

Buildings Management Portal, Introduction and Orientation

Questions from training held on the 21 September 2026

Q: Will historic/completed cases be transferred to new system?

A: Yes. All completed cases will be transferred to the BMP from the OFS. Abandoned or deleted applications will not be transferred.

Q: Do we need to re-register if we already have an OFS account?

A: Yes. OFS user accounts will NOT be transferred to the BMP. ALL BMP users will need to register from scratch for the new system. If you already have a CofE Portal account, you can use that log-in to access the BMP.

Q: In what way can the applicant check with the Church Buildings Team which category (List A/B/Faculty) their proposed works falls into?

A: Send an email to the Church Buildings Team with a description of the proposed works before applying. A copy of the permitted List A and List B works is also available on the Church Buildings page of the diocesan website. Anything not in that document is likely to require a full Faculty.

Q: Can more than one person access a single application?

A: Yes, anybody registered on the BMP who has approved access to a specific church can view any applications made for that church.

Q: If you have uploaded documents for one application can the same documents, be used for a different application?

A: Yes, where relevant, however they will need to be uploaded separately. The BMP does not allow you to "copy" files across applications.

Q: Can I register for the system already?

A: The BMP site is currently live for the 4 pilot dioceses (Coventry, Worcester, Portsmouth, Durham). You may therefore be able to register already. However, we here in Salisbury will not have access to the system until the full launch on 6 October and therefore will not be able to approve any registrations until after that date. To avoid confusion, please do not register until after 6 October.

Q: Do I need to wait for the launch of the new system before starting an application?

A: No. As all active applications will be transferred to the Buildings Management Portal, we are encouraging applicants to carry on as normal and start applications when they are ready for initial review. The only time you will need to wait is during the switchover period which will be between the 30 September and the 6 October.

Q. Will this system remain free to use or are we to expect a 'nominal charge' at a later date?

A: The fee associated with the Building Management Portal is paid for by the Diocesan Board of Finance from Share receipts. The Diocesan Board of Finance will also continue to cover the administrative costs of faculty applications (approx. £362 per faculty), although this does not include applications made retrospectively.

Q. Are role titles prescribed and restricted?

A: Yes. Roles in the Buildings Management Portal are prescribed based on the task required to be undertaken. For example, an applicant is an individual that wishes to apply for a List A, B, or Faculty. The functions allowed for each role relate to the tasks required of that role. For contrast, a consultee will only be able to view applications and make comment. It is important that you only apply for the role you require. Your request can be held up if you apply for an incorrect role.

Q. Does the Building Management Portal tell you what documents you need for an application.

A. I am afraid it doesn't identify what documents are required. This is because it is a national system and each case will differ slightly on what is required. Each diocese also has a slightly different requirement too. To help, the Church Buildings Team have produced a standard document list for List B and Faculty on the diocesan website here: [Faculties - The Diocese of Salisbury](#) Please note that List A does not require any documents to be uploaded.

Q. If I start the wrong type of application can it be changed and will be documents be transferred?

A. Yes. If you start a List B for example and realise it is a faculty, the Church Buildings Team will be able to change it accordingly, and all your documents will be automatically transferred.

Q. If I upload a new document on top of an old one will the old one be kept?

A. Yes, it will. Applicants and consultees will be able to see and compare both documents.

Q. Do I have to hold an official role in the PCC to register for the Buildings Management Portal?

A. No you don't. Anyone can register for the Buildings Management Portal and make an application. However, if your details are not in the diocesan Contact Management System (CMS), we will be checking with the parish to make sure you have permission from them.