



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,

You password for myDiocese is:

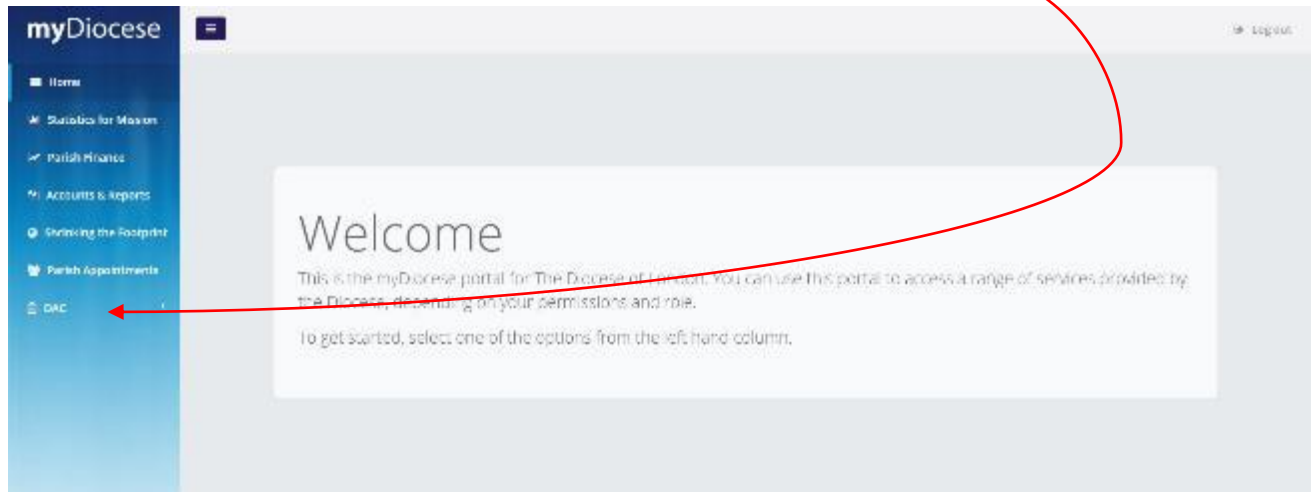
a8Wj4qq7

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.

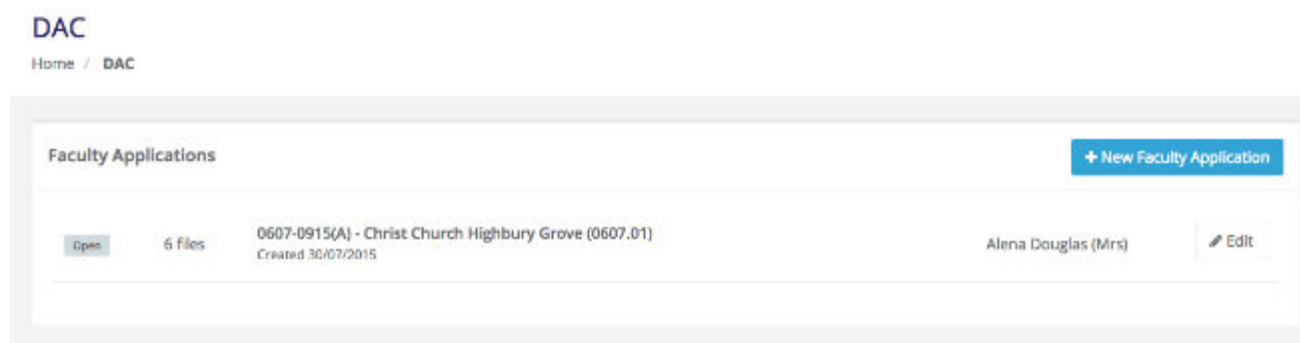


You will have a choice of **view applications** or **new faculty** in the side bar.



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.

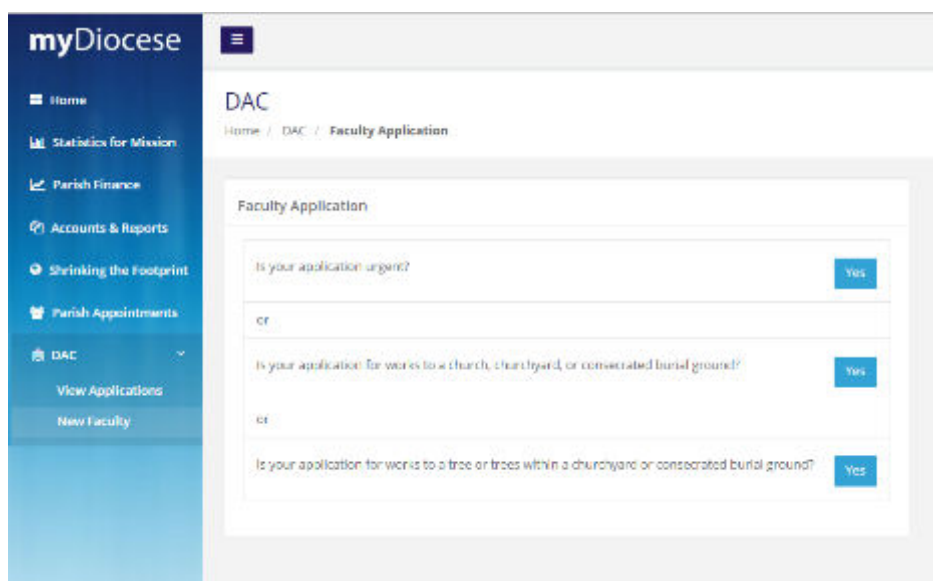


Section 5) New Faculty – starting an application

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.

myDiocese

Faculty Overview | Standard Information Form | Statement of Significance | Statement of Needs | Supporting Documents

Faculty 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

Phantom Parish Kensington, Church Lane, PUP, TGA

Enter a parish ref code or name of church and select it from the list.

Enter ref code or church

Phantom Parish Kensington

Faculty 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

Other [Add a New Person](#)

Please enter the forename or first initial, surname and postcode and click the 'Search' button. This will look in the database and try and match an existing record. If none is found please enter their details in the relevant fields. If one or more suggestions are offered please select one to have the form prefilled with their details. Use the form below to find a person in the database.

Forename(s): Forename(s)

Surname: Surname

Postcode: Postcode

[Search](#)

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.

Brief description of works

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

The disposal of six carved oak pews from the Lady Chapel and the introduction of 30 Howe 40/4 chairs

[Previous](#) [Next](#) [Save](#)

Section 7) Standard Information Form

The screenshot shows the 'Standard Information Form' interface. On the left is a blue sidebar with the 'myDiocese' logo and navigation links: Home, Statistics for Mission, Parish Finance, Accounts & Reports, Shrinking the Footprint, Parish Appointments, DAC, View Applications, and New Faculty. The main content area has a top navigation bar with tabs: Family Overview, Standard Information Form (selected), Statement of Significance, Statement of Needs, and Supporting Documents. Below the tabs, the title 'Standard Information Form' is followed by instructions: 'Please review the information in this form to ensure it is up to date and complete any blank fields. Fields which are not blank cannot be edited but if you feel the information contained is incorrect, please specify why in the box below.' The form itself consists of several sections: 1. 'Amendments' with a text box for specifying changes. 2. 'Approximate date of church' with a text box and a radio button for 'It the church listed?'. 3. 'If so, please state whether it is grade I, II* or II' with a text box. 4. 'Is the church, churchyard or any adjoining structure wholly or partly scheduled as an ancient monument?' with radio buttons for Yes/No. 5. 'Is there any evidence that bats use the church, its curtilage or any adjoining structure?' with radio buttons for Yes/No. 6. 'Is the church, churchyard or any adjoining structure in a conservation area?' with radio buttons for Yes/No and a text box for 'If it is, please state which'. 7. 'Is the church, churchyard or any adjoining structure in a national park?' with radio buttons for Yes/No and a text box for 'If it is, please state which'. 8. 'Please give details of any privately owned chapels, aisles or windows' with a text box. 9. 'Name of lay rector, if known' with a text box. A red arrow points to the 'Amendments' text box.

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.

The screenshot shows the 'myDiocese' portal interface. At the top, there are navigation tabs: 'Faculty Overview', 'Standard Information Form', 'Statement of Significance', 'Statements of Needs', and 'Supporting Documents'. The 'Statement of Significance' tab is active. Below the tabs, the page title is 'Statement of Significance'. There is a text box that says 'Download a template from the Church Care website.' and another that says 'If you have produced a more detailed Statement of Significance or Conservation Management Plan, please upload it here'. Below this is a 'Choose File' button with the text 'No file chosen'. A file explorer window is open, showing a list of files in the 'DAC (044004) (2)' folder. The file 'Statement of Significance' is selected. Below the file explorer are 'Previous', 'Next', and 'Save' buttons. Red arrows point from the text in the previous paragraphs to these elements in the screenshot.

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.

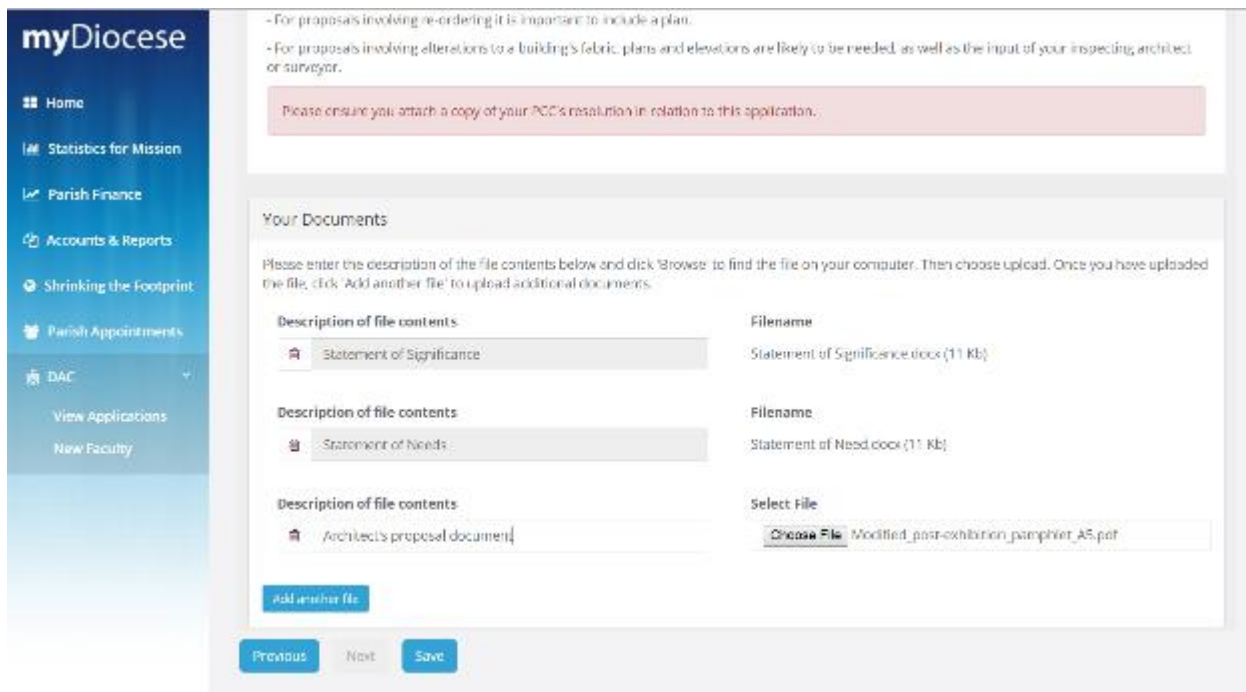
The screenshot shows the 'myDiocese' website interface. On the left is a navigation menu with items like 'Home', 'Statistics for Mission', 'Parish Finance', 'Accounts & Reports', 'Shrinking the Footprint', 'Parish Appointments', 'DAC', 'View Applications', and 'New Faculty'. The main content area is titled 'Statement of Needs' and includes a 'Download a template from the Church Care website.' link, an 'Upload your Statement of Needs file' section with a 'Choose File' button, and 'Previous', 'Next', and 'Save' buttons at the bottom. A file selection window is open, showing a list of files in the 'DAC - myDiocese' folder, with 'Statement of Need' selected. A red circle highlights the 'Choose File' button, the file selection window, and the 'Save' button.

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.



The screenshot shows the 'myDiocese' web interface. On the left is a navigation menu with items like Home, Statistics for Mission, Parish Finance, Accounts & Reports, Shrinking the Footprint, Parish Appointments, DAC, View Applications, and New Faculty. The main content area is titled 'Your Documents' and contains instructions: 'Please enter the description of the file contents below and click 'Browse' to find the file on your computer. Then choose upload. Once you have uploaded the file, click 'Add another file' to upload additional documents.' Below this are three rows for document uploads. The first row has 'Statement of Significance' in the description field and 'Statement of Significance.docx (11 Kb)' in the filename field. The second row has 'Statement of Needs' in the description field and 'Statement of Need.docx (11 Kb)' in the filename field. The third row has 'Architect's proposal document' in the description field and a 'Choose File' button next to the filename field. At the bottom of the form are 'Previous', 'Next', and 'Save' buttons. A pink warning box at the top of the main content area says: 'Please ensure you attach a copy of your PCC's resolution in relation to this application.'

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**.