

Online Faculty System - tips

Guidance note from the Church Buildings Office

All applications for a Faculty or for List B approval should be submitted via the Church of England's Online Faculty System - <https://facultyonline.churchofengland.org/>

General advice on uploading documents

- Files to be uploaded should be named/labelled appropriately, so it is clear what they are; e.g. 'Specification of Works', 'Photo of roof', 'PCC minutes' etc.
- File names should be kept short and succinct, otherwise the 'Supporting Documents and Images' page of your application will not display correctly.
- Where possible, documents uploaded should be in pdf format, and photos as jpegs.
- Please ensure that any document does not exceed 5MB. This is to ensure that everyone can download plans or drawings within a reasonable time on a standard broadband connection.
- For more detailed guidance on how to upload documents, please click to read the Online Faculty System User Manuals on [Attaching Documents](#), [Uploading Drawings](#) and [Scanning Documents](#).

Faculty Applications

- Please ensure that you have read the Guidance note entitled 'What information do I need to submit?' before uploading your Supporting Documents and submitting your application, as the information needed will vary, depending on the proposal.
- For sketch proposals where you are seeking the early Informal Advice of the DAC, this should be made clear within the application, and ideally in the 'Summary description of proposed works' box; e.g. 'Informal Advice on the removal of pews and installation of a toilet'.
- Please consult the deadline dates for applications, so that you are aware of when your application is likely to be considered. Once your application has been submitted, you are not sent an automated email from the System, however one of the Church Buildings Advisers will acknowledge your application once it has been processed.

List B Applications

- Supporting documents should include: a PCC minute, a description or specification of works, a quotation (if appropriate), any relevant photographs, and drawings/floor plans.

This is information sheet 4 of 4 on the faculty application process. Please also see:

1. [How do I apply for a faculty?](#)
2. [What information do I need to submit?](#)
3. [Who else might I need to consult?](#)

For further information and guidance, please contact

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