



List B Permissions

Top Tips and Helpful Information

This document provides an overview of the List B permission process, including the steps involved, what to include in an application, and some helpful top tips. If you can't find what you're looking for, or would like to know more, please don't hesitate to contact the Church Buildings Team.

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What are List B permissions?

The Faculty Jurisdiction Rules 2015 (as amended 2024) define what is permitted under a List B permission. Please find a document detailing what falls under a List B here:

https://www.churchofengland.org/sites/default/files/2024-07/list_a_b_2024.pdf

If you are unsure what level of permission is required, please contact the Church Buildings Team to support you. The Church Buildings Team will contact the Archdeacon or the Chancellor of the Diocese where there is a particular complexity or dispute.

Unlike a full Faculty application, the List B process does **not** include the following stages:

- Requirement to be considered by the full DAC committee at a meeting
- Requirement for a public notice period to be observed
- Determination by the Chancellor

Permission is instead granted by the Archdeacon, after application, consideration, and advice from the Church Buildings Team and any relevant advisors from the Diocesan Advisory Committee.

Once permission has been granted by the Archdeacon, you will be able to carry out the works as outlined in the permission.

Every application is different, and the Church Buildings Team are here to help navigate this permission process. The Church Buildings Team will be your point of contact throughout the List B permission process.

Applying for List B permission

To apply for a List B permission, please submit a List B application through the Online Faculty System website, through which the whole process is managed. To find out more about the online faculty system and how to navigate this, please visit the guidance available on our website:

<https://winchester.anglican.org/parish-resources/dac-and-church-buildings/permissions-and-how-to-apply/>

During the application process, you will progress through three stages:

1. Initial Submission
2. Consultation and Advice
3. Archdeacon's Determination

The details of each stage are outlined below:

1. Initial submission

Submit your application to the Church Buildings Team through the Online Faculty System website:

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

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.

2. 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.

3. 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.

Things to remember:

The DAC committee, who provide advice to support the parishes, are also operating in a voluntary capacity. Please be patient with their response times, the Church Buildings Team will monitor this and send chases where appropriate to ensure the timescales are not extensive for the parish.

Our advisors from the DAC Committee are experts in their respective fields and provide a beneficial opportunity for you to hear their expertise. They also help the Church Buildings Team to determine whether the works we consider are suitable and provide the best solution.

The Church Buildings Team will have an ongoing dialogue with you to help you develop your application and provide advice on the works you are looking to carry out.

What should I include in my application?

The level of information and supporting details required as part of your application varies depending on the works proposed and the level of complexity of your proposals.

However, we would generally request the following to support our initial review:

- A summary of the works/proposals on which advice is being sought
- Any supporting designs/plans/photographs
- A copy of the proposed quote, detailing the methods and materials proposed
- Any supporting documents detailing the particulars of the works e.g. schedule of works or specification of works
- Where applicable, any advice/material obtained relating to environmental implications of the works proposed
- An extract from the relevant PCC minutes approving the works and expenditure
- The comments and advice of your inspecting architect

The more information you provide to support your application initially, the swifter the process and advice the Church Buildings Team can provide.

Through each stage of the List B process there is the possibility that further questions or information may be requested from you. It may be that additional suggestions and developments are presented to you for your consideration.

If the Archdeacon decides that the proposals exceed the parameters of a List B permission, a full faculty permission would need to be submitted for consideration by the DAC Committee and approval by the Chancellor.

Key Takeaways

- The greater the level of information and supporting detail provided initially, the swifter the process for you.
- The Church Buildings Team cannot and do not grant permission.
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- Contact the Church Buildings Team for support dac@winchester.anglican.org
- Plan ahead and allow as much time as possible for the permission process! A List B permission can be processed in 2 to 3 weeks, but this is never a guarantee and really does depend on the application.