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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 Council for the Care of Churches \(CCC\)](#), 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.

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. A diamond marks what **may be required**, depending on scale of works and particular setting. This will include, for example, a "Statement of Significance [SoS]", if your building is listed and proposals will significantly alter it. Help writing this, and the similar "SoN" (required in all cases), is available [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 fall within the "Spec" (specification), or specifying "Quot". "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 technical description) to put alongside your "Photos" of the existing situation:

	SoN	SoS	Plan	Dwg	Spec	Quot	Rpt	Photos	Art/Bro	Sample	Bish	Ins
Alarm	•		•		◇	•						•
Audio-visual sys.	•		•			•		◇	◇			
Bell/Clock	•	◇			•		•	•				◇
Bench	•		•			•		•	•			
Building	•	◇	◇	•	•	◇	◇	•				•
Carpark	•		•	◇	•			◇				
Carpet	•		•			•		•	◇	◇		
Damp/rot	◇	◇	•	◇	•	◇	◇	◇				◇
Décor	•		•		•	◇		•		◇		
Electrical	•		•		•		•					•
Fencing	•		•	◇		•		•	◇			
Font	•	◇	•		◇			•			•	
Floodlighting	•	◇	•		•		◇	◇	◇			
Flooring	•		•		◇	•		•		◇		
Furnishing	•	◇	•		◇		◇	•	◇			
Gates	•		•	◇		•		◇	◇			
Garden of Rem.	•		•			◇		•				
Glass	•	◇	•	◇	•		◇	•	◇			◇
Handrail	•	◇	•	•	◇	•		•				
Heating	◇	◇	•		•	◇	◇		◇			
Kitchenette	•	◇	•	•	•			•				
Landscaping	•		•			•	◇	•				
Lighting	•	◇	•	◇	•	◇	◇	•	◇			•
Lightning	•			◇		•	◇	•				•

Memorials	•	◇	•	◇		•		•	◇	◇	
Noticeboard	•		•	◇	•	◇		•	◇		
Organ	•	◇		◇	◇	•	◇	•			
Partitioning	•	◇	•	•	•		◇	•			◇
Paths	•		•		◇	•		•			
Rainwater gds.	•		◇	◇	◇	•		◇		◇	
Reordering	•	◇	•	◇	◇		◇	•	◇		
Repairs to fabric		◇	•	◇	•	◇	◇	◇			◇
Rewiring/electr.	•				◇	•	◇				•
Roof/tower/spire	•	◇		◇	•	◇	◇	◇			
Seating	•	◇	◇		◇	•		•	◇	◇	
Security	•		•	◇	◇	•		◇			◇
Signage	•		•	◇	◇	•		•	◇	◇	
Silver/Artwork	•	◇	•	◇	◇	•	◇	•			
Statuary	•	◇	•	•	◇		◇	•			
Telecomms.	•		•		•						•
Textiles	•	◇	◇		◇	•	◇	•	◇	◇	
Toilets	◇	◇	•	•	•			•			
Trees	◇		•			•	◇	◇			

Submit the petition Form **with 2 sets of up-to-date information (one set is fine if sent by e-mail)**. Always assume that DAC members don't know your building: you need to convince them how the building presently fails, and how the proposals will improve on that.

Deadlines for DAC Meetings

Meetings are held about every 7 weeks. Proposals are included on an agenda only if described adequately for committee members to appreciate how a change will improve a situation.

You hence need to send to [the DAC secretary](#), by the deadlines below, **2 copies** of "supporting information" (one copy if by email).

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

- DAC267 ... 27-Nov-09
- DAC268 ... 15-Jan-10
- DAC269 ... 5-Mar-10
- DAC270 ... 16-Apr-10
- DAC271 ... 4-Jun-10
- DAC272 ... 20-Aug-10
- DAC273 ... 1-Oct-10
- DAC274 ... 19-Nov-10



Remember that, if a petition is unclear or incomplete, 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 supported by information sufficient for feedback to be made to you.

Ends.