



Working with your church architect/ building surveyor

Guidance document (CBSO ISSUE)

Spring 2026

This guide is for Parochial Church Councils (PCCs), churchwardens, and others responsible for the care of church buildings. It shows how your church architect or surveyor can support you and your church with repairs, maintenance and improvements, not only with a Quinquennial Inspection (QI), but with planning repairs, thinking about changes, or if you are just unsure where to start. This will help you know when and how to involve your architect/surveyor, and what to expect when you do.

WHEN CAN YOUR CHURCH ARCHITECT/SURVEYOR HELP?

Your architect/surveyor is not just there for emergencies or inspections. Involving them early and maintaining regular contact can help prevent problems, reduce costs, and keep projects on track.

Consider using your architect for:

- Quinquennial Inspection: Legally required every five years to record the condition of the building and highlight issues.
- Preventive advice: Keeping on top of maintenance and identifying issues before they become serious.
- Design and specifications: Design solutions, drawings, and specifications, that respect the character of your building.
- Permissions: Helping prepare documentation for Faculty, List B, or planning applications.
- Overseeing works: Oversee the contractor, inspect works, and issue certificates.

Early involvement allows them to

- Discuss if our ideas are realistic and achievable.
- Identify necessary permissions (List A, B, Faculty, planning permission, building regulations).
- Plan works around your funding, and when you will be able to raise funds.
- Notice issues that may get worse if not dealt with.
- Provide supporting documentation for grants and permissions.

Staying in touch between inspections means they can:

- Advise on emerging issues such as cracks, leaks, or timber decay.
- Offer feedback on proposals before committing time or money.
- Get to know your building, making it easier to respond quickly and effectively.
- Keep up to date on works, especially permissions or grant applications.



TOP TIPS FOR WORKING TOGETHER

- Keep in touch – do not only call them every 5 years.
- Have a main PCC contact for all questions and information.
- Ask grouped, clear questions rather than lots of separate emails.
- Be honest about your budget – they may be able to tailor their service.
- Do not wait until a problem becomes urgent to ask for help.

BUDGETING AND FEES

Professional fees can seem daunting, but architects and surveyors charge for their time and expertise. They are a vital part of planning works and can save you both time and money in the long term, as well as making sure works are safe and carried out correctly. Typical fees include fixed (e.g. for a quinquennial inspection), hourly (for ad-hoc advice), or percentage (for full project involvement based on construction cost).

The PCC must have a written agreement with their architect/surveyor before work begins. This will give you clarity on scope, responsibilities and fees, and is a requirement under professional codes of conduct; and is best practice for all professionals.

If your PCC is unsure about fees, talk to your architect/surveyor. They may be able to tailor their service, suggest phasing, or provide estimates in stages. Be upfront about budget from the start as this helps everyone work more effectively.



AVOIDING COMMON PITFALLS

PCCs can carry out works in good faith, not realising they need permission or that repairs are not suitable, which can lead to difficult, retrospective applications or even enforcement action. Others start projects only to find they can't get permission for the current design. Both scenarios cost more time and money than doing it right the first time.

Involving your architect or surveyor early helps avoid this. They know what is required and can guide you through permissions and paperwork – saving time, money, and stress later.

Remember:

- This is not just about quinquennial inspections – it is about building a useful, ongoing working relationship with the person who knows your church fabric best.
- Whether you are replacing broken tiles or planning a new kitchen, involving your architect or surveyor early avoids delays and often saves money long term.
- Architects and surveyors are trained to support you. Use their experience to the advantage of your church. Ask grouped, clear questions rather than lots of separate emails
- Be honest about your budget – they may be able to tailor their service.
- Do not wait until a problem becomes urgent to ask for help.



WHERE TO GO FOR HELP

If you have a problem with your building, are thinking about a new project, or just want to check you are doing things the right way:

- Speak to your architect or surveyor
- Contact the Diocese of Gloucester Care of Churches and DAC Team

We're here to support you.

Care of Churches and DAC Team

Diocese of Gloucester

DAC@glosdioc.org.uk

01452 410022

[www.gloucester.anglican.org/support-services/
church-buildings-and-churchyards](http://www.gloucester.anglican.org/support-services/church-buildings-and-churchyards)



Appendices to working with your church architect

Spring 2026

APPENDIX 1

Appointing your architect and professional fees

When engaging an architect or surveyor, it is common practice to receive/request a formal fee proposal or letter of engagement, clearly setting out the services they will provide, along with their associated fees.

You should always have a formal letter of agreement/appointment with your selected professional before any work commences. This protects both the PCC, as a client, and their chosen professional, should any conflict arise.

Make sure you read and understand any terms and conditions, included in the letter. This is best practice for these professionals and a requirement of their chartered status. Having a clear agreement ensures transparency from the outset, enabling your PCC to budget effectively and understand exactly what is and is not included in their scope.

Architects and surveyors typically structure their fees according to project stages (such as RIBA Plan of work as in Appendix 3), either charging a fixed fee, a percentage of the total project cost, or a staged hourly rate. Early stages, typically stages 0-3, can be grouped together and often involve a lower proportion of total fees, as these primarily involve planning and conceptual work. Fees typically increase in stage 4 due to detailed technical documentation and the complexity involved in Faculty preparation. Stage 5 and beyond involve fees linked directly to construction costs and contract management.

Fee proposals will typically outline a separate fee for each of these stages, allowing you to clearly identify how much each part of the work costs. It is important to note that Faculty applications, due to the detailed documentation required, typically occur mid-way through stage 4. Therefore, fees associated with securing Faculty approval are usually embedded within that stage's costs.





Fees for Quinquennial Inspections (QIs) in the Diocese of Gloucester are fixed and depend on the size and complexity of a church building. They are revised annually and do not include expenses and mileage. They should be clarified from the outset, so you do not get any unexpected bills. However, these standardised fees may not always fully reflect the substantial time and expertise required from your architect/surveyor. For instance, a typical fee often does not fully cover the time spent conducting a detailed on-site inspection followed by extensive reporting, which can involve several days of careful analysis, writing, and preparation. Consequently, some architects and surveyors may regard QIs as lower-priority tasks or as 'loss-leaders,' undertaken primarily as part of a long-term commitment to the building rather than purely on commercial terms. Maintaining ongoing communication and a collaborative relationship with your professional between inspections can help ensure your church remains a priority and receives attentive, timely support.

Architects and surveyors may propose their fees as a fixed fee, a percentage of the total project cost, an hourly rate, or commonly, a combination of these methods:

- **Fixed fees**

Typically quoted for clearly defined tasks with predictable workloads, such as preparing a quinquennial inspection report, an initial feasibility study, or drawings and specifications for a Faculty application. Fixed fees provide budget certainty for PCCs but depend on clearly defined scopes of work.

- **Percentage fees**

Often used for larger projects, they charge a fee based on an agreed percentage (commonly 8–15%) of the total construction cost. The percentage reflects project complexity, scale, and their responsibilities. This method aligns the fee directly with project size and cost.

- **Hourly rates**

Applied where the workload or project scope is less predictable, such as additional site visits, unforeseen issues, supplementary meetings, or responding to client-requested changes during construction. Hourly rates typically vary within a practice: senior architects or chartered building surveyors generally charge higher rates than non-chartered surveyors, architectural assistants or technicians, reflecting differences in experience and responsibility.

The fee proposal should clearly outline which tasks fall under each fee type, providing clarity on when fixed, percentage-based, or hourly charges apply.

A good fee proposal will explicitly detail what is included and what is not included:

Common inclusions:

- Initial consultations and brief development.
- Preparation of concept and developed designs.
- Technical drawings, specifications, and supporting documents for Faculty and statutory applications.
- Site visits and contract administration during construction (if clearly stated).

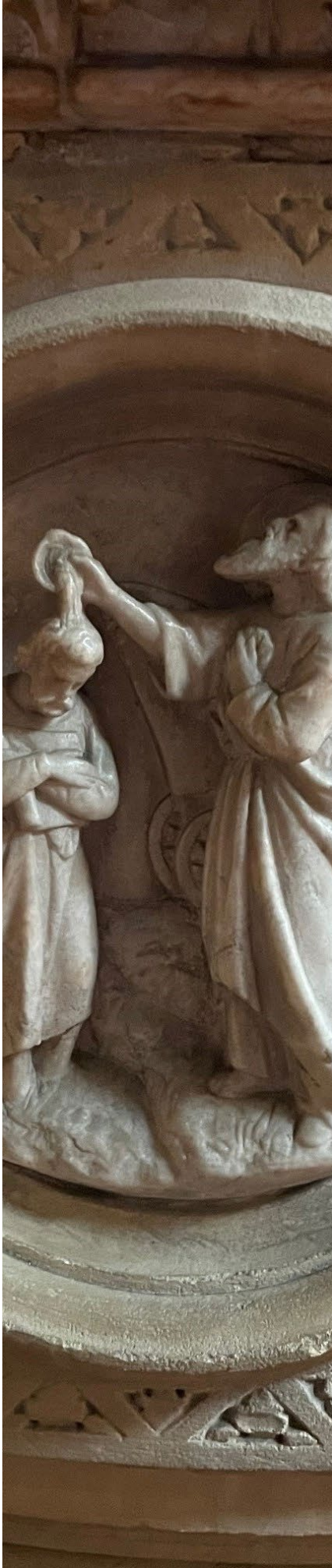
Common exclusions:

- Statutory application fees (Planning, building regulations).
- Specialist consultant fees (e.g., structural engineers, archaeologists, ecologists).
- Detailed cost estimating or quantity surveying (unless explicitly stated).
- Project management duties beyond normal architectural contract administration (e.g., day-to-day site supervision, logistical arrangements, moving of furniture or belongings).
- Mileage, printing, and other reasonable expenses.

Architectural practices and surveying firms typically employ staff with a range of skills and experience levels. As such, you may encounter different hourly rates depending on who undertakes your work:

- **Lead architect (partner or senior architect)/chartered building surveyor**
Highest hourly rate; responsible for overall design, strategy, client liaison, conservation accreditation oversight, and decision-making.
- **Project Architects/building surveyors**
Mid-range hourly rates; responsible for day-to-day design development, coordination with consultants, and technical details.
- **Architectural technicians and assistants**
Lower hourly rates; typically prepare detailed drawings, specifications, and handle practical tasks under supervision.





Your fee proposal should clearly outline who will be working on your project and their respective hourly rates, allowing you to understand precisely how costs are calculated.

It is crucial to carefully review and discuss the fee proposal before signing it. If your PCC is uncertain about any terms or charges, seek clarification immediately. Remember, your architect/surveyor expects these conversations and appreciates transparency as much as you do. This way, everyone is on the same page from the start, and you can avoid any confusion or disputes later.

By clearly understanding the fee structure, what is included and what is not, and how charges apply within different project stages and roles, your PCC can budget effectively, minimise surprises, and maintain a productive and harmonious working relationship throughout the project.

It is important for PCCs to understand the limits of an architect or surveyor's role. They are multi-skilled professionals, but there are tasks that generally fall outside their standard scope of services – unless you make a special arrangement or bring in additional specialists. Being clear on these boundaries helps manage expectations and avoid misunderstandings.

APPENDIX 2

Your QI

Your architect/surveyor should carry out a Quinquennial Inspection (QI) every five years. This is a legal requirement under the Inspection of Churches Measure 1955, as amended by the Care of Churches and Ecclesiastical Jurisdiction Measure 1991 and the Church of England (Miscellaneous Provisions) Measure 2019. All parish churches, all other consecrated and licensed places of worship, together, where directed, with associated memorials and ruins, should be inspected.

Some previously appointed inspectors will remind the PCC about the need for another inspection, but some will expect to be approached.

They will carry out a detailed inspection providing a written report to the Parochial Church Council (PCC), the Diocesan Advisory Committee (DAC) Secretary and the relevant Archdeacon. The QI report records the condition of the church fabric and prioritises any repairs e.g. urgent, within 18 months, within 5 years.

The QI is a statutory duty and forms the backbone of caring for the building's fabric, including the PCC's maintenance plans. The architect/surveyor should meet with the PCC to discuss the findings, answer questions, and help plan next steps.



QUESTIONS TO ASK YOUR ARCHITECT

Before your QI, think:

- How can we prepare for the inspection to make it go smoothly?
- Do you want a churchwarden or fabric officer to be present on the day?
- Which areas do you need to access and do we need to provide steps, ladders etc or unlock doors for access?
- Which documents, e.g. logbook, previous reports, maintenance records, will you need to see and does this need sending in advance?
- If we have any specific concerns, e.g. cracking or damp, how can we best let you know about these?
- When can we expect to receive the QI report? *(In line with The Diocese of Gloucester Scheme for the Inspection of Churches 2019 the report should be delivered within 3 months of the inspection, but it is good to confirm the timeline and method of delivery.)*

After receiving the QI report:

- Which actions are urgent for safety or to prevent serious deterioration, or that we need to tackle immediately?
- Which items are lower priority or long-term suggestions?
- Where should we focus our repair and maintenance budget, especially if our funds are limited?
- Which works can be handled as part of routine maintenance by volunteers or a handyman, and which will require hiring contractors or specialists?
- Do any of the works identified require Faculty permission or Archdeacon's consent (List B), and if so, has the architect/surveyor noted that in the report (often QI reports indicate which items need approval)?
- If needed, can we schedule a follow-up meeting or site visit to discuss the report in detail? This is recommended.



APPENDIX 3

Routine maintenance and repairs

Between formal inspections, your architect can advise on routine maintenance to prevent small issues from growing. Timely minor repairs (like clearing gutters or repointing a small area of masonry) can avert major problems.

Church building projects and major repairs can be daunting, and they often unfold over long timeframes. One key piece of advice for PCCs is: think strategically and involve your architect early in the process.

By mapping out needs and timelines, you can prioritise fundraising and avoid last-minute scrambles e.g. addressing that minor roof flashing issue now (as your architect/surveyor may urge) could prevent a major leak and interior damage later. The saying that “£1 spent on maintenance saves £10 later” is a saying for a reason!

Your professional should help the PCC prioritise these preventative tasks. They should distinguish which items are simple enough for local trade contractors or volunteers to handle and which require professional attention or permission. They also encourage good housekeeping such as keeping drainage clear, monitoring for pests, and maintaining heating systems, contributing to the church’s long-term well-being.

Do not be purely reactive. It is easy for a PCC to fall into a cycle of reacting to urgent problems – today a roof leak, next year a failing boiler – without an overarching plan. An inspecting architect/surveyor’s input via the QI process can be used as a strategy tool, not just a “report card.” After each Quinquennial Inspection, the PCC can work with the inspector to develop a 5-year maintenance plan: scheduling preventive maintenance (such as clearing gutters every spring and autumn), budgeting for medium-term repairs (perhaps *“Repaint south door in 2 years. Replace heating in 4 years”*), and identifying which improvements might be needed to support the church’s ministry (maybe *“In 5–10 years, consider adding an accessible toilet”*). Moreover, potential funders will appreciate such an approach.

They may do a site visit if you report a concern (e.g. a leak or crack), to diagnose the cause and recommend a fix.

Your architect will not do

- **Hands-on maintenance**

They inspect and specify, but experienced contractors (or capable volunteers) must carry out the actual repairs. Do not ask your architect/surveyor to bring a ladder and fix a roof leak; do ask them to recommend what fix is needed, specify the repairs and who to ask for a quote.

APPENDIX 4

Designing and planning works

DESIGN OF REPAIRS AND ALTERATIONS

For any significant repair or new project, the architect/surveyor takes the lead on design. This could be fixing a structural defect, repairing historic decorations, or reordering the interior for modern use. They should survey and measure the building as needed, then develop an appropriate solution in design drawings. They balance the church's new needs with conservation principles – for example, if the church needs a roof repair, they specify suitable materials (lead, tiles, etc.) and methods consistent with the historic fabric, and if the parish is adding a kitchen or accessibility ramp, they design it to meet functional requirements while sympathetically blending with the old building. Throughout design, your architect/surveyor considers safety, usability, liturgical needs, and aesthetics in a church context. Good design adds long-term value, ensuring that alterations not only solve immediate problems but also respect the sacred space. It is rarely acceptable to apply for a faculty or List B permission with a contractor's quote only. The DAC would usually expect the architect/surveyor to be involved.



Your architect will not do

- **Specialist engineering or surveying tasks**

An architect/surveyor is the lead consultant but not the only consultant; expect that other professionals (engineers, surveyors, ecologists, archaeologists) may be needed and will charge their own fees.

- **Fundraising and grant applications**

While architect/surveyor often assist with the technical parts of funding applications (providing drawings, quotes, conservation statements, etc.), they are not fundraisers or grant writers by default. Use their input to back up your case, but do not expect them to “find the money” for you. Also, be aware that they cannot guarantee you will get a grant; they enhance your bid, but decisions ultimately rest with funders.

Some will help you to write a Statement of Needs and Significance, if commissioned to do so.

- **Decide the ministry or policy decisions about your building's use**

They do not decide what your church needs – you do. They facilitate and advise how to achieve the PCC's goals.

When considering a new project or alteration:

- Given our initial idea (X), what potential challenges or opportunities do you see with our particular building? For example, are there structural issues we should investigate (old timbers, subsidence) or heritage sensitivities (ancient wall paintings, listed fixtures) that might affect the project?
- What surveys or specialist reports might we need before proceeding (such as an archaeology survey if we are digging into the floor, a bat survey if we're doing roof work, or a structural engineer's report if removing a wall) and if they need separate permission?
- Do you know of any examples of other churches that have done something similar? Can we see those or learn from them?"
- Will this idea likely need a Faculty (almost certainly yes for anything significant) and possibly also planning permission or building regulations approval?
- How will they go about developing designs and getting our input? For instance, will they provide multiple options or iterations? How will the PCC (and congregation) be involved in choosing a design?

During the design and planning stage:

- Can you walk us through how this current design meets our needs as stated in the brief? Are there any alternative solutions we should consider for comparison?
- What will be the visual impact of the changes – do we have drawings or even a 3D view to help us visualize it?
- Ask about how the new work will interface with the old: for instance, how will the new kitchen servery attach to the medieval wall? Will there be any loss of historic fabric, and if so, how are we minimizing it?
- Are these materials durable, easy to maintain, and do they harmonize with the church's interior?
- Will this design meet all Building Regulations – e.g. disability access, emergency egress, fire safety? If not, what adjustments are needed?
- If the church is listed, how does the design minimize harm to significant features, and what is our justification for any harm that does occur
- Encourage PCC members to ask for clarification on any technical jargon or drawings they do not understand. There is no such thing as a stupid question here – you want the whole PCC to fully understand and support the design before you proceed to seek approvals.

Engage your architect/surveyor at the earliest stages of any project. If your PCC is dreaming up a project, whether it is a modest reordering or a big extension, get them involved from the get-go. It can be as simple as an informal chat or site visit to scope the idea. There are several benefits to doing this:

- The architect/surveyor can assess feasibility and flag any showstoppers or challenges before you've invested too much time or money.
- They can propose creative alternatives that you might not have considered, aligning with your vision but more acceptable or cost-effective.
- Your architect/surveyor likely knows the building best and can guide the project from the outset.
- It prevents "false starts" – situations where a PCC might otherwise spend effort on a plan that isn't viable or raise funds for the wrong solution.
- Engaging early also spreads out the work over a longer lead time, which can make the project less overwhelming and give you longer to fundraise if necessary. This way, by the time money is in place, you are ready to go with approved plans.
- Your architect/surveyor can help you phase a masterplan. For instance, you might not be able to afford a full reordering now, but phase 1 could be installing heating and phase 2 in a few years reconfiguring seating.

Remember that major projects can take a long time. From concept to completion, big church building projects often span several years. The Church of England's guidance famously suggests: "Whatever timeframe you think a project will take, double it!" A major reordering might easily take 3–5 years in planning and approvals. This is not to discourage you, but to underline why early planning is essential. Starting discussions now for something you hope to achieve in, say, five years is not premature – it is prudent. Early conversations with the DAC, the congregation, statutory consultees, potential funders, and the architect/surveyor ensure that by the time you are ready to move forward, you will not face avoidable delays. It also means you can do things in the correct order (for example, commissioning necessary surveys or preliminary archaeological work ahead of time if needed).

Embrace help from advisory bodies as part of strategic planning. The DAC offer site visits where you can float ideas before formally applying. Take advantage of these – invite your architect/surveyor to join any DAC site visit so all parties discuss ideas together. This collaborative, early approach fosters a sense that the DAC and architect/surveyor are on the same team as you, helping your parish reach its goals while caring for the building's heritage.

In summary, think long-term and do not hesitate to loop in your architect/surveyor from the start. It is much easier to shape a project's scope and direction at the beginning than to change course later. Remember, your church building has stood for centuries. A little strategic foresight now will help make sure the decisions you make today hold up over time and still serve your church's mission in the decades ahead.

APPENDIX 5

Specifications and tenders

TECHNICAL SPECIFICATIONS AND DOCUMENTATION

Hand-in-hand with design, the architect/surveyor prepares all the technical documentation required for the work. This includes detailed architectural drawings (plans, elevations, sections) and a written Specification or Schedule of Work that precisely describes how the work should be executed and what materials to use. These documents are used to obtain prices from contractors and to guide the construction. For example, the specification might detail the mortar mix for repointing or the exact grade of timber for roof repairs. High-quality documentation helps contractors to price accurately and execute the work correctly. It is also crucial for Faculty and List B applications – the DAC expects professional and detailed documentation for proposed works.

Before hiring contractors and starting work:

- What is the plan for tendering and contractor selection?
- How many firms does the architect/surveyor propose to invite for bids, and can the PCC suggest local contractors to include (assuming they meet the necessary qualifications/experience)? As a charity, the PCC should always aim to obtain at least three quotes to demonstrate due diligence.
- What type of building contract will we use, and who will prepare it?
- How will changes or unforeseen discoveries be handled under the contract? What is our procedure if extra costs come up – how will we be informed and who must approve those? Being prepared for contingencies should be seen as standard practice.
- Will you (the architect/surveyor) be the one directly instructing the contractor on site? Should all requests from the contractor go through you? How often will you be on site, and will you issue written progress reports or minutes that the PCC will see
- What do you need us (the PCC) to do before work starts?
- Are the contractor's insurances in order?

APPENDIX 6

Faculty, permissions

SUPPORT FOR PCCS IN THE FACULTY SYSTEM (PERMISSIONS AND APPROVALS)

Virtually almost all Church of England church buildings are subject to the Faculty Jurisdiction – the Church’s legal system governing alterations and repairs to places of worship. This ecclesiastical permission replaces secular listed building consent for churches. In practice, this means most works to your church and consecrated churchyard, other than minor maintenance tasks and matters specified on the List A, require church authorities’ approval: either a faculty from the Diocesan Chancellor, or a List B Archdeacon’s Authorisation. Your church architect/surveyor is an invaluable guide in navigating this system and providing supporting documentation.

IDENTIFYING WHAT PERMISSION IS NEEDED

After a QI inspection or when planning any project, one of the architect or surveyor’s first tasks should be advising the PCC what level of permission each proposed work will require. Church repairs and changes fall into three broad categories:

- **List A:** very minor works that **do not need any permission** (for example, very minor repairs and maintenance such as replacing slipped tiles, tending to paths and hedges, routine maintenance, etc.). Even though no permission is required, these works can and should be logged on the Online Faculty System (OFS).
- **List B:** like for like works affecting historic church fabric that **need the DAC’s advice and Archdeacon’s consent**. These might include slightly more significant repairs or changes that still have limited impact (e.g. replacing guttering using materials that match existing, servicing a clock, or rehanging a door – see DAC’s list for specifics).
- **Faculty:** major works or alterations that **require a Faculty, as well as other works that are not specifically prescribed on the List A or List B** (full formal approval from the Chancellor, typically after DAC review and public notice). This covers anything that affects the character of the building, its furnishings, or involves substantial changes (e.g. removing pews, adding a building extension, most specialist conservation work).

Inspecting architects/surveyors often categorise the items in the QI report or project proposal according to these levels. For example, the report might note that “replacing missing roof tiles” is List A (no permission needed), “repairing the lychgate” is List B (the Archdeacon can approve with a specification and on the DAC’s recommendation), but “installing a kitchenette in the north aisle” will require a Faculty. This early guidance prevents the PCC from unknowingly undertaking work without permission – an important safeguard, since carrying out work on a listed building without the required consent is a criminal offence. Always heed their advice and the DAC’s advice on the correct permission route for each item.

FACULTY APPLICATIONS

For works that do require a Faculty, the architect/surveyor can provide critical support in preparing the application. A Faculty petition (submitted online via the Online Faculty System or "OFS") must be accompanied by detailed information about the proposed works. They can produce professional documentation to include with the petition, such as:

- Architectural drawings showing the proposed changes or repairs in detail (plans, elevations, etc., before and after).
- A written specification or scope of work describing the methods and materials.
- A brief report or statement explaining the condition issue that necessitates the work (for example, a report on structural movement if you are underpinning foundations).
- Photographs of the areas affected.

The Faculty rules require that the level of detail is akin to what would be needed for secular planning or listed building consent. Your architect/surveyor is well-versed in producing these kinds of documents. In many dioceses, for repair works under List B, a supporting statement from the inspecting professional is actually required as part of the application. The faculty petition always asks whether or not the church architect/surveyor has been involved in the proposals. This means that they write a brief note to say, in their professional opinion, the proposed work is necessary and the chosen method is appropriate (e.g. "In my opinion as the church's architect, the stonework repairs outlined are needed to stop water ingress, and the specified lime mortar method is suitable for this Grade II building."). Such an endorsement greatly strengthens the case.

Your architect/surveyor can also advise the PCC in writing the accompanying Statement of Need and Statement of Significance (required for most Faculty projects) your architect/surveyor can help, if agreed formally, by providing historical details, Heritage Impact Assessments, and by reviewing drafts to ensure the arguments will satisfy heritage consultees.

LIAISING WITH THE DAC AND OTHER CONSULTEES

Long before a Faculty petition is formally submitted, your architect/surveyor can engage informally with the DAC, and other advisors if required. They might present preliminary plans or options to the DAC for feedback, or discuss the proposal with the DAC Secretary. This early consultation can flush out any concerns and allow designs to be adjusted before you enter the formal process. For instance, the DAC might suggest a different approach and the architect/surveyor can revise the plans accordingly.

As part of your OFS application and if required, national amenity societies will automatically be consulted to review and make comment on your proposals. These include, for example, Historic England, the Society for Protection of Ancient Buildings (SPAB) and the Victorian Society. The architect/surveyor should also know if your project triggers required consultation with these bodies. The consultation typically occurs via the DAC, but your architect/surveyor can prepare necessary information and communicate with those bodies. These bodies often favour early engagement and welcome discussion. By the time the PCC submits the Faculty application, the architect/surveyor's goal is to have all the ducks in a row – DAC advice obtained, Historic England (if needed) on board, and a well-documented proposal – making approval as smooth as possible. This proactive approach can save a lot of time in the long run.

Local consultations, such as with neighbours or the local community, is usually led by the PCC as they have the local connections and knowledge of who's who. However, on larger projects, it can be helpful to have your architect/surveyor on board to assist with consultation materials, such as plans or renders of the proposed works, or to attend these meetings.



HANDLING LIST B APPLICATIONS

Even for works on the intermediate List B, which are approved by the Archdeacon, the architect/surveyor's support is valuable. The Archdeacon's office (via the DAC staff) will typically require documentation similar to a scaled-down Faculty application: a description of the problem, photos, and usually the architect/surveyor's specification or quote from a contractor. For example, replacing a section of broken floor tiles might be List B – the architect/surveyor should provide a short spec of the method and confirm it's like-for-like. The Archdeacon relies on the professional's recommendation to approve the work. So, while List B spares you a Faculty petition, it still involves your professional preparing and endorsing the plan. Practically, PCCs submit List B requests via the same online system; your architect/surveyor can assist by guiding you on what information to include.



SECULAR PERMISSIONS (PLANNING AND BUILDING REGULATIONS)

In addition to church permissions, some works might require local planning authority approvals. Thanks to Ecclesiastical Exemption, listed building consent is never!!!! needed for CofE churches, but planning permission might be if you are building an extension or altering external appearance, and Building Regulations approval is needed for most building work that affects structure, fire safety, accessibility, electrical/plumbing systems, etc. Your architect/surveyor should advise when such consents are required (for example, a new accessible toilet extension will likely need both planning and building control approval, whereas internal reordering might bypass planning but still need Building Regs for accessibility or electrical works).

A great relief for PCCs is that they should handle these applications for you as part of their service. They can act as your agent to the local planning authority, preparing and submitting drawings for planning permission and liaising with council building control officers. This means the PCC doesn't have to navigate two parallel systems – the architect/surveyor integrates the secular approvals into the project timeline. Do note: Faculty permission is separate from planning permission; often you need to secure both. But an architect/surveyor ensures all the necessary permissions (church and state) are obtained in the right order.

When preparing the Faculty application, ask:

- Which documents will you, the architect/surveyor, provide, and what do we, the PCC, need to provide?
- Will you help us with the statement of significance, given your knowledge of the building?
- When will we receive the documents to be able to actually submit the online Faculty application?

APPENDIX 7

During works

OVERSIGHT OF REPAIRS AND CONSTRUCTION

When it comes time to actually do the work, the architect/surveyor provides oversight and contract administration on behalf of the PCC. They organise the tender process: preparing tender packs from the drawings/specification, inviting reputable contractors to bid, and advising the PCC on selecting the best contractor. They then administer a building contract between the PCC and the contractor, usually using a standard form of contract. During the works, they oversee the contractor's work by making regular site visits to check on progress and quality. They convene site meetings, keep minutes, and ensure the work conforms to what was specified and approved (including any Faculty conditions). They should

resolve technical issues that arise on site, giving instructions or revised details if needed. They also monitor compliance with health and safety – often the architect/surveyor is nominated as the Principal Designer under CDM Regulations, coordinating risk assessments and safe practices. Throughout the project, they keep the PCC informed (typically through a designated contact person) about progress. They certify interim payments to the contractor, so the PCC only pays for work properly completed, and will certify the final completion at the end. In short, they oversee the construction phase to protect the PCC's interests, ensuring the project stays on track, on budget, and achieves the expected quality.

ENSURING COMPLIANCE DURING WORKS

Once permission is granted (Faculty or List B), the architect/surveyor helps ensure the PCC honours any conditions and that the work stays in compliance. They guide the contractor to stick to the approved plans and materials – no unauthorised changes or shortcuts. If unexpected issues arise that require deviating from the Faculty (say, you discover worse rot and need to replace more timber than specified), they should immediately advise if additional approval is needed and help liaise with the DAC or Registrar to get a Faculty amendment or Archdeacon's permission before proceeding. This prevents the PCC from accidentally doing unapproved work in the heat of the moment. At the end of the project, they often provide documentation to prove the work was carried out as permitted. They might prepare a brief report or completion certificate for the DAC/Archdeacon, and update the Church Logbook or online Church Heritage Record with details of the works and materials used. This final sign-off closes the loop on the permission, demonstrating your church remains in good order with proper authorization.

Your architect will not do

- **Free or unlimited advice beyond the contracted work**

Architects and chartered surveyors are professionals who earn their living from their expertise. While many are incredibly generous with quick advice and small extras (they might not bill for a short phone call, for instance), they should not be expected to work for free or for token honorariums just because it is a church. Even devout professionals need to cover their costs (insurance, wages, office time, etc.), and undervaluing their work can strain the relationship. *(If your parish is in financial hardship, be upfront about it – some architects/surveyors might agree to stage the work or reduce scope, but remember they cannot waive fees entirely without essentially subsidising the project from their own pocket.)*

- **Full project management or contractor supervision (unless specifically contracted)**

It is important to distinguish their role as contract administrator from a day-to-day project manager. They manage the administration of the construction contract, but they are not general foremen or site managers. If your project needs more intensive management, talk with them about how to meet that need (it could be an added service from them or bringing in a separate project manager).

During construction, ask:

- How will we be kept updated on progress? Will there be a formal report after each site visit? Who from the PCC should attend site meetings?
- Can you please translate technical issues into plain language for the PCC minutes – for example, what that means in terms of safety, cost, and time so the PCC can make informed decisions?
- If any design changes or unexpected findings come up, ask: Does this affect our Faculty approval or require additional permission?
- Will you certify interim payments for the contractor and provide certificates for us to pay? Approximately how many payment stages do you anticipate?
- Are we on schedule and within budget?
- Is there anything the PCC needs to address or decide at this point?

APPENDIX 8

Completing your project

CONTRACT ADMINISTRATION AND POST-COMPLETION

Part of oversight is dealing with any changes or surprises during construction. If unforeseen work is needed (say, discovering hidden rot that was not visible in surveys), the architect/surveyor advises on next steps and whether additional permissions are required, then seeks those approvals on the PCC's behalf. They issue formal contract variations to cover changes in scope or cost. At project completion, they do a final inspection with the contractor, prepares a snag list of any minor defects to fix, and certifies the works as complete. They ensure that any Faculty conditions (like archiving photographs or updating the church logbook) are fulfilled.

They should collect warranties, compliance certificates, or maintenance manuals from contractors and hand them to the PCC. Often, a defects liability period (e.g. 6-12 months after completion) is built into the contract – the architect/surveyor will come back at the end of that period to inspect and make the contractor rectify any defects that emerged. This gives the PCC confidence that issues will be addressed under warranty. Finally, they might help update the church's records (logbook or online Faculty system entries) with details of the work done, preserving an official history of changes for future generations.

After completion of the works, ask:

- Could you tour the completed work with us and point out any features we should be aware of, or maintenance requirements going forward?
- Could you please provide us with the Operations & Maintenance (O&M) manual, or any basic care instructions, for the newly installed equipment and materials? Additionally, could you ensure the contractor forwards all relevant documentation, including completion certificates (such as electrical safety, gas safety, and boiler commissioning certificates), guarantees or warranties covering workmanship and installed materials (e.g., roofing, heating systems, organ works)?
- Please can you provide any statutory certificates, particularly the Building Regulations Completion Certificate if Building Control approval was required?
- What is the plan for the Defects Rectification Period? Is it 6 or 12 months post-completion and will you do a follow-up inspection at the end of that period and coordinate with the contractor to fix any defects under warranty?
- Does the DAC or Archdeacon need to be formally notified that the works are complete?
- When is our next quinquennial inspection due?
- What went well in this project, and what could we improve next time?



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