

*Diocesan Advisory Committee*  
*Guidance Note for Parishes and Applicants*

**Introduction of Notice Boards**

All permissions that fall under the Faculty Jurisdiction Rules are now applied for online through the Online Faculty System website to be found at the following link:

<https://facultyonline.churchofengland.org/home>

Please contact the DAC Office Team directly about the type of permission the proposed works you are looking to undertake will require.

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**When making an application you should include:**

- Details of the proposed noticeboard:
  - Details of the proposed material and colour (if applicable, to include justification for change in material)
  - Details of the proposed font and wording to be included
  - Dimensions
  - A specification/details of the proposed method of fixing
  - An illustration to show the proposed design
- Photographs of the existing noticeboard
- Contextual photographs to illustrate the proposed location showing the surrounding area
- An annotated map/diagram of the churchyard to illustrate the proposed location
- A copy of the supportive PCC minute agreeing to introduction of the proposed noticeboard

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**DAC Guidelines:**

- The main church noticeboard should include both the Diocesan logo and the Church of England logo.
- The setting and character should be considered. The proposed design, location and material of the noticeboard should be appropriate to the character and setting of the church building.
- Please note that the following are specified conditions for the List B classification:
  - A new notice board is not illuminated
  - The Town and Country Planning (Control of Advertisement) Regulations 2007 are complied with.

**Things to consider:**

- The information you wish to include such as regular service times, key contact information and your website etc.
- The information included should be carefully considered. We would recommend that the information is clear and concise and provides the relevant details.

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This is a guidance note to support you in the application process and the information that would be expected in a submission to the DAC. However, this is a general guidance note and will not cover every situation or eventuality, therefore if you would like to discuss the specific works you are proposing to carry out or anything associated with the permission process please do not hesitate to contact us directly:

**DAC Secretary – Mr Richard Streatfield on 01962 737308 or**  
[richard.streatfield@winchester.anglican.org](mailto:richard.streatfield@winchester.anglican.org)

**Church Buildings Officer – Miss Sarah Feltham on 01962 737306 or**  
[sarah.feltham@winchester.anglican.org](mailto:sarah.feltham@winchester.anglican.org)