

Notes to assist in the completion of the Application to the Archdeacon for approval of List B works

Most work to a church building or churchyard requires a faculty of the Consistory Court. However, the Faculty Jurisdiction Rules (Isle of Man) 2016 list certain works which may be carried out without a faculty:—

- certain minor works in **List A** may be carried out without any authorisation, subject to conditions
- the minister and churchwardens may carry out other minor works in **List B**, subject to conditions, if the Archdeacon has been consulted and has given notice *in writing* (which may include additional conditions) that they may be undertaken without a faculty; if he refuses, application must be made for a faculty.

Application to the Archdeacon for approval of works in List B should be made in the annexed form. This should be accompanied by:—

- a clear summary of the proposed work, stating why it is being proposed
- any relevant designs
- any relevant plans and specifications

Lists A and B are set out in Schedule 1 to the Rules, which may be viewed at <http://www.tynwald.org.im/links/tls/SD/2016a/2016-SD-0231.pdf>

The following works, even if included in List B, must not be carried out without a faculty:—

- (a) works to a registered building which might affect its character as a building of special architectural or historic interest;
- (b) works likely to affect the archaeological importance of a building or any archaeological remains within a building or its curtilage;
- (c) works involving the extension, demolition or partial demolition of a building, or the erection of a new building;
- (d) any matter which gives rise to a question of law or of doctrine, ritual or ceremonial or which would, if undertaken, affect the legal rights of any person;
- (e) the exhumation or other disturbance of human remains;
- (f) the disposal of any article of architectural, archaeological, artistic or historic interest;
- (g) the sale of any book remaining in or belonging to certain libraries;
- (h) the introduction of an aumbry or other receptacle used for the reservation of the sacrament;
- (i) the introduction of, or any work to, a tomb, gravestone or other monument.

Advice on whether the proposed works may be undertaken without a faculty may be sought from the Archdeacon or the Diocesan Registrar. Advice on the merits of any proposal may be sought from the Archdeacon or the Diocesan Advisory Committee.

Contact details:

Archdeacon of Man
St George's Vicarage
16 Devonshire Road
Douglas IM2 3RB

Tel 01624 675430

Email archdeacon@sodorandman.im

Secretary
Diocesan Advisory Committee
11 Glen Maye Park
Glen Maye IM5 3AX

Tel 01624 673477

Email synod@sodorandman.im

Diocesan Registrar
Sodor and Man Diocesan Registry
Stamford House
Piccadilly
York YO1 9PP

Tel 01904 623487

Email registrar@sodorandman.im

Application to the Archdeacon for approval of List B works

To: The Archdeacon of Man
St George's Vicarage
16 Devonshire Road
Douglas IM2 3RB

Name of parish	
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The minister and churchwardens of the above parish propose to carry out the works specified below, which they believe fall within List B in Schedule 1 to the Faculty Jurisdiction Rules (Isle of Man) 2016 and are not excluded by rule 3.5 of the Rules. On their behalf I request you to give notice that the works may be carried out without a faculty.

The minister and churchwardens understand that —

- (a) if such notice is given, the works must be carried out in accordance with any relevant conditions specified in List B and any additional conditions specified in the notice;
- (b) if such notice is refused, or if the works cannot be carried out in accordance with those conditions, the works may not be carried out without a faculty;
- (c) if the works require planning approval or registered building consent, they must not be carried out before such approval or consent has been granted.

Name of church	
Description of proposed works	
List of plans, photographs and documents enclosed <i>(set out on a separate sheet if necessary)</i>	

Item in List B within which the proposed works fall			
Is the church a registered building?		YES / NO	
Is the church in a conservation area?		YES / NO	
Name of architect or agent for proposal			
Tel:		Email	
Name of proposed contractor (if known)			
Signature			
Name of signatory			
Position (<i>incumbent, PCC secretary etc.</i>)			
Address	Postcode:		
Tel:		Email	
Date:			