



## Quinquennial Inspection Report Requirements

### *Note for Inspecting Architects/Surveyors*

- a) In order for the Quinquennial Inspection Report to be as thorough as possible, you should, in advance, ask the PCC to provide, preferably on the day of the inspection, documentation which is relevant from the checklist attached
- b) That the appointed Inspecting Architect undertakes the inspection and does not delegate it to a colleague
- c) The Report should be easy to read and laid out in accordance with Appendix 1 of the *Arrangements for the Quinquennial Inspection* guidelines which can be found on the Diocesan website at <http://www.dioceseofcoventry.org/ChurchBuildings/QIs> or from the DAC Secretary.
- d) For the Report to be useful to the PCC in its planning, and to the Archdeacon, it must contain an itemised summary of works required together with recommendations for the timing of work.
- e) The Report must include a plan of the church and should include relevant photographs highlighting items to which the report is drawing attention
- f) The Report should be sent within two calendar months of the inspection. An electronic copy of the report should be sent to the PCC Secretary, and where requested by the PCC two paper copies (one for the churchwardens and one for the incumbent). An electronic copy should be sent to the DAC Secretary via email (or posted on a USB stick). The Archdeacon Pastor will be forwarded a copy by the DAC Secretary.

In addition, the Report must contain the following information/statements:

- i) This Report is not a specification for the execution of works and must not be used as such, and the church architect should be instructed to prepare detailed specifications and annotated drawings/photographs and obtain quotations/tenders/estimates based upon the specification and annotated drawings/photographs, when the PCC wishes to proceed with the works.
- ii) Most repairs recommended in the Report will require 'List B' authorisation from the Archdeacon, or a Faculty from the Diocesan Chancellor before work is undertaken. Please contact the DAC Office if you are unsure. Lists A and B can be found on the Church Buildings page of the Diocesan website at <http://www.dioceseofcoventry.org/ChurchBuildings>.
- iii) Some matters may be permitted without the need for any consultation under 'List A'. Please contact the DAC Office if you are unsure. Lists A and B can be found on the Church Buildings page of the Diocesan website at <http://www.dioceseofcoventry.org/ChurchBuildings>.
- iv) Clarification that:

- a) Archdeacon's Certificates, which pre-date the Faculty Jurisdiction Rules 2000, *no longer exist*, however the Archdeacon can authorise matters that fall under List B.
- b) The Archdeacon may determine that a matter that would normally fall under List B should require Faculty consent (for example, if the work proposed is particularly large in scale, or complex). Should this be the case, the application for permission will proceed through the normal Faculty process.
- c) With regards to any Faculty application, any delegation of approval of a faculty by the Chancellor to an archdeacon is made by the Chancellor at the end of the standard faculty process – there is no fast track alternative via the Archdeacon!
- d) An Archdeacon's *Licence* can only be used to obtain temporary permission for re-orderings that will need confirmation by faculty **before** the expiry of the time limit set by the licence expires
- v) The DAC has a series of Advisory Notes. These may be found at <http://www.dioceseofcoventry.org/ChurchBuildings/guidancenotes>