

Diocesan Advisory Committee: Meeting Dates and Deadlines for 2025

The dates for the meetings of the DAC in 2025 are given below. The deadline dates are usually 2 weeks before each meeting.

The DAC will meet 9 times in 2025, excluding January, May 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 2025

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
DAC Meeting	No Meeting	10 th	10 th	7 th	No Meeting	9 th	14 th	No Meeting	8 th	13 th	10 th	8 th
DAC Deadline	No Meeting	27 th Jan	24 th Feb	24 th Mar	No Meeting	27 th May	30 th Jun	No Meeting	26 th Aug	29 th Sep	27 th Oct	24 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)
- 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 require List B permission or a full Faculty application please contact the DAC Secretary: Jonathan Pickett jonathan.pickett@southwell.anglican.org