DAC applications

A guide to using the online DAC applications system.

To get started please go to:

https://portal.london.anglican.org/

Notes:
In order to enter data you will need to access a computer with internet access and a reasonably modern web browser. Google Chrome is preferred and other browsers may give variable and unpredictable results.
Every screen has an option to save partially completed data, so, if for some reason you need to leave the computer idle or unattended for a period (more than 10 minutes) please make sure that you save the data you are working on.
Once your details are entered in to the database with a unique email address and a qualifying position you can get a password and start entering information. If you share an email address with another person (eg job share) you may have difficulty logging on. If this is the case please contact the Diocesan IT Team and ask them to assist.
Qualifying posts for data entry are:
- Principal Minister (Incumbent, Priest in Charge, Team Rector etc..)
- Churchwarden
- PCC/DCC Secretary
- PCC/DCC Treasurer
- Parish Administrator
- Electoral Roll Officer
- Specially nominated people (contact the Diocesan IT Team if you need access arranging)
The Diocesan IT Team can be contacted on 020 7932 1234 or to IT-group@london.anglican.org if you have a problem obtaining a password or logging in with one.
Section 1) Getting Started

If you already have login details please enter them and skip to section 3.

Section 2) Getting a password.

Please click on the “Request Password” link
Enter the email address
Click “Request Password”

If you are successful you will see a screen like this.
You will be sent an email containing your password. The login name is the To: address it was sent to.

From: The Diocese of London [mailto:no-reply@london.anglican.org]
Sent: 17 December 2014 10:45
To: robin.swift@london.anglican.org
Subject: myDiocese Forgotten Password

Dear Robin Swift,

Your password for myDiocese is:

a8Wj4qq7

Otherwise this will appear. In this case please check that you are using the correct email address.
Section 3) Logged in

When you are successfully logged in you will see this screen. Please click on the DAC icon in the sidebar.

You will have a choice of view applications or new faculty in the side bar.
Section 4) Existing applications

To view all current applications for DAC advice from your parish select ‘view applications’ in the side bar. This will show basic information about the application, including who submitted it. You can then select and view further details of an application. You can also edit the application and upload additional documents.

Section 5) New Faculty – starting an application

To start a new application for DAC advice select ‘new faculty’ in the sidebar. This will take you to first application page where you will be given three options.

*Urgent applications* If you need to make an urgent faculty application, due to security or health and safety-related reasons, do not use the application portal. Please contact the Parish Property Support Team, your Archdeacon or the Diocesan Registry.

If your application is not for urgent works, you can use either option below. You will be asked to complete the same web form for *Works to a church, churchyard or consecrated burial ground* and *Works to a tree or trees within a churchyard or consecrated burial ground* so do not worry if you are not sure which option to choose.
Section 6) Faculty Overview

The first page is the Faculty Overview page. You need to select your church from the drop down list.

You then need to select the name of the faculty contact. There will be a list of contacts to choose from in the drop down list. If you wish to add a person not on the list, select ‘other’ in the drop down list and click **add new person** and search for them in the database.

You will then be asked to complete a brief description of the works. This description should be around 100 words and should cover the key points of the proposals.
Section 7) Standard Information Form

The Standard Information page is automatically completed with information that we hold about the church. If a box is blank you can add information. If a box is complete, you cannot edit it. However, if you feel the information is incorrect or out of date you can note the changes in the ‘amendments’ box at the top of the page.
Section 8) Statement of Significance

The Statement of Significance should set out the history of the building. When was it built? Who designed it? How did the first building evolve over time? Was it replaced or rebuilt or is it a well preserved example of its type? What are the architecturally and historically important features? The Statement of Significance should also explain what the impact of the proposals will be on the building. Will any fabric need to be demolished or altered? Will fittings need to be removed or relocated? How will the appearance of the building change as a result?

Statements of Significance are a mandatory requirement for applications for works to listed churches. They are not compulsory for unlisted buildings, but can sometimes be helpful. More detailed guidance on preparing a Statement of Significance can be found on our website.

The Statement of Significance should be uploaded through the portal. This can be as a word document or as a pdf. To upload a document click **choose file** and select a file from your computer.

When you have selected your file click **save** at the bottom of the page to complete the document upload. If you do not click **save** the document will not be attached to your application.

Please note that when you **save** a file you will be automatically directed back to the Faculty Overview page. You can navigate back to the relevant section by clicking on the heading tabs at the top of the page.
Section 9) Statement of Need

The Statement of Need explains the background to the proposal and its justifications. How did it come about? Why do you want to do it? Did you look at any other ways of achieving what you wish to do? If so, why did you decide against them? Does your proposal address a shortcoming in the building or its services? If so, what is that and what problems does it cause? How will what you wish to do change the life of your parish? How will it help to further mission?

The Statement of Need should be uploaded through the portal. This can be as a word document or as a pdf. To upload a document click **choose file** and select a file from your computer.

When you have selected your file click **save** at the bottom of the page to complete the document upload. If you do not click **save** the document will not be attached to your application.

Please note that when you **save** a file you will be automatically directed back to the Faculty Overview page. You can navigate back to the relevant section by clicking on the heading tabs at the top of the page.
Section 10) Supporting Documents

If you have successfully uploaded Statements of Significance and Need they will appear under 'your documents' in the 'supporting documents' section. You can upload additional supporting documents by clicking the **add another file** button and selecting a file from your computer.

![Image of the myDiocese interface showing the upload section with a list of documents already uploaded]

When you have selected your file you will be asked to give it a description, ie. Drawing number 02, Specification, Quote.

Remember to click **save** at the bottom of the page to complete the document upload. If you do not click **save** the documents will not be attached to your application.

You do not need to send your application, it is automatically sent to the Parish Property Support team when you click **save**.