

CATHEDRALS FABRIC COMMISSION FOR ENGLAND: CALENDAR FOR 2019

Meeting number	Meeting date	Deadline for <i>new applications</i> <i>Please see Note 1</i>	Deadline for <i>advice requests, further information, condition discharge requests and other material</i> <i>Please see Note 2</i>
245	Thursday 31 January 2019	Monday 10 December 2019	Monday 7 January 2019
246	Thursday 28 March 2019	Monday 11 February 2019	Monday 4 March 2019
247	Thursday 30 May 2019	Monday 9 April 2019	Tuesday 7 May 2019
248	Thursday 18 July 2019	Tuesday 28 May 2019	Monday 24 June 2019
249	Thursday 19 September 2019	Monday 29 July 2019	Tuesday 27 August 2019
250	Thursday 31 October 2019	Monday 9 September 2019	Monday 7 October 2019
251	Thursday 19 December 2019	Monday 28 October 2019	Monday 25 November 2019
252	Thursday 30 January 2020	Monday 16 December 2019	Monday 6 January 2020

The reason for these deadlines is that Secretariat needs to assess the material and (in the case of applications) any comments received during the 28-day consultation period, before briefing the Commission members and circulating the papers to them two weeks before the meeting.

Note 1

This is the deadline for receipt of **new applications** to the Commission for approval, to be considered at that meeting.

To make a new application (i.e the first **formal** application, although the project might have been the subject of previous advice) to the Commission for approval:

- Cathedral Administrator sends Form 8 and supporting documentation to the Commission by this date (in electronic and hard copy)
- at the same time Cathedral Administrator sends Form 9 and supporting documentation to statutory consultees. *Form 9 should make it clear that any representations should be sent to the Commission via the Cathedrals Officer, Cathedrals and Church Buildings Division, Church House, Westminster, London SW1P 3AZ, email thomas.ashley@churchofengland.org to be received within 28 days.*

- at the same time Cathedral Administrator places Form 9 on public notice boards at the cathedral. Supporting documentation should be available to view at the cathedral. After the 28-day consultation period the Form 9 Certificate of Publication should be emailed to thomas.ashley@churchofengland.org

For guidance on making an application please see <http://www.churchcare.co.uk/cathedrals/getting-advice/legal-framework-core-of-cathedrals-measure/making-an-application-cathedrals>. From this link you can download the necessary forms, a Quick Guide to making an application and guidance on the supporting information needed with applications.

If you have any enquiries about making a new application please contact the Secretariat, Tom Ashley thomas.ashley@churchofengland.org 020 7898 1888

Note 2

This date is the deadline for **requests for advice** and for receipt of any **other material** for consideration at that meeting, such as:

- material submitted in accordance with a **Condition** placed by the Commission on an earlier approval
- additional material submitted following a **deferral** by the Commission of an earlier application
- information relating to **appointments**
- any other business.

A pre-application advice stage is recommended for complex proposals.

Please note that if you are requesting an **advice visit** you can do so at any time and it is best to do this as early as possible as it is unlikely that a delegation will be able to attend between the advice deadline and the meeting.

In exceptional circumstances **consultee comments** may be accepted closer to the meeting as may **other short items**, but please contact us to discuss beforehand.

Tom Ashley thomas.ashley@churchofengland.org, 020 7898 1888
Senior Cathedrals Officer and Secretary to the Cathedrals Fabric Commission

Cathedral and Church Buildings Division
Church House, Westminster, London SW1P 3AZ