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The Cathedral Administrator is responsible for making sure applications are made in the proper way, although they do not have to submit applications themselves.

We can help you navigate the application process from beginning to end.

## Download our application forms

- Form 8: Application to the CFCE (42.5 KB)
- Form 9: Public Notice (52.5 KB)
- Form 15: Notice of proposed application for LBC or SMC (36 KB)
- Notice of Completion of Works (20.82 KB)

Wakefield Cathedral

## Completing the forms

You must use the standard forms to apply.

You will find the instructions for completing the forms in the Care of Cathedrals Rules 2006.

“All but the simplest proposals should have been discussed with the FAC, the Commission and other relevant consultees before a formal application is made.”

*Thomas Ashley, Senior Cathedrals Officer*

## Your checklist for applying to the Commission

As Cathedral Administrator, have you:

**Completed and dated the application and public notice?**

Fill in and date [form 8](#) and [form 9](#)

**Sent the application and supporting documents to the Commission's secretariat?**

Submit [form 8](#) and all [supporting documents](#) to the [Commission's secretariat](#) for determination.

**Sent the public notice and supporting documents to your Fabric Advisory Committee?**

Submit [form 9](#) and all [supporting documents](#) to your FAC's secretary.

**Sent a copy of the public notice and supporting documents to the relevant planning authorities?**

Submit a copy of [form 9](#) and all supporting documents to Historic England, any relevant national amenity society, and to your local planning authority (unless the application relates to an object of interest).

**Displayed two copies of the public notice inside and outside the cathedral for 28 days?**

Display two copies of [form 9](#) for 28 days on notice boards accessible to the public inside and outside the cathedral.

Tell people when and where they can find information about the proposals. And let them know how they can [make representations to us](#).

**Sent the certificate of publication to the Commission's secretariat?**

At the end of the 28-day period, send the certificate of publication to the [Commission's secretariat](#). The certificate is located at the back of [form 9](#).

Please send all your documents electronically.

If we ask for more information, please also send the additional documents to all parties notified in the original application.

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## What will we do after receiving your application?

We will consider:

- If we need to organise a site visit
- If we have enough [supporting information](#) to understand your proposal

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## Commenting on an application

Consultees have 28 days to make written representations on an [application to us](#). They should send their comments to the [Commission's secretariat](#) and copy them to the cathedral administrator to give the cathedral a chance to respond.

Typical consultees on applications include:

- Historic England
- The local planning authority
- National amenity societies
- Members of the public (by posting of a public notice)
- The [Fabric Advisory Committee](#)

You should have already engaged with these consultees before making a formal application. However, you are still legally required to consult them formally at the point of application: this is to make sure that statutory bodies, and members of the public, have an opportunity to make a meaningful contribution to the procedures under the [Measure](#).

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## Determination

We will determine the application once:

- The 28-day consultation period is over
- We have received the certificate of publication
- And we have considered any representations made by consultees or members of the public

When making decisions, we take into account:

- The role of the cathedral as the seat of a bishop and a centre of worship and mission
- The need to avoid harm to the architectural, archaeological, artistic and historic significance of the cathedral and its precinct

A successful proposal for change is one that succeeds both in terms of mission and heritage.

We can decide to:

- Approve the application unconditionally
- Approve the application subject to conditions
- Refuse the application
- Defer the application to obtain more information from chapter
- Informally advise chapter to withdraw its proposal and resubmit it in a revised form

Following determination, the Commission's secretary has ten days to send a notice of the decision to the cathedral administrator, the [Fabric Advisory Committee](#) secretary and the relevant consultees.

A chapter or tenant has the right to appeal a refusal or against any imposed conditions.

**Important:**

You must display the decision notice inside and outside the cathedral. You must notify the [Commission's secretariat](#) as soon as the approved works are complete.

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## Secular planning consents

You may also need secular consent for works done to a cathedral or within its precinct.

### [Planning permission](#)

Planning permission is needed for:

- New buildings
- To change the use of existing buildings
- And for changes to the outside appearance of buildings

### [Listed building consent](#)

LBC is needed for alterations to a listed building within the precinct, other than the cathedral itself.

You may need to apply for LBC from your local planning authority instead of, or in addition to, approval from us or your Fabric Advisory Committee.

## [Scheduled monument consent](#)

You may need to apply for SMC from [Historic England](#) instead of, or in addition to, approval from us or your Fabric Advisory Committee.

Fill in [form 15](#) to inform us that the chapter has made a secular application.

## Also of interest



### [Before you make an application](#)

[Find out what information to send us](#)

[Easter garden inside Worcester Cathedral](#)

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### [What type of work requires permission?](#)

[Make sure you're applying to the right committee](#)

[View of Manchester Cathedral ceiling](#)

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### [Our advice and guidance](#)

[Everything from new art to lighting and sound equipment](#)

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[Contact our cathedral officers](#)

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