

Diocesan Advisory Committee: Meeting Dates and Deadlines for 2024

The dates for the meetings of the DAC in 2024 are given below. The deadline dates are usually 2 weeks before each meeting.

The DAC meet 9 times a year excluding January, April and August.

All applications (List B and Faculty)* should be applied for using the Online Faculty System full details from the DAC Secretary: jonathan.pickett@southwell.anglican.org

DAC MEETINGS & DEADLINES IN 2024

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
DAC Meeting	X	12 th	11 th	X	13 th	10 th	15 th	X	9 th	14 th	11 th	9 th
Deadline Date		29 th Jan	26 th Feb		29 th Apr	28 th May	1 st July		27 th Aug	30 th Sep	28 th Oct	25 th Nov

To make the DAC agenda, all applications must be complete and all consultations (where necessary) undertaken. The committee give advice to the Diocesan Chancellor, who requires all applications to be as comprehensive as possible.

Key information required for all applications are as follows:

- Specification and/or schedule of works from the Church Architect
- Drawings from the church architect (where useful and informative)
- Photographs (to illustrate the areas of work to church or churchyard)
- Statements of Need (to explain the importance of the works)
- Statements of Significance (to explain the importance of the church and its setting and the importance of the areas affected by the proposals)
- Final approved quotations (for all different aspects of the proposed works)
- PCC Resolution (this should be separate from the minutes and clearly show that the PCC have approved the works being proposed. This should refer to architect's drawings and/or specification and/or any quotation)

*The level of detail required will be more for a Faculty application than a List B matter but both require enough information for the DAC to make an informed decision.

Additional useful information can include:

- PCC minutes from relevant meeting where works were discussed
- Details of finances and grants relevant to the proposed works
- Details from the church insurers
- Any correspondence from other groups eg Local Authority, Historic England **

**consultation is undertaken as part of the Online Faculty System application process.

For further advice on any aspect of applying for a faculty and what works might be required for a List B permission or a full Faculty application please contact the DAC Secretary: Jonathan Pickett jonathan.pickett@southwell.anglican.org