



List B Permissions Flowchart

INITIAL SUBMISSION

Submit your application to the Church Buildings Team through the Online Faculty System website: [Home - Online Faculty System](#)

Please provide supporting information and documents as part of your submission to help explain the proposed works.

Visit our List B guidance note for further details on what to include as part of your application.

The Church Buildings Team will review your application. Look out for an email if any further information or clarification is required before your application can move forward.



CONSULTATION & ADVICE

The Church Buildings Team and/or one of the specialist advisors from the DAC Committee will consider the application.

An opportunity for advice and suggestions to be provided to the parish.

Further clarification or information may be requested to support your application.

Alternative suggestions or considerations may be fed back to help you develop your proposals.

Top Tip: plan ahead to ensure you allow enough time for this stage of the process in your timescales for your project.



ARCHDEACON'S DETERMINATION

When the application is ready to move forward the Church Buildings Team will send the application to the Archdeacon.

You may be contacted again for further information or clarification at this stage.

The Archdeacon will consider the proposed works and decide whether the permission is granted.

A notification will be sent to you from the online faculty system to update you on the Archdeacon's determination.

Top Tip: Carefully consider the conditions/comments any permission is subject to.