



ADVISORY COMMITTEE FOR THE CARE OF CHURCHES

REQUEST FOR INSPECTING ARCHITECT'S/SURVEYOR'S ADVICE *(for inclusion with the application for a DAC Notification of Advice)*

When a parish appoints an approved architect or surveyor (inspector) to undertake the Quinquennial Inspection it is expected that the parish will instruct him/her to oversee any major repairs or alterations to the fabric of the church.

It is also in the interests of the parish to keep their inspector informed of any works they propose to undertake as he/she has a continuing interest in and concern for the church. Sometimes it will be sufficient merely to inform the inspector of the work proposed and normally this is without cost. However on occasions, the inspector may wish to ask further questions about the work or may need to visit the church. Although a fee may be charged, this is a worthwhile expenditure to maintain the upkeep of the building.

It is important that the DAC are aware of the inspectors involvement and/or consultation with the inspector with regards to proposals which affect the fabric of the church. The involvement of the inspector/inspecting architect will strengthen any application put before the Committee.

The form overleaf must be fully completed and attached with any Faculty Application as a supporting document.

If you have any concerns or queries as to how to proceed please contact the **DAC Secretary** – Richard Streatfield, tel: 01962 737308 or email: richard.streatfield@winchester.anglican.org or the **Church Buildings Officer** – Sarah Feltham, tel: 01962 737306 or email: sarah.feltham@winchester.anglican.org



REQUEST FOR INSPECTING ARCHITECT'S/SURVEYOR'S ADVICE

To (Architect/Surveyor name and practice):

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From (Church):

We are planning the following works or changes to the church:

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It is intended that the work will be undertaken by:

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We should be grateful if you would complete and return this form, which will be forwarded to the Diocesan Advisory Committee with our application for a DAC *Notification of Advice*.

Signed: **Name:**

RESPONSE FROM THE ARCHITECT/SURVEYOR

(*Please delete as applicable)

*I am happy that the above works should be undertaken

* I have the following reservations/comments:

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Signed:(Architect/Surveyor) **Date:**