Using the Online Portal
https://portal.stalbans.anglican.org

Works best in Google Chrome (internet browser)
Are you a churchwarden, PCC Treasurer/Secretary, existing DAC applicant or parish clergy?  
Yes  
No

Do you have a password which logs you in?  
Yes  
No

Email Emma to add you to the Portal as a DAC Applicant

Log in and start using the Portal

Click ‘Request password?’ and an email will be sent to your registered email address

Follow the steps above to log in once you are on the system

If you have any trouble, don’t hesitate to contact Emma:  
ecritchley@stalbans.anglican.org  
(01727 818138)
For any List B, Faculty or advice (or if you are uncertain about which permission you need) click this second option.
Application for works to a church, churchyard or consecrated burial ground

Some very minor matters do not require formal consent. These works are on List A and subject to some standard conditions, guidance can be found in the relevant leaflet on the diocesan website. All other works require formal consent, either the written consent of the Archdeacon (for proposals on List B) or a faculty. A User Guide is available on the DAC Online Applications section of the diocesan website.

The process for obtaining the Archdeacon’s consent (List B) requires informal consultation with the Diocesan Advisory Committee.

Getting a faculty is a two-stage process. First you must apply to the Diocesan Advisory Committee for their formal Notification of Advice on your proposal. When you have that you can then petition the Chancellor of the Diocese for Faculty consent.

For both the Archdeacon’s consent (List B) and full faculty applications please complete the application through the portal and the DAC Secretariat will select the appropriate permission process.

The Archdeacon, DAC and the Chancellor need to be presented with sufficient information to make an informed judgement on the works proposed. It is often helpful to include photos and/or plans as well as contractors’ quotations, architects specifications and other relevant information. The degree of information required will depend on the scope of the works. Please ensure you have all the documents ready before submitting this form.

Statements of Significance and Needs are required for all proposals involving a change to a listed church and may be required in particular cases for proposals involving repair of a listed church or works to an unlisted church. If you do not think Statements of Significance and Needs are required for your proposals, please go straight to the next tab.

You can click ‘Save’ at any stage in the application form. Any files that have been selected will be uploaded and the form will reload and the first tab will display. Your application can then be viewed by the DAC Secretary - it does not need to be "sent". The DAC Secretary is also able to access the supporting documents you have uploaded and can copy, save and print those documents as required. You can return to an application to upload further documents and the DAC Secretary will be notified that you have made a change.

Once you have added the basic information about your application in the Application Overview tab, please save this (at the bottom of the page). After that, you can move between pages by clicking "Next" at the bottom of the page or by clicking on one of the row of tabs in the middle of the page ("Standard Information Form - Supporting Documents")
Application Overview

Your Church

Choose the name of your church or the building to which your application relates. If you are applying for a site that is not in the list, please select ‘Other’ and write its name in the box.

Your church or building

Select...

Application Contact

Choose the name of the person to act as contact on behalf of the church. If you wish for someone not on the list to act as contact, please click ‘Add a New Person’ and then add their name, address, telephone number and email into the relevant boxes.

Name of Contact

Select...

Office or position held

Office or position held

Brief description of works

Please enter a brief description of works (up to 100 words)

Brief description of works
Standard Information Form

Please review the information in this form to ensure it is up to date.

Please note that the system does not allow you to complete blank sections directly.

If you feel the information contained is incorrect or missing, please specify why in the amendments box at the bottom of this section.

Approximate date of church: 14th/15th century

Is the church listed? Yes / No

Is the church, churchyard or any adjoining structure wholly or partly scheduled as an ancient monument?

Is there any evidence that bats use the church, its curtilage or any adjoining structure?

Is the information in this form correct to the best of your knowledge? Yes / No

If the information is not correct, please specify amendments to the form

Please specify any amendments to the above form
Statement of Significance

For guidance and templates regarding Statements view the Church of England Church Care site.

If you have produced a more detailed Statement of Significance or Conservation Management Plan, please upload it here.

Choose File  No file chosen

Statement of Needs

For guidance and templates regarding Statements view the Church of England Church Care site.

Upload your Statement of Needs file

Choose File  No file chosen
Statements of significance and needs

- Church resources
  - Advent & Christmas 2020
  - Church Growth Research Programme
  - Church Growth Research Programme

- ChurchCare
  - Advice and guidance for church buildings
    - Connectivity
  - Cathedral Fabric Commission
  - Church Buildings Council

WHAT IS A STATEMENT OF SIGNIFICANCE?

WHAT IS A STATEMENT OF NEEDS?

MAJOR PROJECTS

WHY ARE STATEMENTS OF SIGNIFICANCE AND NEEDS IMPORTANT?

If your church is listed, then you need to write a statement of significance and needs to apply for faculty.

We can help you focus on what’s important.

Download our guidance
Supporting Documents

These documents are here to explain your proposals to people who may never have visited the church or site concerned. Therefore, it is important to make them as clear as possible otherwise it may not be possible for the Archdeacon, DAC or the Chancellor to approve your proposal.

You should explain the reasons why you want to carry out the proposal in a statement of needs. If your building is listed, you should also include a statement of significance. Advice on preparing both of these can be found here: http://www.churchcare.co.uk/churches/guidance-advice/statements-of-significance-need

If the proposals use a professional contractor, you should include their quotation for the work and any other documents they have sent you.

Where possible, you should also include visual illustrations of what is proposed:
- Marked-up photographs can be an effective but simple way of helping people to understand your proposal.
- For proposals involving re-ordering, please provide photographs of the proposed seating arrangement.
- For proposals involving alterations to a building, please provide photographs of the external and internal changes.

Where possible, please upload your architectural plans and elevations.

Where possible please upload your 7d77-4fd6-a216-6f4bf7c7110).

Your Documents

Please enter the description of the file contents below and click 'Select File' to find the file on your computer. Click 'Add another file' to upload additional documents.

Description of file contents

Location plan

Description of file contents

Photo of existing

Description of file contents

Drawing of proposed
# Applications

## Search for an Application

Enter placename, case reference or Contact surname

Initially you may not see any existing cases listed at all. If this page is blank, please enter the parish name (or part of the name) in the Search box and click enter or click on the magnifying glass icon. All the cases for your parish should then appear.

<table>
<thead>
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<tr>
<td>Being considered by DAC</td>
<td>3 files</td>
<td>191770-0920B - Marston Morteyne, St Mary the Virgin (191770) Test application</td>
<td>Joanna Checker (Ms)</td>
</tr>
</tbody>
</table>

- [Forms](#) (Standard Information (Form 1))
Dear Ms Checker,

**Place:** Marston Mortayne, St Mary the Virgin  
**Case Reference:** 191770-09208

**Brief Description of Works**  
Test application

Thank you for your application for Diocesan Advisory Committee advice, which is being considered. The DAC Secretariat will be in touch with you in due course. In the meantime, you can edit or view your application via the [on-line portal](#).

Please check the Portal to see if external consultations are required before the DAC issues its formal advice on faculty applications.

Yours sincerely,

DAC Secretary
What happens to my application next/what do I need to do?

<table>
<thead>
<tr>
<th>List B</th>
<th>Faculty</th>
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<tbody>
<tr>
<td>• Sent to the DAC Standing Committee for their comments</td>
<td>• Most sent to DAC Standing Committee for comments, but some to full Committee meeting</td>
</tr>
<tr>
<td>• If recommended by the Standing Committee, we will ask the Archdeacon to issue permission</td>
<td>• If recommended by above, we will issue the DAC’s Notification of Advice (form 2A) and other faculty application documents</td>
</tr>
<tr>
<td>• If not recommended, we will email you with information</td>
<td>• If not yet recommended, we will email you with information</td>
</tr>
<tr>
<td></td>
<td>• Once recommended, you will be able to access the Faculty Petition Form (form 3A) on the Portal which you can begin to complete once the proposals are recommended</td>
</tr>
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### Applications

#### Search for an Application

Enter placename, case reference or Contact surname

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Consultation

Your application has been marked for consultation with the amenity societies listed below.

Please contact the following amenity societies:

- Historic England
- The Local Planning Authority
- Church Buildings Council

You can use the consultation creator by clicking the button below or contact the societies directly. If you have any questions about consultations, please contact the DAC Secretariat.
You can click 'Save' at any stage in the application form. Any files that have been selected will be uploaded and the form will reload and the first tab will display. Your application can then be viewed by the DAC Secretary - it does not need to be "sent". The DAC Secretary is also able to access the supporting documents you have uploaded and can copy, save and print those documents as required. You can return to an application to upload further documents and the DAC Secretary will be notified that you have made a change.

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You can use the consultation creator by clicking the button below or contact the societies directly. If you have any questions about consultations, please contact the DAC Secretariat.

Open Consultation Creator
Consultation Creator

From
Joanna Checker <joannaChecker@stalbans.anglican.org>

Subject
Marston Morteyne, St Mary the Virgin 191770-0920B

Recipient List
For your Local Planning Authority/Local Conservation Officer enter their name and email in the additional recipients box below.

- Historic England (eastofengland@historicengland.org.uk)
- Church Buildings Council (consultchurchbuildingscouncil@churchofengland.org)

Add additional recipients in the box below, 1 per line in the format firstname lastname (emailaddress). e.g. joe bloggs (joe.bloggs@email.com)

Message (You can only edit certain parts of the message.)

I am writing to consult you about the following application under Rule 4.5 [Rule 4.6 for CBC consultation] of the Faculty Jurisdiction Rules 2015 as amended.

Ref No 191770-0920B
I am writing to consult you about the following application under Rule 4.5 [Rule 4.6 for CBC consultation] of the Faculty Jurisdiction Rules 2015 as amended.

Ref No: 191770-0920B
Parish: Marston Morteyne, St Mary the Virgin
Test application

Please use this link [[portallink]] to view the full details of the application and to submit your comments. Please respond to this consultation within 42 days.

If you need any additional information or would prefer a hard copy of the application please contact [[consultationcontact]].

You are being consulted in accordance with under Rule 4.5 or 4.6 of the Faculty Jurisdiction.

Documents

Please select from the following Supporting Documents. You must include Statements of Significance and Needs. In addition, Form 1A will automatically be visible to the consultees.

<table>
<thead>
<tr>
<th>Description</th>
<th>Filename</th>
<th>Include</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location plan</td>
<td>Minor Matters Lists A and B 2020.docx (pdf)</td>
<td>✓</td>
</tr>
<tr>
<td>Photo of existing</td>
<td>DSCF3612.jpg</td>
<td>✓</td>
</tr>
<tr>
<td>Drawing of proposed</td>
<td>DSCF3615.jpg</td>
<td>✓</td>
</tr>
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</table>

Send Consultation
Dear Sir/Madam,

I am writing to consult you about the following application under Rule 4.5 [Rule 4.6 for CBC consultation] of the Faculty Jurisdiction Rules 2015 as amended.

**Ref No 191770-0920B**

**Parish** Marston Morteyne, St Mary the Virgin

Test application

Please use this link https://portal.stalbans.anglican.org to view the full details of the application and to submit your comments. Please respond to this consultation within 42 days.

If you need any additional information or would prefer a hard copy of the application please contact Joanna Checker, JoannaChecker@stalbans.anglican.org.

You are being consulted in accordance with rule 4.5 or 4.6 of the Faculty Jurisdiction (Amendment) Rules 2019. A response you make to this consultation will be taken into account if it is received within 42 days of the date of this electronic communication.

Yours sincerely

Joanna Checker
Applications

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* 3 Forms (Standard Information (Form 1), Petition for Faculty (Form 3) and Public Notice (Form 4))
Applications

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Form

- Standard Information (Form 1A)
- Notification of Advice (Form 2)

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<tr>
<th>Form</th>
<th>Progress</th>
<th>Completion</th>
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</thead>
<tbody>
<tr>
<td>Petition For Faculty Form 3</td>
<td>6%</td>
<td>&lt; 100%</td>
</tr>
<tr>
<td>Public Notice Form 4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Petitioners

Petitioner 1
Title: Test
Forename(s): Test
Surname: Test
Email: jchecker@stalbans.anglican.org
Phone: 01727818138

Residential Address
Line 1: 41 Holywell Hill
Line 2: 
Town: St Albans
Postcode: AL1 1HE

Other Details
Office Held: Churchwarden

Petitioner 2
Title: Test
Forename(s): Test
Surname: Test
Complete each one of these tabs in as much detail as possible.
Financial Information

Please answer this section in every case.

4. (a) What is the estimated cost of the proposed works? *
   
   £3,000

(b) Who has estimated this cost? *
   
   Architect and contractors

(c) Are the proposals wholly to be paid for by someone other than the parochial church council or wholly from funds which have been given to the PCC for the purpose of the proposals? *
   
   Yes  ☐  No  ☑

(d) If the answer to (c) is no, how are the proposals to be paid for?

   (i) the PCC's current balance of funds that are available for the purpose?
   
   500

   (ii) gifts/legacies?
   
   500

   (iii) grants or fundraising already available
   
   500

   (iv) grants or fundraising being sought
   
   1500

(e) If applicable, what is your fundraising strategy?
From funds which have been given to the PCC for the purpose of the proposals? *

- Yes
- No

(d) If the answer to (c) is no, how are the proposals to be paid for?

(i) the PCC’s current balance of funds that are available for the purpose?

- 500

(ii) gifts/legacies?

- 500

(iii) grants or fundraising already available

- 500

(iv) grants or fundraising being sought

- 1500

(e) if applicable, what is your fundraising strategy?

Grant applications to xxx and xxx and we expect to raise xxx at our Church fete.

If you are preparing a statement of needs or providing an explanatory statement under section 3.c. please include details of any fundraising strategy here.

The Faculty Petition has been saved.
Permissions from Other Bodies

Please answer this section in every case.

5. (a) Are any external works to the building proposed? *
   - Yes
   - No

(b) If yes, have you consulted the local planning authority as to whether planning permission or advertisement consent is required?
   - Yes
   - No

Please upload the response you have received from the local planning authority (if any)

Drop files here, paste or browse

6. (a) If required, has outline or full planning permission or advertisement consent been granted?
   - Yes
   - No
Permissions from Other Bodies

Please answer this section in every case.

5. (a) Are any external works to the building proposed? *
   - Yes
   - No

(b) If yes, have you consulted the local planning authority as to whether planning permission or advertisement consent is required?
   - Yes
   - No

Please upload the response you have received from the local planning authority (if any)

![Upload file button]

6. (a) If required, has outline or full planning permission or advertisement consent been granted?
   - Yes
   - No
Permits from Other Bodies

Please answer this section in every case.

5. (a) Are any external works to the building proposed? *
   - Yes
   - No

(b) If yes, have you consulted the local planning authority as to whether planning permission or advertisement consent is required?
   - Yes
   - No

Please upload the response you have received from the local planning authority (if any)

Drop files here, paste or browse

Copies of the Standard Information Form and any drawings, plans, specifications, photographs or other documents showing the proposals must be provided with this petition.

PCC Resolution
Please answer this section in every case.

19. (a) When did the Parochial Church Council pass a resolution relating to the works or proposals? *
   
   24/09/2020

   (b) How was the vote passed? [Please write either "Unanimously", "Without dissent" or "By a majority of ... to ..." among those present and voting.] *

   By a majority of 11 to 1. 12 present, 10 in favour and 1 abstention among those present and voting

   (c) Please upload a copy of the resolution. *

   Drop files here, paste or browse

   (d) Who is the resolution signed by? *
Test application

Copies of the Standard Information Form and any drawings, plans, specifications, photographs or other documents showing the proposals must be provided with this petition.

Petitioners

(A) Professional Advice
(B) Changes to the Interior and/or Exterior of the Church
(C) Financial Information
(D) Permissions from Other Bodies
(E) Archaeological Matters
(F) Consultations for Works of Alterations to the Exterior or Interior of a Listed Church
(G) Church Insurance
(H) Details of Contractors
(I) Time for Work
(J) Archdeacon’s Licence
(K) PCC Resolution
(L) The Diocesan Advisory Committee
(M) Further Information

The Diocesan Advisory Committee

20. Notification of Advice (Form 2)
Form 2
(Rule 4.8)
Diocesan Advisory Committee
Notification of Advice

This notification constitutes advice only and does not give you permission to carry out the works or
other proposals to which it relates. A faculty must be obtained from the court before the works or
proposals may lawfully be carried out.

In the diocese of St Albans
Parish of Marston Mortney with Littleton
Church of Marston Mortney, St Mary the Virgin

The church is listed under the Planning (Listed Buildings and Conservation Areas) Act 1990.
The listing is grade I

At a meeting of the Diocesan Advisory Committee held on 19/11/2020
The following works or other proposals were considered:
The works or proposals should be described in the petition for a faculty and in the public notice in the same way as they are described here.

Text application

The Committee RECOMMENDS the works or proposals for approval by the court:

This advice does not constitute authority for carrying out the works or proposals and a faculty is required.

In the opinion of the Committee the work or part of the work proposed is not likely to affect
the character of the church as a building of special architectural or historic interest
the archaeological importance of the building
archaeological remains existing within the church or its curtilage

In the opinion of the Committee rule 9.9 of the Faculty Jurisdiction Rules (publication of notice on diocesan or
other publicly accessible website) does not apply to the works or proposals

The following have been consulted on the works or other proposals:
The Local Planning Authority

No objections have been raised by any of them.

This advice is valid for 24 months from the date given below

Signed: Mz Emma Critchley  Date: 24/09/2020
Secretary to the Diocesan Advisory Committee
26. Please complete a public notice in respect of the work or other proposals in this petition.

Public Notice Form 4

27. Please complete the following statement:

We believe that the facts stated in this petition are true.

Signed

Joanna Chandler

Date

24092020

Name of petitioner or person acting on behalf of petitioners

Add another Name

I confirm that the person completing this application is one of the petitioners and is authorised by the other petitioners to sign and submit this form on their behalf. I also confirm that I have informed the other petitioners that it will be submitted.

If you're not a petitioner you must be named in the PCC resolution which supports this application.
Applications

Search for an Application

Enter placename, case reference or Contact surname

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<td>Once the Petition Form is completed you will be able to download a PDF of the completed form.</td>
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Test application  
Created 24/09/2020  
FORMS (Standard Information (Form 1), Petition for Faculty (Form 3) and Public Notice (Form 4)) | Joanna Checker (Ms) |

**Form**

- Standard Information (Form 1A)
- Notification of Advice (Form 2)

**Form**

- Petition For Faculty Form 3  
Progress: 100%  
Completion:
- Public Notice Form 4
Public Notice Details

1. Please ensure you have completed at least the first part of the Faculty Petition Form (form 3) to provide the names and details of the Petitioners. They will appear in the Public Notice (form 4). Then complete the section below to say where the proposal documents will be available to view during the public notice period.
2. When you are ready to display the public notices:
   1. Fill in the date of display below. This will automatically calculate the end date for display and the dates will appear in the Public Notice.
   2. At the end of the public notice period, return to this page to complete the Certificate of Publication.
   3. Please note: If you are unable to display the public notices on the date you indicate, you will need to enter a new start date below and complete the process again.

Copies of the relevant plans and documents may be examined at (please complete box below)

- 41 Holywell Hill

As the petition is submitted through an online system, those documents must also be publicly available for inspection online - please state the parish website address where the public will be able to view the documents:

www.parishchurch.org

If the parish does not have its own website, please refer to the DAC Secretary.

Petitioners
1. TEST TEST TEST - Office: Churchwarden

Petitioners
2. TEST TEST TEST - Office: Churchwarden

Petitioners
3. TEST TEST TEST - Office: Minister

Date on which the notice was first displayed

22/08/2020
Public Notice Details

1. Please ensure you have completed at least the first part of the Faculty Petition Form (form 3) to provide the names and details of the Petitioners. They will appear in the Public Notice (form 4). Then complete the section below to say where the proposal documents will be available to view during the public notice period.

2. When you are ready to display the public notices:
   1. Fill in the date of display below. This will automatically calculate the end date for display and the dates will appear in the Public Notice.

3. At the end of the public notice period, return to this page to complete the Certificate of Publication.

4. Please note: If you are unable to display the public notices on the date you indicate, you will need to enter a new start date below and complete the process again.

Copies of the relevant plans and documents may be examined at

41 Holywell Hill

As the petition is submitted through an online system, those documents must also be publicly available for inspection online – please state the parish website address where the public will be able to view the documents:

www.parishchurch.org

If the parish does not have its own website, please refer to the DAC Secretary.

Petitioners

1. TEST TEST TEST - Office: Churchwarden

Petitioners

2. TEST TEST TEST - Office: Churchwarden

Petitioners

3. TEST TEST TEST - Office: Minister

Date on which the notice was first displayed

22/08/2020
In the Consistory Court of the Diocese of St Albans

In the parish of Marston Mortevine with Lidlington

Church of Marston Mortevine, St Mary the Virgin

NOTICE IS GIVEN that we are applying to the Consistory Court of the diocese for permission to carry out the following:

(Describe the works or other proposals in the same way as in the faculty petition)

Test application.

Copies of the relevant plans and documents may be examined at 41 Holywell Hill and on a publicly accessible website at www.parishchurch.org

(If changes to a church are proposed, a copy of the petition and of any designs, plans, photographs and other documents that were submitted with it must be displayed in the church or at another place where they may be conveniently inspected by the public. If the petition is submitted through an online system, those documents must also be publicly available for inspection online.)

Petitioners:

(Each petitioner to give name and office held in block capitals)

1. TEST TEST TEST - CHURCHWARDEN
2. TEST TEST TEST - CHURCHWARDEN
3. TEST TEST TEST - MINISTER

Date 22/08/2020

If you wish to object to any of the works or proposals you should send a letter or email stating the grounds of your objection to

The Diocesan Registrar at Windcote Sherwood LLP, Minerva House, 5 Montague Close, London, SE1 9BE or by email to st.albanreg@jaglaw.co.uk

so that your letter reaches the registrar not later than Monday 21 September 2020. A letter of objection must include your name and address and state whether you live in the parish and/or your name is entered on the church electoral roll of the parish or any other basis on which you have an interest in the matter.

Directions to petitioners
Petitioners
1. TEST TEST TEST - Office: Churchwarden

Petitioners
2. TEST TEST TEST - Office: Churchwarden

Petitioners
3. TEST TEST TEST - Office: Minister

Date on which the notice was first displayed
22/08/2020

Certificate of publication

I, TEST TEST TEST, one of the petitioners, certify that a copy of this public notice was displayed during the period below:

Display From: 22/08/2020
Displayed Until: 21/09/2020

1. on a notice board inside the church of Marston Morteyne, St Mary the Virgin; and
2. outside the church of Marston Morteyne, St Mary the Virgin, on a notice board [or on the principal door] where it could be read by the public.

Signed by TEST TEST TEST
Check the box to confirm the above statement.

Save
If you have any trouble with anything on the Portal, please contact:

Emma Critchley
01727 818138
ecritchley@stalbans.anglican.org
or Joanna Chandler
jchandler@stalbans.anglican.org