November 2024



**DAC Guidance Note**

**Installation of Internet**

The installation of internet to a church can be transformative for mission. From live streaming regular worship, to connecting contactless giving devices and to imaginative ways of engaging congregations, being connected opens the church to more possibilities. This is why, when the Faculty Jurisdiction Rules were updated, the installation of cables for the purposes of internet were added to Schedule 1 as a list B item. There has been no better time to get connected.

Any project requires appropriate planning, and this is especially so when the building could be listed, and burials are present. There are certain considerations that need to be taken into account before and during installation to avoid any potential pitfalls. When the Archdeacon consults the DAC for advice a certain level of information is required to show that the necessary considerations have taken place. This will help speed up the process for all involved and avoid frustration.

From a parish perspective it is better to understand those considerations when discussions take place with the internet provider. The following information has been provided to help the PCC and contractor. Please note that it is the parish that applies for List B via the [Online Faculty System](https://facultyonline.churchofengland.org/home) and there is no cost to the parish or to internet provider for this process.

**Planning and proposing a route through the churchyard.**

Any route needs to be done sensitively. This can be for respect to those visiting, avoid potential disturbance to archaeology, and to avoid accidentally damaging the cable in the future. Therefore, any chosen route should minimise risks to the above. To help the following principles apply:

* **Cable routes within the churchyard shall normally be laid no more than 300mm below ground level.**
* **If possible, follow existing paths as this ground is known to have been disturbed.**
* **Where that is not possible avoid known burials or possible future burial areas.**

To help assist you and the contractor in choosing a route you may find it helpful to consider the following.

* Churchyard burial plan.
	+ Most churches should have these which will mark known burials, even if a physical headstone is not present. If your church does not have one, now is a good time. Historical records will be your starting point and can be useful.
* Ground conditions
	+ Local knowledge is key if you don’t have a burial plan, or even if you do is it accurate. Information on previous dumping/levelling of soil in an area could be very useful.
* Method of excavation of proposed cable trench e.g. hand dug, machine dug, or mole-type machinery.
	+ Most internet providers use a mole plough to lay cables. These are perfectly acceptable so long as the principles above are adhered to.
	+ Where the above principles cannot be adhered to and the route crosses potentially sensitive areas you may have to consider the use of hand digging and archaeological oversight. Your contractor and the DAC can advise if this is necessary.

There are some other general considerations to be aware of:

* Surplus soil
	+ The churchyard is consecrated ground and so is the soil. If there are any arisings/surplus soil etc from excavations, they are not to be removed and will need to be spread within the churchyard.
* Points of entry for the cable into the ground and into the church
	+ Would some form of access pit be required for example?

* Access and associated works
	+ How will any machinery etc. gain access to the site, will a works compound and the like be needed? Your contractor will guide you on that but do ask the question if not mentioned.

**Planning and proposing a route through the church.**

Any internet connection requires the installation of equipment in the church, i.e. junction box, router etc. Like when choosing a route through the churchyard, certain principles apply when inside the church.

* **Cable routes should avoid impacting significant fabric**
* **Cable routes should be laid to minimise any visual impact**
* **Fixings into fabric should be kept to a minimum, and where needed should be made into mortar joints and use stainless steel screws etc.**

To help assist you and the contractor in choosing a route you may find it helpful to consider the following.

* Can any new cabling follow existing routes?
* Are there any suspended pew platforms that means cables can be routed out of site?
* Where is the best place for the connection box and router to ensure optimised signal?

There are some other general considerations to be aware of.

* If the cable is to go through the fabric of the church, where exactly would this be?
	+ Photographs of this inside and outside the wall would be helpful.
* Often the DAC request that the church’s Quinquennial Inspector agree cable routes with the contractor prior to starting the work. Please get in touch with them early when arranging the work.
* Any mains electrical work must be carried out by an appropriately accredited individual (accredited for commercial workand all work shall be carried out in accordance with National and Salisbury Diocesan Guidelines.

**Applying for a List B.**

As mentioned above a List B (Archdeacon’s permission) will be needed for any installation. Aside from the standard List B documents which can be found on our [website here](https://www.salisbury.anglican.org/supportforparishes/care-of-church-buildings-and-churchyards/faculties/) the following will be needed.

* Confirmation of the proposed route in the churchyard:
	+ This can be done in many ways videos, marked images, layout plans, Google Earth, etc. Whichever method you use ensure that it is clear where the route is proposed, and it is legible for someone that has not visited the church before.
	+ In some cases, it might be useful to explain why a particular route was chosen e.g. what appears like an unnecessary diversion might actually be avoiding other utility services.
* Agreed excavation method
	+ Any application must state how a cable is to be laid as well as width and depth. This should be provided by the contractor and should be standard practice.
* Confirmation of the proposed route within the church:
	+ This can be done in many ways: videos, marked images, layout plans, etc. Whichever method you use ensure that it is clear where the route is proposed, and it is legible for someone that has not visited the church before.
	+ In some cases, it might be useful to explain why a particular route was chosen e.g. what appears like an unnecessary diversion might actually be avoiding other utility services.
* Confirmation of equipment and location
	+ It is important to detail what equipment is being installed e.g. internet router, plug socket, cabling.
	+ Also, where the equipment is going to be located. Images will suffice and your contractor will guide you.

Please be aware that Schedule 1 lists standard conditions to the laying of internet cables in a churchyard. These are set nationally, and the DAC or archdeacon cannot amend them. These will form a standard part of the permission and is detailed overleaf.

If you, or the contractor, has any questions please do contact the Church Buildings Team at DAC@salisbury.anglican.org. You may also find our website useful which also has further guidance on archaeology. [Church Buildings and churchyards - The Diocese of Salisbury (anglican.org)](https://www.salisbury.anglican.org/supportforparishes/care-of-church-buildings-and-churchyards/)

**(B6-9): The digging of a cable trench and the installation of cables, and the attachment of wiring, in the trench.**

Specified conditions:

* A plan showing the proposed route of the trench is submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter and the archdeacon approves the route proposed.
* No cables exceed low voltage (as defined by the regulations on electrical wiring published by the British Standards Institution).
* Where the trench is underneath land used for the passage of vehicles (whether or not a public right of way), the depth of the trench is 600 millimetres.
* Where the trench is underneath a footpath (whether or not a public right of way), the depth of the trench is 450 millimetres.
* If articulated human remains are discovered in the carrying out of the work, the work ceases, the discovery is reported to the court and the work does not resume until the court so orders.

**(B5-5): (5) The installation of equipment for receiving, or for receiving and sharing, wireless broadband services.**

* The equipment does not adversely affect the building’s protection against lightning
* Any cable runs are secured so as to minimise the risk that they become loose
* Details of the equipment, its proposed location and the location and securing of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter
* In the formulation of those details, regard is had to the desirability of avoiding loss of or damage to historic material
* The diocesan registrar is consulted on the terms of any proposed contract for the sharing of the wireless broadband services