

Annual fee change for faculty applications - 2025

Consistory Court fees for a faculty application payable from the 1st January 2025 are as follows:

Registry fee	£238.00 (+VAT)
Chancellor's fee	£57.00
Total faculty fee	£342.60 (inc VAT)

The legal aspects of processing a faculty incur a legal charge in accordance with The Ecclesiastical Judges, Legal Officers and Others (Fees) Order 2024. The DBF pay the faculty lodging fees in most cases for faculties requested for works to church buildings. List A and List B applications do not incur a fee.

The following Faculty Petitions are, in almost all cases, paid by the petitioner (who is the applicant):

- Exhumation petitions
- Grave space reservations
- Non-conforming memorial petitions
- Applications where a third party (ie not the PCC or incumbent) would be obliged to pay, for example works to a closed churchyard where the local council would pay or for telecoms works where the telecoms provider will pay

Variations to an existing faculty, where the petitioner requires a variation to the works or the means or time in which they're carried out, are usually paid for by the petitioner and not the DBF and the fee for a variation order is £75.60.

The Registry fee for general correspondence is £166.00 per hour plus VAT and the Chancellor's fee for preparing and writing judgments is £150.00 per hour. Please be aware that costs can very quickly accrue where a matter becomes complicated or additional time is required to process it.

If the Petition becomes contested and proceeds to a Consistory Court hearing, it is then usually deemed to be unreasonable for the DBF to be responsible for all the extra costs. That cost will then fall on the Petitioners or any objector to the proposals to pay. It follows that Petitioners are advised to consult widely within the Parish on significant proposals that may be contentious to avoid confrontation, and subsequent significant expense. Taking early advice from the Registrar and the DAC may save a lot of money and aggravation in the long term.

The Archdeacons have jurisdiction in the matters set out in Schedule I of the Faculty Jurisdiction Rules 2015 as amended by the Faculty Jurisdiction (amendment) Rules 2019 and the works set out in 'List A' and 'List B' may now be undertaken without a faculty. All such works must be approved by the Archdeacons before the works are undertaken.

Petition forms for exhumations, grave space reservations and non-conforming memorials can be obtained from the Registry or DAC. Faculty petitions for other matters, including works to church buildings, are made on the Online Faculty System

This letter is for guidance in the ordinary cases which arise in the Diocese and for further information reference should be made to the [Fees Order](#) itself.

Kind regards,

Lisa Moncur

Registrar for the Diocese of Chester