



Anglican Diocese of Newcastle

Faculty Application

Parish Council or Parish Resourcing Team must resolve to seek the Bishop's approval to add to, remove or alter the furnishings and fittings of a Church building and to include with the Faculty Application a comprehensive description and plan of the object/item including full dimensions; a photograph, drawing, or artwork of the item; and a photograph and plan showing the location in the Church building where the item is to be placed.

THE PARISH COUNCIL of the Parish of

Requests the Bishop to issue a **Faculty** in accordance with the Administration of Parishes Ordinance 2010 to permit

within the located at (name of building and location).

[Insert fully what is desired, as set out in the Property Management Policy 13.1 in the Diocesan Handbook. Please include, where applicable, words to be inscribed on a separate plaque or incorporated into the design.]

INCUMBENT: printed name	<i>signed:</i> <i>dated:</i>
PARISH COUNCIL SECRETARY: printed name	<i>signed:</i> <i>dated:</i>
CHURCHWARDEN: printed name	<i>signed:</i> <i>dated:</i>
PROPERTY & RISK OFFICER: printed name	<i>signed:</i> <i>dated:</i>
ASSISTANT BISHOP/ARCHDEACON: printed name	<i>signed:</i> <i>dated:</i>
BISHOP'S APPROVAL YES / NO	<i>signed:</i> <i>dated:</i>

Form of Declaration for the proposed additions to, alteration 2 or removal of, fittings, furniture or ornaments in/from any Church or Parish Building.

[This Form must be affixed to the Church door of every Church in the Parish or displayed in a prominent position on the building which is the subject of alteration and must be exhibited for a continuous period of fourteen (14) days.

A Faculty is valid for a period of twelve (12) months from the date of registration in the Bishop's Registry. If it is not acted upon during this time, another Faculty application will have to be submitted and approved.]

Exhibition Period from to

To all Parishioners:

Your attention is drawn to the following resolution passed by the Parish Council:

Parishioners may lodge any objections to this proposal *in writing* to the Parish Council Secretary, provided such objections are made within the specified period of fourteen (14) days.

The Parish Council Secretary, by signing below, certifies that this notice was affixed and displayed for the prescribed period of fourteen (14) days.

INCUMBENT: printed name	<i>signed:</i> <i>dated:</i>
PARISH COUNCIL SECRETARY: printed name	<i>signed:</i> <i>dated:</i>
CHURCHWARDEN: printed name	<i>signed:</i> <i>dated:</i>

Please note that Faculty applications should all have two pages