



APPLICATION
to become an approved
CHURCH INSPECTOR

The Code of Practice of the Care of Churches and Ecclesiastical Jurisdiction Measure (1993: p.104) states:

24 The DAC has a statutory duty to approve architects and surveyors to carry out quinquennial inspections under the Inspection of Churches Measure 1955 and may bear in mind as a general principle in making its selections the character of individual churches. The committee should keep the list of names under regular review (e.g. not less than annually), and should take the initiative in organising annual or biennial one-day conferences etc. for approved architects and surveyors to allow the free exchange of information and ideas and perhaps to provide an element of specialist training.

Please provide the following information. Attach separate sheets where necessary. If you have any queries, please contact:

Adrian Mann, DAC Secretary
(0121 426 0405; adrian@birmingham.anglican.org)

1. PERSONAL INFORMATION

- a) Full name and title:
- b) Contact address:
- c) Phone and email:

2. PROFESSIONAL DETAILS

- a) Year of registration:
- b) Membership number for ARB/RICS/FAS:
- c) Year of AABC or RICS accreditation in building conservation and, if applicable, renewal date:
- d) Please list your professional qualifications (with dates):

e) Please list memberships of relevant conservation bodies and details of any publications or lectures given:

3. EMPLOYMENT

a) Date of formation and full contact details of your practice:

b) Your position in the practice:

c) Please detail relevant employment history and conservation experience (include employer's name, dates and positions held):

d) Please detail your CPD record (attach copies of record sheets for the past 3 years, if applicable):

e) Are other members of your practice on a DAC approved list? YES/NO

4. INSURANCE

a) Does your practice carry full professional indemnity insurance? YES/NO

b) Insurer's name:

c) Policy number:

d) Renewal date:

e) Limit of indemnity:

f) Type of policy:

g) Excess (please give details of any restrictive clauses and details of personal cover if it differs from the practice cover):

5. ECCLESIASTICAL

a) What understanding/experience do you have of the Faculty process?

b) Would you personally undertake a full internal re-ordering project for a church? YES/NO

c) If YES to 5.b), what is your understanding of the liturgical issues that might arise?

6. CONSERVATION

a) What conservation guidelines do you apply to your work?

b) Please list any relevant ecclesiastical conservation work undertaken in the last 3 years. (Include details of your role, grants obtained and value of the work):

c) Please list any relevant secular conservation work undertaken in the last 3 years. (Include details of your role, grants obtained and value of the work):

7. REFERENCES

a) Please give the names, positions and contact details of 3 referees, two of whom have personal knowledge of your conservation work and skills. (Only 1 referee should be from the practice in which you work):

8. FOLIO

Please enclose an example of relevant work from the past 2 years undertaken under your personal direction (unless otherwise stated). Include location and contact details.

9. DECLARATIONS

I apply to be included on the Approved List of architects / surveyors for the Diocese of Birmingham.

[1] I declare that I am physically willing and able to access all parts of buildings required to be inspected under the Measure. [2] I undertake that, if appointed, I will take responsibility for Quinquennial Inspections and personally supervise any member of my staff who assists with the inspection or drafting of the report. [3] I undertake to notify (in writing) the DAC, and all parishes who retain me, of any change in my professional circumstances and indemnity cover. [4] I declare that the information I give is a true and accurate statement. [5] I am willing to be interviewed by a sub-group of the Birmingham DAC, and agree to be bound by the decision and review processes of the DAC.

Signature:

Date: