THE CHURCH OF ENGLAND
Diocese of Leeds

Using the Online Faculty System

The diocese is now using the online faculty system developed by the Church of England. This means we can no longer receive paper faculties and all applications should be made online. This guidance note offers some brief pointers on how to use the system. Further detailed guidance notes on registering for the system as well as a full training manual are available from our website if you need more information. If you have any questions or are struggling to use any part of the system please do contact the DAC secretary of one of her team.

Starting an application

Once you are registered for the online faculty system you will be able to submit faculty applications as well as requests for authorisation under lists A and B. To begin an application for work click on the 'Applications' tab and then the button labelled 'start a new Application'.

You will need to fill in some basic details about the work you are proposing and you will then be taken to the list A and list B works. If the work you want to do falls into one of these lists, select the appropriate bullet and follow the next steps. If you know you need a faculty please click 'none of the above' and you will be taken to the faculty documents.

If you are struggling to understand how to fill out the forms please contact the DAC secretary or one of her team.

Supporting Documents and Images

All supporting documents, photos, plans and other accompanying information should be uploaded here. You will need to add each document individually and click the 'upload' button to save them to your faculty application. You will be able to see that a document has been uploaded as it will appear in the table as a list.

It is really important that you label the documents clearly. All file names and descriptions should be as brief as possible and make it clear what the file contains – eg bat report.pdf, south-aisle.jpg. File names should **NOT** include your church name or reference to the faculty application, this detail is not needed and means the description will be unnecessarily long – eg st_johns_church_faculty_application-tender_and_specification.pdf. File names that are a string of letters and numbers are not helpful and long descriptions affect the way your table of documents is displayed. The screenshot on the next page provides an example of a well labelled faculty application.

Public Notice

Once your faculty is recommended by the DAC you will need to display your public notices. The DAC Secretary will issue a 'form 2' which is notification of the DAC advice. The online system will notify you when this has been completed and you will then need to log into the system and fill out the public notice section.

You must display these notices for at least 28 days. Once this period has expired you will need to complete the certificate of publication and send this to Peter Foskett the Registrar and NOT to the DAC.

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Example of how to label files

File Name	Description	Size	Modified	Uploaded By
Plan - All Plans.pdf	Plans	716694	05/02/2016 12:16:13	J Thomas
Photo - Downpipe.JPG	Photo	61683	05/02/2016 12:16:28	J Thomas
Photo - Guttering.jpg	Photo	60601	05/02/2016 12:16:37	J Thomas
Photo - Plaster Damage.JPG	Photo	47197	05/02/2016 12:16:40	J Thomas
Photo - Tower.jpg	Photo	68276	05/02/2016 12:16:44	J Thomas
Photo Roof Ladders.jpg	Photo	53586	05/02/2016 12:16:48	J Thomas
Report - Priced Tender.pdf	Report	772027	05/02/2016 12:17:07	J Thomas
Report - Tender (unpriced).pdf	Report	517413	05/02/2016 12:17:11	J Thomas
Report - Full Bat Report.pdf	Report	14663160	05/02/2016 12:17:39	J Thomas
Report - Asbestos.pdf	Report	2763076	05/02/2016 12:17:48	J Thomas
Report - Access+Audit.pdf	Report	1355485	05/02/2016 12:17:54	J Thomas