

British Institute of Organ Studies

Reg. Charity No.283936

www.bios.org.uk

Historic Organ Certificate Scheme

(HOCS)

Application Form

(Please photocopy the completed form if you need to keep a record of the details)

The Historic Organ Certificate scheme of the *British Institute of Organ Studies* has been in existence in its present form since 2002. As a result, organs listed via the scheme by the charity are identified as important examples of our organ heritage. Many organisations including churches, chapels, concert halls etc have sought the award as an appraisal of the organ in their care. Successful applicants have found it to be a distinct advantage when restoration is contemplated.

To apply for *BIOS* listing, the following documentation is required: -

- a) A good portfolio about the organ. This should include as much historical material as possible. It is advisable to speak directly to the coordinator for guidance. It is helpful if this can be made on CD Rom. (A well-presented document is a distinct advantage.)
- b) Photographs. These should be included separately in the portfolio preferably also on CD Rom.
- c) The application *must* contain the written agreement of at least one of the following: Church - Incumbent, Minister, Churchwardens, Property Steward: Concert Hall -Manager: University – Head of Department. If uncertain, please ask the coordinator.
- d) Both (a) & (b) should be sent by post, *plus one hard copy* to the coordinator. All the material is subsequently deposited in the British Organ Archive at Birmingham for future use by historians. An inspector may then arrange to visit the organ in consultation with the applicant.

Details of organ

- i) **Name of building, including full postal address where the organ is located and name of original builder of the instrument.**

Organ location/full address: -

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Name of original organ builder: -

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- ii) **Name and full postal address of person, including phone number and if applicable email, to whom all correspondence should be addressed.
(Certificates for successful applications will be sent to addressee).**

Name/address /phone No. (email) of applicant: -

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- iii) **Opinions expressed about an organ are solely those of the *British Institute of Organ Studies*. They are not binding in respect of any civil or ecclesiastical legislation.**
- iv) **Although *BIOS* listing has been a contributory factor in grant applications for the restoration and conservation of historic pipe organs, it is *NOT* a grant aiding body in its own right and has no funds for this purpose.**
- v) **There is no charge.**

Signature of applicant.....Date.....

Please send the completed application form by post or email.

Completed portfolios and photographs only by post.

Paul Joslin *M Mus GRSM LRAM ARCM*

***Hon. Coordinator – Historic Organ Certificate Scheme
(HOCS)***

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