

Works to a listed Place of Worship

Checklist / Cover Sheet

Standard Information	
Name Of Church/Chapel:	
Circuit & District:	
Project Number:	
Project Description: (Summarise and define the works. Reference any physical changes to the building, and be specific).	
Created By (include contact details):	
Position Held?	
Date:	

Church/Chapel Details	
Do you have a Mission Statement or Clear Mission Objectives?	Yes No
Approximate Date of Church:	
Is the Church Listed?	Yes No
If so, what grade? (please circle):	I II* II Don't Know
Any Other Designations (please circle):	Conservation Area World Heritage Site TPO Scheduled Ancient Monument National Park Don't Know or N/A
If so, please state which Conservation Area/World Heritage Site/TPO/Scheduled Ancient Monument/National Park	
Any associated burial grounds?	Yes No
Is it open or closed?	Open Closed
Any graves registered as war graves by the Commonwealth War Graves Commission?	Yes No
Any evidence that bats use the Church/Chapel?	Yes No
Are there any separately listed structures in the setting of the church/chapel?	Yes No
If so, please give details, including grade:	
Please give the name and contact details of the architect or professional appointed to assist the church with their project. Please also list any accreditations	

Pre-application Advice

Have you sought any pre-application advice?	Yes	No
If so, with whom?		
Please outline the nature of this advice		
Are any external works proposed? If yes, have you consulted the local planning authority as to whether planning permission or advertisement consent is required?		
<i>Please include a copy of any reply from the local planning authority</i>		
Has Church consent been recorded on the project?	Yes	No
Has Circuit consent been recorded on your project?	Yes	No
<i>(please note that Conservation Authorisation cannot be input unless Circuit consent has been recorded).</i>		

Schedule of Works or Proposals

Are the works:		
a. Like for Like Repairs?	Yes	No
<i>If so, please submit the specification to the Connexional Conservation Officer</i>		
b. Alterations, including extensions? If so, please provide a full outline of the works proposed	Yes	No
External Works? If yes, please forward details	Yes	No
Internal Works? If yes, please forward details	Yes	No
Are there works to any structure or object fixed to the property or buildings within its curtilage? If yes, please give details.	Yes	No

Archaeological Matters

Have you been advised that the proposals may have archaeological significance?	Yes	No
If so, please include any advice received		
Is an archaeologist to be involved?	Yes	No

Supporting Documentation

Mission Statement (Please include)		
Specification or Schedule of Works	Yes	No
Statement of Significance*	Yes	No
Statement of Need*	Yes	No
<p>Photographs:</p> <p>External showing the building in its setting, in the street scene, and in relation to neighbouring buildings</p> <p>Detailed views and close ups of any parts of the building to be altered</p> <p>General views of the interior, including detailed views and close ups of any parts which will be subject to alteration. However, it is not necessary to supply photographs of other rooms and spaces which will be totally unaffected by the proposed works.</p> <p>Where items are proposed for removal or alteration (e.g. pews, pulpits) they should be fully photographed, so that their detailing is clear. If the application is approved, archival quality photographs and/or drawings are likely to be needed subsequently for record purposes.</p>	Yes	No
<p><i>Photographs are photocopied for circulation to the LBAC and other consultees. It is essential, therefore that they are of good quality.</i></p>		

* For examples please see the Conservation Section of the Methodist Church website

Supporting Documentation (continued)

Drawings and Plans: Existing Floor Plans, sections and elevations (preferably at 1:50, but no smaller than 1:100)	Yes	No
Proposed Floor Plans, sections and elevations (preferably at 1:50, but no smaller than 1:100)	Yes	No
Detailed drawings e.g. of doors, windows, mouldings etc. to a minimum scale of 1:20.	Yes	No
A site plan showing the building in its context and identifying the site boundaries	Yes	No
An Ordnance Survey extract, at a scale not less than 1:2500, showing the location of the building in relation to its surroundings	Yes	No
Quinquennial Inspection	Yes	No
Date		
Please describe the condition of the building, highlighting any urgent works		
Has the work been identified from a recent Quinquennial Inspection?	Yes	No
Do you have a maintenance plan?	Yes	No
If no, do you intend to write one as part of this project?	Yes	No
If the works relate to improving accessibility, do you have an access audit?	Yes	No

Once completed please send the checklist with all supporting documentation to the Connexional Conservation Officer by email to: conservation@methodistchurch.org.uk who will then process the listed building approval.

Alternatively, please upload this and all other documentation to the project on the Methodist Church's online consent system. Please notify the Connexional Conservation Officer once this has been uploaded so your listed building approval can be processed.

Please telephone the Connexional Conservation Officer if you have any questions on tel: 0161 235 6739