



Diocese of Southwell & Nottingham
Diocesan Advisory Committee
for the Care of Churches



Advice Application

**To: Mr J Pickett, Secretary, Diocesan Advisory Committee, Dunham House,
Westgate, Southwell, Notts NG25 0JL**

From: Church of _____

in the Parish of _____

We:

*FULL NAME	*RESIDENTIAL ADDRESS (including postcode)	*OFFICE HELD
	<i>Telephone</i> <i>Email</i>	
	<i>Telephone</i> <i>Email</i>	
	<i>Telephone</i> <i>Email</i>	

**Please use capital letters.*

Please indicate here which of the above should be regarded as the contact address.

**ALL ADVICE APPLICATION FORMS, SUPPORTING PAPERS, PLANS AND PHOTOGRAPHS
TO BE SUBMITTED IN DUPLICATE (good quality photocopies are acceptable as the duplicated copy)**

(A) Advice Application as follows:

We hereby apply to the DAC for its formal advice on the following:

[Please **set out clearly and fully in numbered paragraphs** what you seek permission to do]

SCHEDULE OF WORKS OR PROPOSALS

***Important: If the Works or Proposals are not fully set out (see note above),
the form will be returned and this will result in a delay***

(B) Church Details

- i) Approximate foundation date of the building _____
- ii) Is the building or structure listed? *Yes/No
If so, state grade of listing Grade I/ II*/ II *(delete not applicable)*
- iii) Do the proposals affect a listed building or structure (eg tombstone) other than the church itself? *Yes/No
- iv) Is the church in a Conservation Area? *Yes/No
If so, name of Conservation Area _____

(C) Church Architect

Name: _____ We confirm that he/she has been:
Address _____ *Instructed* *Yes/No
_____ *Consulted* *Yes/No
_____ *Made aware of these specific proposals* *Yes/No
*(*delete that which does not apply)*

[Note: This information must be provided in ALL cases]

(D) PCC Resolution

The above Schedule of Works or Proposals was considered at a PCC Meeting on _____ 20____,
and passed [**unanimously*] [**without dissent*] [**by a majority of ____ to ____ among those members present & voting*].
There are _____ members of the Council
We enclose a copy of the Resolution signed by the [**Chairman*] [**Secretary*]
*(*delete that which does not apply)*

(E) Consultation with other bodies

The following have been consulted and we enclose copy letters/notes in this regard:-

Insurance Company	<input type="checkbox"/>	Society for the Protection of Ancient Buildings	<input type="checkbox"/>
Local Authority	<input type="checkbox"/>	The Georgian Group	<input type="checkbox"/>
English Heritage	<input type="checkbox"/>	The Victorian Society	<input type="checkbox"/>
The Council for British Archaeology	<input type="checkbox"/>	The 20th Century Society	<input type="checkbox"/>
The Ancient Monuments Society	<input type="checkbox"/>		

Please tick (✓) relevant boxes and enclose copies of correspondence

(F) Contractors

Names and addresses of persons or companies proposed to carry out the above Works or Proposals:

Contractor 1	Contractor 2	Contractor 3
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(G) Estimated Cost

Estimated cost of project

£

How paid for?

[Important Note: If over £50,000, special rules apply and additional information is required]

(H) DAC Adviser(s)

We believe the following **DAC Member(s)/Adviser(s)** are aware of the proposals:-

Adviser/Member:

_____ Date: _____

_____ Date: _____

(I) Enclosures

In order for the DAC to be in a position to consider the request we **enclose in duplicate** the following:

*(Sufficient details must be provided to enable the DAC to be **FULLY BRIEFED** on the proposals and capable of making an **INFORMED** decision)*

- | | | | |
|---------------------------|--------------------------|-------------------------|--------------------------|
| ▪ *Drawings/Plans/Designs | <input type="checkbox"/> | ▪ *Estimates/Quotations | <input type="checkbox"/> |
| ▪ *Specifications | <input type="checkbox"/> | ▪ *Photographs | <input type="checkbox"/> |

Please tick (✓) relevant boxes and enclose copies of all papers

[IMPORTANT: If adequate information is not provided, the application may be returned and this will result in delay]

(J) Additional Remarks

If there is any further information to be taken into account, details should be set out below or in an accompanying statement or letter.

The statements in this petition and the answers to the questions above are true to the best of the knowledge and belief of each one of us.

Signed:

<i>(Signature of applicant)</i>	<i>(Signature of applicant)</i>	<i>(Signature of applicant)</i>
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Date _____ 20_____ **[Please ensure the Application is signed and dated]**