

Supporting Documents Checklist

For a faculty to be valid it must include all relevant forms, plans and other details. Without this information the DAC will not be able to consider your application. Please use this list to check that you have submitted all the necessary information. The level of information should be proportionate to the scale and nature of your project.

- Statement of Significance and Need**
(written on the Online Faculty System or in a word document using the online prompts)
- Specification**
- An Extract from the relevant PCC Minutes showing a resolution**
- Comments of the architect/surveyor**
(only needed if they have not prepared the plans and specification)
- All relevant reports**
(archaeology; ecology; arboricultural; organ; bells etc)
- Manufacturers Details**
(if needed)
- All relevant photographs**
- Block Plan of the Site**
Which should: - at a scale of 1:100 or 1:200;
- show all site boundaries with at least one named road.
- Existing and proposed relevant elevations**
Which should: - be at an appropriate scale eg 1:50 or 1:100;
- show the proposed works in relation to existing;
- show all sides of the proposal including any blank elevations;
- show proposed building materials;
- show the style, materials and finish of windows and door.
- Existing and proposed relevant floor plans**
Which should: - be at an appropriate scale eg 1:50 or 1:100
- show each floor of the building;
- show internal and external doors and windows;
- show existing, walls, staircases, structures and fittings to be altered/ demolished.
- Existing and proposed sections, finished floor and site levels**
Which should: - be at an appropriate scale eg 1:20, 1:50 or 1:100;
- show cross section(s) through the church together with details of any new foundations;
- where a change in ground level is proposed, show both existing and finished levels.
- Existing and proposed roof plans**
Which should - be at a scale eg 1:50 or 1:100;
- show the shape of the roof;
- indicate the proposed roofing material;
- show any vents or access points.