

Permissions required for work on bells, bell frames and bell towers

Minor works on bells or bell frames not needing permission include:

- Replacing/repairing bell-ropes
- Repairing/replacing stays, sliders, guide rollers and boxes
- Adjusting sliders
- Tightening bolts and tie-rods
- Lubrication
- Tightening/adjusting clappers

Minor works on bells or bell frames needing De Minimis (Archdeacon's) permission include:

- Rebushing and repairing clappers
- Repairing wheels
- Provision of rope guides in intermediate rooms in the tower
- Urgent Health & Safety work
- Urgent essential repairs to a single bell within a ring
- Cleaning and painting//treating a bell frame

Major works on bells or bell frames needing Faculty (Chancellor's) permission include:

- Any works which involve removing a bell from its pit
- The hanging or disposal of one or more bells
- The dismantling or erection of a bell frame or any of its parts
- Rehanging an existing ring of bells
- Augmenting an existing ring of bells
- Replacing wheels, clappers and bearings
- Provision of rope guides in the ringing room
- Provision of sound control
- Any other exceptional works involving the bells, bell frame or bell tower.

Advice about the style and location of Peal Boards and the necessary authorisation should be sought before these are commissioned.

When in doubt about whether works on bells or bell frames are major or minor, advice should be sought from either the Diocesan Bells Adviser, currently Mr Robin Heppenstall, 01427 612158); or from the Secretary to the Diocesan Advisory Committee (01522 504046); or from the relevant Archdeacon (currently, 01673 849896).

How to apply for FACULTY permission to undertake work on bells, bell frames and bell towers:

Once agreement has been reached between the tower captain, the parish priest and/or the churchwardens about the nature and scope of any necessary work:

- 1 A full specification must be prepared;
- 2 One, or ideally two or more, quotations must be obtained from potential contractors;
- 3 PCC approval must be given by resolution for the work and preferred quotation
- 4 The agreed specification and quotation(s) must be sent to the DAC Secretary for advice from the DAC;
- 5 Once DAC advice to the Chancellor of the Diocese has been agreed, a Faculty application form should be completed, and public notice of the works displayed for 28 days;
- 6 The public notice and completed paperwork, with supporting documentation (specification and quotation, photographs etc) are then sent to the Diocesan Registrar for consideration by the Diocesan Chancellor;
- 7 Faculty approval may then be given, with or without provisos.

Only when Faculty approval has been obtained may the approved work commence, subject to any provisos.

How to apply for DE MINIMIS permission to undertake work on bells, bell frames and bell towers:

Once agreement has been reached between the tower captain, the parish priest and/or the churchwardens about the nature and scope of any necessary work:

- 1 A full specification must be prepared;
- 2 One or more quotations must be obtained from potential contractors;
PCC approval must be given for the work and preferred quotation
- 3 The agreed specification and quotation(s) must be sent to the Archdeacon;
- 4 Subject to any further enquiries for clarification, the Archdeacon will then issue a De Minimis Certificate (or recommend that a Faculty be sought, if necessary).

Only when a De Minimis certificate has been granted may the approved work commence, subject to any provisos.