of loss or damage and I am proposing to make an order under [section 53 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018] directing the churchwardens and any other person having custody of article(s) to [remove it/them from the church and] deposit it/them in a place of safety.

**Summary of facts**

(*Insert summary of facts*)

**Schedule**

(*Insert description of article(s)*)

I will not make any order before (*insert date not less than 28 days after service of notice*). If the churchwardens, any other person having custody of the article(s) described in the Schedule, the Parochial Church Council or the Diocesan Advisory Committee make representations to me before that date I will consider those representations before making any order.

Signed: \_\_\_\_\_  
Archdeacon of

Date:

Form 15  
(Rule 8.1)

Place of safety order  
(following consideration of any representations)

**The Venerable**

**Archdeacon of**

**Parish of**

**Church of**

To (*name of churchwarden*) of (*address*)

and (*name of churchwarden*) of (*address*)

[and to (*name of any person having custody of the article(s) described in the Schedule to this Order*) of (*address*) ]

[Having considered the representations made to me] [No representations having been made to me] by the date specified in my Notice dated (*date*) inviting representations about my proposal to make an Order requiring the removal of the article(s) in the Schedule to the Notice to a place of safety, I am of the opinion that the article(s) described in the Schedule to this Order ought to be removed to a place of safety.

I therefore order, pursuant to [section 53 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018], that the article(s) be [removed from the church and] deposited in the place of safety specified below by (*insert time*) on (*insert date*).

Address or description of place of safety:

**If you refuse or fail to comply with this Order I may apply to the Court for an Order that you deliver the article to the place of safety specified above and I may ask the Court to order that you pay the costs of the application.**

**Schedule**

(*insert description of article(s)*)

Signed \_\_\_\_\_  
Archdeacon of

Date:

**Note**

Within 28 days of the removal of the article(s) to the place of safety the archdeacon must apply to the Court for a faculty authorising the retention of the article in the place of safety. The Court will then decide for what further period (if any) the article(s) should be retained in the place of safety, or any alternative place of safety, and will make other decisions relating to the archdeacon's application that it thinks fit.

Form 16  
(Rule 16.2)

Application for injunction or restoration order

**In the Consistory Court of the Diocese of**

**In the matter of** (*name of church or churchyard or description of article appertaining to church*)

**[And in the matter of a [petition] [faculty] dated relating to ]**

**Applicant(s):** (*insert names of applicant(s)*)

\_\_\_\_\_

**Office held/interest in the matter:** (*e.g. archdeacon, minister, churchwarden, owner of article*)

**[Application for Injunction**

**The applicant(s) applies / apply for an injunction in the following terms:**

That (*name*) of (*address*) be forbidden  
(whether by himself or by instructing or encouraging or permitting any other person) from  
(*insert details of the act from which the person is to be forbidden*).]

**[Application for Restoration Order**

**The applicant(s) applies / apply for a restoration order in the following terms:**

That (*name*) of (*address*)  
be required to take the following steps by (*time*) on (*date*):  
(1) (*set out steps to be taken to restore position to that which existed immediately before unlawful act was committed in relation to church, churchyard or article*)  
(2)]

**The grounds on which the applicant(s) claim to be entitled to an injunction / restoration order are:**

(*Give brief description of the unlawful act intended to be committed or which has been committed*)

The facts and matters relied on in support of this application are set out in the witness statement of (*name*) dated (*date*) which accompanies this application.

**This application will be heard at on at**

(*time, date and address to be inserted by registrar*)

Signed: \_\_\_\_\_ Date:  
([Applicant] [Applicant's solicitor])

[Address and telephone number of applicant(s) solicitor: ]



The Diocesan Registry at (address)  
 is open between \_\_\_\_\_ and \_\_\_\_\_ on \_\_\_\_\_ to \_\_\_\_\_  
 The telephone number is \_\_\_\_\_ (To be completed by the registrar)

**Notes**

**To the applicant(s):**

The witness statement that accompanies this application must be verified by a statement of truth in the following form—

“I believe that the fact stated in this witness statement are true.”

This application is made by submitting this form with the witness statement to the diocesan registry. The application is issued by the registrar who will enter details of the place and date of hearing in the relevant place in the form.

Unless the court orders otherwise, the application and witness statement must be served by the applicant on the following not less than two clear days before the date of hearing—

- the person against whom the injunction or restoration order is being sought;
- where faculty proceedings have been started, on each of the parties to the proceedings;
- the archdeacon (unless the archdeacon is the applicant); and
- the minister (unless the minister is the applicant) or, where there is no minister, the churchwardens (unless they are the applicants).

Once the applicant has served each of the above persons, the applicant must submit to the registry a certificate of service that complies with rule 16.3(6) of the Faculty Jurisdiction Rules.

**To the person against whom the injunction or restoration order is being sought:**

If you intend to instruct a solicitor to act for you, you should provide the solicitor with a copy of this document immediately.

If you do not attend the hearing at the time and place shown the court may make an injunction or restoration order and order costs against you in your absence. If you have any questions about the hearing you should contact the diocesan registry (details above).

[NB The Court may make a restoration order only if it is satisfied that the proceedings for the order were brought no later than six years after the relevant act was committed. In proceedings brought by an archdeacon, if a relevant fact has been deliberately concealed from him or her, the period of six years does not begin to run until the time when the archdeacon discovered the concealment or could with reasonable diligence have discovered it.]

**Certificate of Service**

**In the matter of**

**[And in the matter of a [petition] [faculty] dated \_\_\_\_\_ relating to \_\_\_\_\_ ]**

I certify that this application together with a copy of the witness statement of (name) dated (date) \_\_\_\_\_ was served on the following persons at the addresses, by the method and on the dates given below.

Name:	Name:	Name:	Name:
Address:	Address:	Address:	Address:
Method:	Method:	Method:	Method:
Date served:	Date served:	Date served:	Date served:

I believe that the facts stated in this certificate are true.

Signed: \_\_\_\_\_ Date:  
[Applicant] [Applicant's solicitor]

Form 17  
(Rule 16.5)

Injunction  
([section 71 Ecclesiastical Jurisdiction and Care of Churches Measure 2018])

**In the Consistory Court of the Diocese of**

**In the matter of**

**[And in the matter of a [petition] [faculty] dated relating to ]**

**Applicant(s):**

**Respondent:**

<b>If you the within named [ ] do not comply with this order you may be held to be in contempt of court and imprisoned or fined, or your assets may be seized.</b>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------

On (*date*) the Court considered an application for an injunction

**The Court ordered that** (*name of respondent*)  
**is forbidden** (whether by himself or by instructing or encouraging or permitting any other person) from  
(*insert terms of injunction*)

**This order will remain in force until** (*date*) at (*time*) unless before then it is  
revoked by further order of the court / until further order

**[It is further ordered that**  
(*insert other orders and directions, e.g. as to costs*)]

**If you do not understand anything in this order you should consult a solicitor.**

**Record of hearing**

On (*date*), before the [Deputy] Chancellor  
The court was sitting at

The Applicant was represented by counsel / solicitor / appeared in person  
The Respondent was represented by counsel / solicitor / appeared in person / did not appear

The court read the written evidence of  
and

[The court heard spoken evidence on oath from ]

Signed: \_\_\_\_\_ Date:  
(Registrar)

The Diocesan Registry at (*address*)  
is open between and on to  
The telephone number is

**Certificate of Service**

**In the matter of**  
**[And in the matter of a [petition] [faculty] dated                    relating to                    ]**

I certify that this order was served on the following persons at the addresses, by the method and on the dates given below.

<i>Name:</i>	<i>Name:</i>	<i>Name:</i>	<i>Name:</i>
<i>Address:</i>	<i>Address:</i>	<i>Address:</i>	<i>Address:</i>
<i>Method:</i>	<i>Method:</i>	<i>Method:</i>	<i>Method:</i>
<i>Date served:</i>	<i>Date served:</i>	<i>Date served:</i>	<i>Date served:</i>

I believe that the facts stated in this certificate are true.

Signed: \_\_\_\_\_ Date:  
          [Applicant] [Applicant's solicitor]

Form 18  
(Rule 16.5)

Restoration order  
([section 72 Ecclesiastical Jurisdiction and Care of Churches Measure 2018])

**In the Consistory Court of the Diocese of**

**In the matter of**

**[And in the matter of a [petition] [faculty] dated                      relating to                      ]**

**Applicant(s):**

**Respondent:**

<b>If you the within named [                      ] do not comply with this order you may be held to be in contempt of court and imprisoned or fined, or your assets may be seized.</b>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

On (*date*)                      the Court considered an application for a restoration order

**The Court ordered that (*name of respondent*)  
must take the following steps**

on or before (*time*)                      (*date*)

**[It is further ordered that**  
(*insert other orders and directions, e.g. as to costs*)]

**If you do not understand anything in this order you should consult a solicitor.**

**Record of hearing**

On (*date*)                      , before the [Deputy] Chancellor  
The court was sitting at

The Applicant was represented by counsel / solicitor / appeared in person  
The Respondent was represented by counsel / solicitor / appeared in person / did not appear

The court read the written evidence of

[The court heard spoken evidence on oath from                      ]

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Registrar)

The Diocesan Registry at (*address*)  
is open between                      and                      on                      to  
The telephone number is

**Certificate of Service**

**In the matter of**  
**[And in the matter of a [petition] [faculty] dated                    relating to                    ]**

I certify that this order was served on the following persons at the addresses, by the method and on the dates given below.

<i>Name:</i>	<i>Name:</i>	<i>Name:</i>	<i>Name:</i>
<i>Address:</i>	<i>Address:</i>	<i>Address:</i>	<i>Address:</i>

<i>Method:</i>	<i>Method:</i>	<i>Method:</i>	<i>Method:</i>
----------------	----------------	----------------	----------------

<i>Date served:</i>	<i>Date served:</i>	<i>Date served:</i>	<i>Date served:</i>
---------------------	---------------------	---------------------	---------------------

I believe that the facts stated in this certificate are true.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
          [Applicant] [Applicant's solicitor]



The Applicant was represented by counsel / solicitor / appeared in person

The court read [the written evidence of]  
[the following documents]

[The court heard spoken evidence on oath from]

Signed: \_\_\_\_\_ Date:  
(Registrar)

The Diocesan Registry at (address)  
is open between \_\_\_\_\_ and \_\_\_\_\_ on \_\_\_\_\_ to \_\_\_\_\_

### Certificate of Service

**In the matter of**  
**[And in the matter of a [petition] [faculty] dated \_\_\_\_\_ relating to \_\_\_\_\_ ]**

I certify that this order was served on the following persons at the addresses, by the method and on the dates given below.

<i>Name:</i>	<i>Name:</i>	<i>Name:</i>	<i>Name:</i>
<i>Address:</i>	<i>Address:</i>	<i>Address:</i>	<i>Address:</i>

<i>Method:</i>	<i>Method:</i>	<i>Method:</i>	<i>Method:</i>
----------------	----------------	----------------	----------------

<i>Date served:</i>	<i>Date served:</i>	<i>Date served:</i>	<i>Date served:</i>
---------------------	---------------------	---------------------	---------------------

I believe that the facts stated in this certificate are true.

Signed: \_\_\_\_\_ Date:  
[Applicant] [Applicant's solicitor]



Form 20  
(Rule 16.7)

Injunction issued of court's own initiative  
([section 71 Ecclesiastical Jurisdiction and Care of Churches Measure 2018])

**In the Consistory Court of the Diocese of**

**In the matter of**

**[And in the matter of a [petition] [faculty] dated relating to ]**

**Respondent:**

<b>If you the within named [ do not comply with this order you may be held to be in contempt of court and imprisoned or fined, or your assets may be seized.</b>
------------------------------------------------------------------------------------------------------------------------------------------------------------------

**The Court orders that** *(name of respondent)*  
**is forbidden** (whether by himself or by instructing or encouraging or permitting any other person) from  
*(insert terms of injunction)*

**The Court has made this order of its own initiative.**

**[This order will remain in force until at** *(if an interim injunction, insert date and time not more than 14 days from the date of issue of the order)* unless before then it is revoked by a further order of the court.]

**[Notice of hearing**

The court will reconsider the matter and whether the order should continue at a further hearing

**at on at]**  
*(time, date and address to be inserted where there is to be a further hearing)*

**It is further ordered that:**

The registrar must serve this order on the Respondent by *(method of service)*  
by *(time)* on *(date)*

*(Insert any other orders and directions)*

**If you do not understand anything in this order you should consult a solicitor.**

The Diocesan Registry at *(address)*  
is open between and on to  
The telephone number is

**Certificate of Service**

**In the matter of**  
**[And in the matter of a [petition] [faculty] dated                    relating to                    ]**

I certify that this order was served on the following persons at the addresses, by the method and on the dates given below.

<i>Name:</i>	<i>Name:</i>	<i>Name:</i>	<i>Name:</i>
<i>Address:</i>	<i>Address:</i>	<i>Address:</i>	<i>Address:</i>

<i>Method:</i>	<i>Method:</i>	<i>Method:</i>	<i>Method:</i>
----------------	----------------	----------------	----------------

<i>Date served:</i>	<i>Date served:</i>	<i>Date served:</i>	<i>Date served:</i>
---------------------	---------------------	---------------------	---------------------

I believe that the facts stated in this certificate are true.

Signed: \_\_\_\_\_ Date:  
Registrar

Form 21  
([Rule 16.7])

Restoration order issued of court's own initiative  
([section 72 Ecclesiastical Jurisdiction and Care of Churches Measure 2018])

**In the Consistory Court of the Diocese of**

**In the matter of**

**[And in the matter of a [petition] [faculty] dated relating to ]**

**Respondent:**

<b>If you the within named [ ] do not comply with this order you may be held to be in contempt of court and imprisoned or fined, or your assets may be seized.</b>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------

**The Court orders that (*name of respondent*)  
must take the following steps**

on or before (*time*) (*date*)

**The Court has made this order of its own initiative.**

**[Notice of hearing**

The court will consider the matter and whether the order should continue at a further hearing  
**at on at ]**  
(*time, date and address to be inserted where there is to be a further hearing*)

**It is further ordered that:**

The registrar must serve this order on the Respondent by (*method of service*)  
by (*time*) on (*date*)

(*Insert any other orders and directions*)

**If you do not understand anything in this order you should consult a solicitor.**

**Special citation**

Before making this order the [Deputy] Chancellor considered whether a special citation should be served on (*name*) requiring that person to attend before the court and affording that person an opportunity of being heard.

The [Deputy] Chancellor decided that a special citation [should] [should not] be served on (*name*) [who attended before the court on (*date*) [in person] [and was represented by] [counsel] [a solicitor]] [who did not attend before the court at the time and place stated in the special citation].

**Certificate of Service**

**In the matter of**  
**[And in the matter of a [petition] [faculty] dated                    relating to                    ]**

I certify that this order was served on the following persons at the addresses, by the method and on the dates given below.

<i>Name:</i>	<i>Name:</i>	<i>Name:</i>	<i>Name:</i>
<i>Address:</i>	<i>Address:</i>	<i>Address:</i>	<i>Address:</i>

<i>Method:</i>	<i>Method:</i>	<i>Method:</i>	<i>Method:</i>
----------------	----------------	----------------	----------------

<i>Date served:</i>	<i>Date served:</i>	<i>Date served:</i>	<i>Date served:</i>
---------------------	---------------------	---------------------	---------------------

I believe that the facts stated in this certificate are true.

Signed: \_\_\_\_\_ Date:  
Registrar

Form 22  
(Rule 23.1)

Application to chancellor for certificate and permission to appeal

**In the Consistory Court of the Diocese of**

**To the Worshipful  
Official Principal of the Right Reverend**

**, Chancellor of the Diocese and  
, Lord Bishop of**

**Parish of**

**Church of [ or Name or description of building]**

**In the matter of a petition requesting a faculty for**

*State generally the works or proposals*

[We] [I] (*name(s)*)

[petitioners] [a party] in the above proceedings apply to the chancellor for—

(a) a certificate stating whether or not the proposed appeal relates to any extent to matter involving doctrine, ritual or ceremonial;

(b) permission to appeal (if needed)

The proposed grounds of appeal are [set out in a document that accompanies this application] [as follows:]

(1)

(2)

(3)

This application is accompanied by the fees payable under the current Ecclesiastical Judges, Legal Officers and Others (Fees) Order.

Signed:

Date:

---

---

---

(Signatures of parties wishing to appeal or solicitor)

## Notes

1. A party who wishes to appeal from a judgment, order or decree of the consistory court must file 2 copies of this application and the proposed grounds of appeal with the diocesan registry not later than 21 days after the date of the judgment, order or decree to which the appeal relates.
2. This application must be accompanied by the fees payable under the current Ecclesiastical Judges, Legal Officers and Others (Fees) Order in respect of an application to the chancellor for a certificate under [section 18(4) of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018] and (if needed) for leave to appeal. The current Order can be found at [www.legislation.gov.uk](http://www.legislation.gov.uk).
3. The proposed grounds of appeal must clearly identify those parts of the judgment, order or decree of the consistory court to which the grounds relate.
4. Within 7 days of filing the application and proposed grounds of appeal the party who wishes to appeal must serve a copy of the application and proposed grounds on every other party to the proceedings.

Form 23  
(Rule 23.2)

Chancellor's certificate and determination of application for permission to appeal

**In the Consistory Court of the Diocese of**

**The Worshipful  
Principal of the Right Reverend**

**, Chancellor of the Diocese and Official  
, Lord Bishop of**

**Parish of**

**Church of [ or Name or description of building]**

**In the matter of a petition requesting a faculty for**  
*State generally the works or proposals*

**Certificate**

I certify in accordance [section 18(4) of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018] that the proposed appeal [does] [does not] relate to any extent to matter involving doctrine, ritual or ceremonial.

My reasons are as follows:

**Permission to appeal**

Permission to appeal to the [Court of Arches] [Chancery Court of York] is [granted] [refused] for the following reasons:

[The issues to be considered on appeal are limited to: ]

[The grant of permission to appeal is subject to the following conditions: ]

*or*

Permission to appeal is not needed because the appeal lies to the Court of Ecclesiastical Causes Reserved

Signed

\_\_\_\_\_

Chancellor

Date:

## **Notes for appellants**

1. If the chancellor refuses you permission to appeal to the Court of Arches or the Chancery Court of York, you may apply to the Dean of the Arches and Auditor for permission to appeal under rule 23.3 of the Faculty Jurisdiction Rules 2015.

2. If the chancellor grants you permission to appeal to the Court of Arches or the Chancery Court of York you have 14 days from receipt of this determination to file a notice of appeal and the other documents required by rule 24.1 of the Faculty Jurisdiction Rules 2015 with the registrar of the provincial court.

3. The notice of appeal must be accompanied by the fees payable on lodging a notice of appeal under the current Ecclesiastical Judges, Legal Officers and Others (Fees) Order. The current Order can be found at [www.legislation.gov.uk](http://www.legislation.gov.uk).

4. If the chancellor's determination states that permission to appeal is not needed because the appeal lies to the Court of Ecclesiastical Causes Reserved you have 14 days from receipt of this determination to file a notice of appeal and the other documents required by rule 25.1 of the Faculty Jurisdiction Rules 2015 with the registrar of the Court of Ecclesiastical Causes Reserved.



Form 24  
(Rule 23.3)

Renewed application to Dean for permission to appeal

**In the [Arches Court of Canterbury] [Chancery Court of York]**

**On appeal from the Consistory Court of the Diocese of**

**To the Right Worshipful Auditor** \_\_\_\_\_, **Dean of the Arches and**

**Parish of**

**Church of [ or Name or description of building]**

**In the matter of a petition requesting a faculty for**  
*State generally the works or proposals*

[We] [I] (*name(s)*)

[petitioners] [a party] in the above proceedings apply to the Dean of the Arches and Auditor for permission to appeal from the judgment, order or decree of the consistory court a copy of which accompanies this application

The application (Form 22), including the proposed grounds of appeal, which was submitted to the chancellor and the chancellor's determination (Form 23) accompany this application.

The reasons relied on in support of this application are [set out in a document that accompanies this application] [as follows]:

*(Set out a concise statement of the reasons relied on here or in a separate document )*

This application is accompanied by the fees payable under the current Ecclesiastical Judges, Legal Officers and Others (Fees) Order.

Signed:

Date:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Signature of parties or solicitor)

## Notes

1. A party who has been refused permission by the chancellor to appeal to the Court of Arches or the Chancery Court of York and who wishes to make a renewed application for permission to appeal to the Dean of the Arches and Auditor must file 2 copies of this application and the other documents required by rule 23.3 of the Faculty Jurisdiction Rule 2015 with the registrar of the Court of Arches or the Chancery Court of York not later than 14 days after the date of receipt of the chancellor's determination of the application for a certificate and permission to appeal (Form 23).
2. The application must be accompanied by the fees payable under the current Ecclesiastical Judges, Legal Officers and Others (Fees) Order in respect of an application to the Dean of the Arches and Auditor for leave to appeal. The current Order can be found at [www.legislation.gov.uk](http://www.legislation.gov.uk).
3. Within 7 days of filing the application, the party making the application must serve a copy of the application and the documents that accompany it on every other party to the proceedings in the consistory court and on the diocesan registrar.

Form 25  
(Rule 24.1)

Notice of appeal to Court of Arches or Chancery Court of York

**In the [Arches Court of Canterbury] [Chancery Court of York]**

**On appeal from the Consistory Court of the Diocese of**

**To the Right Worshipful \_\_\_\_\_, Dean of the Arches and  
Auditor**

**Parish of**

**Church of [ or Name or description of building]**

**In the matter of a petition requesting a faculty for  
*State generally the works or proposals***

[We] [I] (*name(s)*)

[petitioners] [a party] in the above proceedings have been granted permission by the chancellor to appeal from the judgment, order or decree of the consistory court a copy of which accompanies this application. The chancellor's certificate states that the proposed appeal does not relate to any extent to matter involving doctrine, ritual or ceremonial.

The application (Form 22), including the proposed grounds of appeal, which was submitted to the chancellor and the chancellor's determination (Form 23) accompany this application.

This notice of appeal is accompanied by the fees payable under the current Ecclesiastical Judges, Legal Officers and Others (Fees) Order.

Signed:

Date:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Signature of parties or solicitor)

## Notes

1. A party who has been granted permission to appeal from the chancellor has 14 days from receiving the chancellor's determination granting permission to give notice of appeal to the Court of Arches or the Chancery Court of York.
2. Notice of appeal is given by filing with the registrar of the appeal court 4 copies of this completed form, the judgment, order or decree of the consistory court against which the appeal is brought, the application (Form 22) and proposed grounds of appeal that were submitted to the chancellor and the chancellor's determination (Form 23).
3. The notice of appeal must be accompanied by the fees payable under the current Ecclesiastical Judges, Legal Officers and Others (Fees) Order in respect of lodging notice of appeal with the Arches Court of Canterbury, the Chancery Court of York or the Court of Ecclesiastical Causes Reserved. The current Order can be found at [www.legislation.gov.uk](http://www.legislation.gov.uk).
4. A party who gives notice of appeal must also serve a copy of this form on every other party to the proceedings.
5. Unless the appeal court orders otherwise, the proposed grounds of appeal that were submitted to the chancellor constitute the grounds of appeal to the Court of Arches or Chancery Court of York. This is subject to any order limiting the issues to be considered on the appeal or imposing conditions on the grant of permission to appeal. It is also subject to any order giving permission for grounds of appeal to be amended.

Form 26  
(Rule 25.1)

Notice of appeal to Court of Ecclesiastical Causes Reserved

**In the Court of Ecclesiastical Causes Reserved**

**On appeal from the Consistory Court of the Diocese of**

**To the Registrar**

**Parish of**

**Church of [ or Name or description of building]**

**In the matter of a petition requesting a faculty for**  
*State generally the works or proposals*

[We] [I] (*name(s)*)

[petitioners] [a party] in the above proceedings give notice of appeal from the judgment, order or decree of the consistory court a copy of which accompanies this application. We have obtained a certificate from the chancellor stating that the proposed appeal relates to matter involving doctrine, ritual or ceremonial.

The application (Form 22), including the proposed grounds of appeal, which was submitted to the chancellor and the chancellor's determination (Form 23) accompany this application.

This notice of appeal is accompanied by the fees payable under the current Ecclesiastical Judges, Legal Officers and Others (Fees) Order.

Signed:

Date:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Signature of parties or solicitor)

## Notes

1. A party who has obtained a certificate from the chancellor stating that a proposed appeal relates to any extent to matter involving doctrine, ritual or ceremonial has 14 days from receiving the chancellor's certificate to give notice of appeal to the Court of Ecclesiastical Causes Reserved.
2. Notice of appeal is given by filing with the registrar of the appeal court this completed form and 6 copies of the following—
  - (a) the judgment, order or decree of the consistory court against which the appeal is brought,
  - (b) the application (Form 22) and proposed grounds of appeal that were submitted to the chancellor, and
  - (c) the chancellor's determination (Form 23).
3. The notice of appeal must be accompanied by the fees payable under the current Ecclesiastical Judges, Legal Officers and Others (Fees) Order in respect of lodging notice of appeal with the Arches Court of Canterbury, the Chancery Court of York or the Court of Ecclesiastical Causes Reserved. The current Order can be found at [www.legislation.gov.uk](http://www.legislation.gov.uk).
4. Within 7 days of giving notice of appeal you must also serve a copy of this form on every other party to the proceedings and on the diocesan registrar.
5. Unless the appeal court orders otherwise, the proposed grounds of appeal that were submitted to the chancellor constitute the grounds of appeal to the Court of Ecclesiastical Causes Reserved. This is subject to any order giving permission for grounds of appeal to be amended.

Form 27  
(Rule 26.1)

Petition to Her Majesty seeking review  
of finding of Court of Ecclesiastical Causes Reserved

**Parish of**

**Church of [ or Name or description of building]**

**In the matter of a petition requesting a faculty for**  
*State generally the works or proposals*

**The Humble Petition to Her Majesty**

**of (name(s))**

**under [section 19 of the Ecclesiastical Jurisdiction and Care of Churches Measure  
2018]**

**May it please Your Majesty**

**Whereas**

Your Majesty's Court of Ecclesiastical Causes Reserved, on appeal from the Consistory Court of the Diocese of (name) , has given judgment in the above cause of faculty

And Your Majesty's petitioner(s) desire(s) that a finding contained in the judgment of the Court of Ecclesiastical Causes Reserved should be reviewed by a Commission of Review

**Now therefore your petitioner(s)** humbly pray(s) that Your Majesty will be pleased to cause the finding(s) of the Court of Ecclesiastical Causes Reserved set out in the Schedule to this petition to be reviewed pursuant to [section 19 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018]

**And your petitioner(s)** will ever pray etc.

Signed:

Date:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Signature of petitioner(s) or solicitor)

This petition was filed with the Clerk of the Crown in Chancery on (date) \_\_\_\_\_  
pursuant to rule 26.1 of the Faculty Jurisdiction Rules 2015.

### **Schedule**

*Set out here or in a separate Schedule the findings of the Court of Ecclesiastical Causes Reserved the petitioners wish to be reviewed and the grounds on which it is said that they should be reviewed*

### **Notes**

1. A party to an appeal in the Court of Ecclesiastical Causes Reserved may file a petition addressed to Her Majesty seeking a review of a finding of the Court of Ecclesiastical Causes Reserved by a Commission of Review.
2. A petition must be in Form 27 and filed with the Clerk of the Crown in Chancery at the Ministry of Justice, 102 Petty France, London SW1H 9AJ, within 28 days of the date on which the judgment of the Court of Ecclesiastical Causes Reserved is given or handed down.
3. The petition must be accompanied by—
  - (a) the judgment of the Court of Ecclesiastical Causes Reserved;
  - (b) the judgment, order or decree of the consistory court against which the appeal in the Court of Ecclesiastical Causes Reserved was brought;
  - (c) the application in Form 22 and the proposed grounds of appeal that were submitted to the chancellor;
  - (d) the chancellor's determination of that application in Form 23.
4. Within 7 days of filing a petition, a party who seeks a review must serve a copy of the petition on every other party to the proceedings, the registrar of the Court of Ecclesiastical Causes Reserved and the registrar of the consistory court in which the proceedings started.
5. The party seeking a review must pay to the registrar of the Court of Ecclesiastical Causes Reserved the fees payable under the current Ecclesiastical Judges, Legal Officers and Others (Fees) Order on lodging a petition for review. The current Order can be found at [www.legislation.gov.uk](http://www.legislation.gov.uk).