**CBT** – Church Buildings Team

**DAC** – Diocesan Advisory Committee

**AD’s** – Archdeacons

**Reg** - Registry

**OFS** – Online Faculty System. Parish uses this to make an application.

**TMRO** – Temporary Minor Reordering

Initial enquiry to CBT – phone, email, letter

AD Determination

YES

NO

PCC Submits further detail

DAC Consultation

Application ok?

CBT review

Permission automatically granted

List A

List B

Faculty

Fac

TMRO

PCC makes application on OFS

AD Determination

CBT Confirms appropriate permission

Registry Issues Faculty

Fac

Consultation with DAC (Via CBT Team)

Fac

Enquiry to Faculty

Fac

Emergency Faculty

Fac

Initial CBT review

Ready to Progress?

PCC to start confirmatory Faculty on OFS

PCC submits further material

PCC completes required forms

PCC amends application

NOA Issued

PCC submits further material

CBT/DAC review

DAC meeting

NO

Pre-Formal consultation needed?

YES

Re-consultation (21Days)

Formal consultation required?

NO

CBT/DAC review of changes

YES

NOA issued: if no objections and agreed at DAC meeting NOA ISSUED

PCC adapts application?

PCC submits adapted application?

28 day Pre-Formal consultation period

Formal consultation (42 days)

CBT/DAC review

Ready to progress?

DAC meeting

Review of feedback

Ready to progress?