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## **The Diocesan Advisory Cttee for the Care of Churches [DAC]**

The DAC advises the chancellor or archdeacon about matters of repair, addition or alteration in a church which require a faculty and gives advice to parishes. (It's not as scary as you may have heard, and exists to help!)



The [DAC secretary](#) and members are always happy to advise parishes about the fabric and contents of their churches. When appropriate, other bodies, such as [the Church Buildings Council](#) (CBC), the Local Planning Authority [[Birmingham City Council](#) or [Tamworth](#) or [Sandwell](#) or [Dudley](#) or [Bromsgrove](#) or North Warwickshire or [Stratford-upon-Avon](#)], the 6 National Amenity Societies ([Society for the Protection of Ancient Buildings](#) [SPAB]; [Ancient Monuments Society](#) [AMS]; [Victorian Society](#) [VicSoc]; [Georgian Group](#); [Twentieth Century Society](#) [formerly The Thirties Society]; and [Council for British Archaeology](#) [CBA]) and [English Heritage](#), may be required to give advice to parishes, the archdeacon, the DAC and the chancellor. [Church inspectors may know that the [Ecclesiastical Architects and Surveyors' Assoc. \(EASA\)](#) operates its own website].

*[Former] DAC Chairman, His Hon. William Wood QC*

## **When to make petition for faculty**

Unless you really cannot afford the time, it's almost always better to **ask the DAC for its formal advice** on a proposal BEFORE completing and sending a petition. This allows you to hear what is likely to be DAC's formal reaction to a petition, without being frustrated if you make one which DAC can't recommend.



DAC support is important because it encourages the chancellor to grant you faculty. It's hence well worth trying to adjust proposals in the light of any DAC advice, so DAC can recommend a petition you then make in order that you can implement them. This seems more helpful than, for example, a planning permission system where the local authority may simply tell you whether permission has been granted or refused. DACs have been deliberately constituted in law to guide petitioners, so PCCs can put in place good quality and enduring improvements.

When you do submit petition, DAC is obliged to express formal opinion. It can only (1) recommend proposals; (2) raise no objection; or (3) not recommend. (In fairness to you, committee might instead request further detail before being able to frame such opinion).

In <1% of cases since 1990 has the chancellor granted faculty where DAC has "not recommended", so it's very much worth not making petition too early. Seeking advice first also

allows a DAC visit, if one was felt necessary, where all sorts of other procedural and technical guidance could be given free. (Of course, this should never take over the proper role of the PCC's own specialist adviser, who is usually the [church Inspector](#)).

This said, however, there's formally nothing to stop you completing **a petition form** and sending it to the DAC without first asking DAC's advice. (Forms are available from the "[Care of Buildings](#)" part of the diocesan website. To read and print them, you'll need [Acrobat Reader](#) v4 or higher, but you cannot edit them or, unfortunately, add text).

In either case, application to DAC will need to come with sufficient supporting information to allow committee to appreciate your proposals in context. Only then can it make practical feedback or resolve formal opinion. The next section describes what's needed.

Only you (or the PCC, as applicants) can decide whether to petition before requesting advice. Please telephone 0121-426 0405, or be in touch with either [the DAC Secretary](#) or your archdeacon [[of Aston](#) or [of Birmingham](#)], for further guidance.

*[See below for table of supporting information and deadlines]*

## Supporting information (what to send with the Petition form)

Common proposals are tabulated below. A dot shows information **DAC will need** before giving formal advice or resolving petition. In all cases where it's not obvious, a "Statement of Need [SoN]" is required. A diamond marks what **may be required**, depending on scale of works and the particular building. This will include, for example, a "Statement of Significance [SoS]", if your building is listed and proposals will significantly alter it. Help writing a SoN and SoS is [here](#).

In the table, "Plan" means a marked-up outline drawing of the church/site footprint. "Dwg" is a scaled technical/architect's drawing, or artist's sketch. "Rpt" (a report) should be produced by a professional: it might be comprised within the "Spec" (specification of works). A "Quot" (quotation) is sometimes sufficient to specify smaller works. "Bish" is a letter in support from the bishop; "Ins" is one from your insurer. "Art/Bro" means artwork or a brochure extract, to helpfully give a visual impression (or a technical description) to put alongside "Photos" of your current arrangements.

	SoN	SoS	Plan	Dwg	Spec	Quot	Rpt	Photos	Art/Bro	Sample	Bish	Ins
Alarm	•		•		◊	•						•
Audio-visual syst.	•		•			•		◊	◊			
Aumbry	•	◊	•	◊	◊	◊	◊	•			•	
Bell/Clock	•	◊			•		•	•				◊
Bench	•		•			•		•	•			
Building	•	◊	◊	•	•	◊	◊	•				•
Carpark	•		•	◊	•			◊				
Carpet	•		•			•		•	◊	◊		
Damp/rot	◊	◊	•	◊	•	◊	◊	◊				◊
Décor	•		•		•	◊		•		◊		
Electrical	•		•		•		•					•
Fencing	•		•	◊		•		•	◊			
Font	•	◊	•	◊	◊	◊	◊	•			•	
Floodlighting	•	◊	•		•		◊	◊	◊			
Flooring	•		•		◊	•		•		◊		
Furnishing	•	◊	•		◊		◊	•	◊			
Gates	•		•	◊		•		◊	◊			
Garden of Remem.	•		•			◊		•				
Glass	•	◊	•	◊	•		◊	•	◊			◊
Handrail	•	◊	•	•	◊	•		•				
Heating	◊	◊	•		•	◊	◊		◊			
Kitchenette	•	◊	•	•	•			•				
Landscaping	•		•			•	◊	•				
Lighting	•	◊	•	◊	•	◊	◊	•	◊			•
Lightning	•			◊		•	◊	•				•
Memorials	•	◊	•	◊		•		•	◊	◊		
Noticeboard	•		•	◊	•	◊		•	◊			
Organ	•	◊		◊	◊	•	◊	•				
Partitioning	•	◊	•	•	•		◊	•				◊
Paths	•		•		◊	•		•				
Pew (removals)	•	◊	•	◊	◊		◊	•	◊			
Rainwater goods	•		◊	◊	◊	•		◊	◊			
Reordering	•	◊	•	◊	◊		◊	•	◊			
Repairs to fabric		◊	•	◊	•	◊	◊	◊				◊
Rewiring/electrical	•				◊	•	◊					•
Roof/tower/spire	•	◊		◊	•	◊	◊	◊				
Seating	•	◊	◊		◊	•		•	◊	◊		
Security	•		•	◊	◊	•		◊				◊
Signage	•		•	◊	◊	•		•	◊	◊		
Silver/Artwork	•	◊	•	◊	◊	•	◊	•				
Stained glass	•	◊	•	•	•	◊	◊	•		◊		
Statuary	•	◊	•	•	◊		◊	•				
Telecomms.	•		•	•	•							•
Textiles	•	◊	◊		◊	•	◊	•	◊	◊		
Toilets	◊	◊	•	•	•			•				
Trees	◊		•			•	◊	◊				
Window protection	◊		◊	◊	◊	•	◊	◊		◊		

Submit the petition Form **with 2 sets of up-to-date supporting information**. One set is sufficient if you send by e-mail.

In short, always assume that DAC members don't know your building, so you need to convince them how present arrangements are failing your needs, and how your proposals will improve that.

## **Deadlines for DAC Meetings**

Meetings are held about every 7 weeks. Proposals are included only if submitted adequately for committee members to appreciate how a change will be implemented.

You hence need to send to [the DAC secretary](#), by the deadlines below, **"supporting information"** (one copy if by email).

Meetings are held **18** calendar days after each of **these deadlines**.

DAC274 ... 19-Nov-10  
DAC275 ... 23-Dec-10  
DAC276 ... 25-Feb-11  
DAC277 ... 25-Mar-11  
DAC278 ... 27-May-11  
DAC279 ... 19-Aug-11  
DAC280 ... 21-Oct-11  
DAC281 ... 25-Nov-11



Remember that, if a petition is unclear or incomplete, the committee will not be able to state its opinion to the chancellor (as faculty process requires) on your behalf.

Equally, DAC cannot consider a request for advice, which you may want to make before submitting a petition, unless you've provided sufficient information for it to make sensible feedback to you.

END.