

Durham Diocesan Advisory Committee for the Care of Churches

Application for a DAC Certificate (Check List)

Archdeaconry.....

Parish.....

Church/Place of Worship.....

Contact name and address

.....

Phone number(s)

e-mail address.....

Name of Quinquennial Inspector

Is your church/place of worship listed, and if so, which grade?

Is your church/place of worship in a conservation area?

Please supply copies of all relevant documents/information, including:

- Description(s) of all the work you propose
- Statement of Need
- Statement of Significance (if this applies to your church)
- Architect's or Contractor's plans/detailed drawings of the work you propose
- Architect's or Contractor's specification for the work
- Details of any fabrics, inscriptions, lettering (size and style)
- Photographs of the site where the work is to be carried out
- The name of any Architect engaged to supervise the work
- The name of any proposed Contractor
- Details of any items you may wish to dispose of, and the method of disposal

Copies of any comments from:

- English Heritage
- Your insurers
- Your local planning authority
- Any National Amenity Society

Signed.....

Date.....

Please return this form, electronically if possible along with all your documentation to:

Mr G W Heslop, Diocesan Office, Auckland Castle, BISHOP AUCKLAND, DL14 7QJ

E-mail: Churches@durham.anglican.org

Please use e-mail if possible

Notes to “Application for a DAC Certificate”

The golden rule is, “Keep it simple: if you find it is not simple then you are probably going the wrong way. Stop, and ask of help.”

Normally the best way to start is by contacting the DAC Secretary at the beginning and before doing anything else.

If possible, communicate by e-mail to: Churches@durham.anglican.org.

Alternatively the address for hard copy is: DAC Secretary, Diocesan Office, Auckland Castle, BISHOP AUCKLAND, DL14 7QJ.

The telephone number is 01388 604515

Use of the application form is entirely optional. If you find it helpful then by all means use it. Many perfectly sound applications come without use of the form.

The form tries to cover all eventualities, and applications form the small and simple to the large and complex. Use the parts relevant to you only.