

## **DAC Guidance Notes: Archaeology**

These guidelines cover general information regarding church archaeology and the responsibilities of the various parties for its management.

### **Archaeology**

The United Kingdom's historic parish churches have been used for Christian worship for up to 1,400 years. This continuity of use has uniquely protected and preserved them over time. Parish churches are often one of the oldest buildings in a village or town and can become islands of ancient remains inside a constantly changing environment. The following Guidance Notes are intended to highlight the basic responsibilities of the parties involved in the management of archaeology within the Diocese. For comprehensive details regarding archaeology as part of your church and churchyard, please consult the following website:

[Churchcare: Archaeology in Churches and Churchyards](#)

### **Main principles**

1. The archaeology of a church is both above and below ground, encompassing the church building, churchyard, boundary walls, graves and monuments.
2. Human remains should not be disturbed unless absolutely necessary.
3. Each parish is responsible for the sensitive management of its archaeology, with support and advice provided when required by the Diocesan Archaeological Adviser (DAA).

### **Responsibilities of the PCC**

1. PCCs must consider the archaeological implications of any project at the design stage. If archaeology may be disturbed, a detailed survey must be carried out and submitted to the DAC as supporting information to the petition. Watching briefs during development are not always fully adequate for schemes where archaeology is affected and granted Faculties may come with conditions requiring the full recording of any disturbed artefacts. Any archaeological work carried out or reports produced in relation to a scheme will be at the petitioners' expense. Careful planning and early consultation with the DAC is advised as it may help to reduce or avoid archaeological impact and so reduce costs.
2. Local Authority Sites and Monuments Records (SMRs) should be consulted if there will be archaeological implications for proposed works, and any further details collected during the project should be sent to the Local Authority for inclusion in the SMR.

3. For parishes with church sites of high archaeological significance, the PCC should consider preparing a 'Statement of Archaeological Significance' to inform future decision-making. The DAA is available to offer advice to parishes in managing archaeology.

### **Responsibilities of the Diocesan Archaeological Adviser (DAA)**

The role of the DAA is to:

1. Provide advice to parishes regarding the management of their archaeology.
2. Assess the potential impact of proposed works upon a parish's archaeology.
3. Brief parishes on archaeological work required as part of a proposed scheme.
4. Advise on archaeologists suitable to undertake or supervise such work.
5. Monitor archaeological work undertaken in the Diocese.
6. Make relevant comment on the Quinquennial Inspection Reports (QIRs) regarding churches of particular archaeological significance.

The contact details for the Birmingham DAA are as follows:

Dr Mike Hodder  
Birmingham City Council, Planning Management  
PO Box 28  
Birmingham  
B1 1TU

Tel.: 0121 464 7797

Email: [mike.hodder@birmingham.gov.uk](mailto:mike.hodder@birmingham.gov.uk)

### **Responsibilities of the Church Inspector**

The Church Inspector should:

1. Consult with the DAA when compiling their QIRs regarding churches of particular archaeological significance.
2. Make client PCCs aware of any grant-aid money available for works that affect the archaeology of listed places of worship.

### **Responsibilities of the Archdeacons**

1. Archdeacons must ensure that PCCs fulfil their responsibilities regarding the management of their parish's archaeology.