

# Supporting Information for applications made to the Commission

## A Cathedrals Fabric Commission Guidance Note

# ChurchCare



16,000 buildings. One resource



The Commission considers all applications on their own merits and in accordance with the procedures outlined in the Care of Cathedrals Measure 2011 (the Measure) and the Care of Cathedrals Rules 2006 (the Rules).

This Guidance Note sets out its expectations of the material to be submitted with applications for approval of works.

### Application Forms 8 and 9

It is important that the application form submitted to the Commission (Form 8) and the notice of application (Form 9) which is circulated to the statutory consultees and displayed to members of the public are clearly and helpfully worded.

The sections of the forms entitled 'Proposal' and 'Summary of the nature of the work' are the applicants' opportunity to set out a 'snapshot' of the work for which approval is being sought.

These sections should summarise the work and indicate, for example, any particular parts of the cathedral fabric or contents that would be affected. The key is **relevance and clarity** rather than length, but it is very helpful to include, for example, key dates or an indication of the period of fabric or fittings affected by the work;

and set out the component parts of a large project.

This highlights for the Commission the **essentials of a proposal** and also assists the statutory consultees (particularly the national amenity societies) in assessing whether the proposals affect their area of interest. Clear wording can, therefore, speed up administration and the consultation process significantly.

The information provided (including the list of supporting documents) in Form 8 and Form 9 should match. The supporting documentation submitted with each should also be the same.

Form 9 should clearly state that representations should be sent to the Secretary of the Commission at Church House, Great Smith St, London SW1P 3AZ. The Secretariat email address should also be given (currently the Deputy

Secretary):

[becky.clark@churchofengland.org](mailto:becky.clark@churchofengland.org)

Forms 8 and 9 are in Schedule 2 of the Care of Cathedrals Rules 2006 and can also be downloaded from:

<http://www.churchcare.co.uk/cathedrals/getting-advice/legal-framework-core-of-cathedrals-measure/making-an-application-cathedrals>

### Supporting information

Again, the key is **relevance and accuracy**, rather than quantity. Please bear in mind that Commission members are volunteers who have limited time and a large volume of cases to assimilate. They do not need the same volume of material that might be required by for example a dedicated project officer working on behalf of a funding organisation.





The material submitted in support of an application should be **proportionate to the proposal** for which approval is sought and adequately explain the proposal such that the Commission can reach a fully informed view on it and make a determination.

Supporting information should include:

- a **cover statement** setting out the proposals and putting them into **context**
  - an indication of the purpose of and need for the works (e.g. **Statement of Need**)
  - an indication of the **significance** of the area, fabric or contents affected (e.g. **Statement of Significance** or **Conservation Plan** extracts).
  - The Cathedral Architect and Cathedral Archaeologist should usually provide **statements on the impact** of the works and any **mitigation** proposed.
  - **Detailed information** (e.g. technical reports, specifications etc) should be supplied where relevant.
  - Proposals should be supported, as appropriate, by **accurate drawings** and other illustrative material such as visualisations and photomontages. All plans and drawings should include a **linear scale**.
  - The Commission asks that **good quality photographs** of e.g. areas of fabric or contents affected by proposed works; objects for loan, etc. are supplied to assist it in considering the application.
- Reference should be made to any **relevant policies** at the cathedral (e.g. Chapter's arts policy; collections and loans policy; stone conservation and repair policy etc).
  - Works should be set in their **liturgical context**, for example via a **Liturgical Statement** or reference to a **Liturgical Plan**.

The exact nature of supporting documentation will vary between types of proposal and with the nature, size and composition of the project. (The Commission's thematic Notes give more specific advice.)

The Commission appreciates that Chapter might wish to submit documentation that has been prepared for another purpose, such as an application for funding. If so, the most relevant parts of any such documents should be clearly referenced and 'signposted' in the cover statement to assist Commission members in assessing it.

Chapter should make sure before submitting such documents in support of an application that the information in them addresses the type of issues and considerations that the Commission brings to bear on its decision making under the Care of Cathedrals Measure.

Repetition or duplication of information between different supporting documents in the same submission should be avoided.

Documents should have numbered pages, cross-referenced where appropriate.

## Checklist

The application and supporting information should cover:

- What work? Why? Where?
- By whom? What for?
- What will the benefits be?
- What will the impact be, for example, on historic fabric? architectural character? archaeology?
- How is this mitigated (if necessary)?
- What is the context?

## Additional documents

The Commission asks that all supporting information is **concise and targeted**.

However, it acknowledges that Cathedral Administrators might also wish to make available, for reference, detailed reports on **technical matters or specialist information** provided by consultants to give additional detail or context for an application.

These might not form part of the supporting documentation but can be listed as **additional** on Forms 8 and 9. Any such documents submitted to the Commission should also be made available to the statutory consultees.

The relevant parts of supplementary documents should be clearly referenced or 'signposted' in the cover statement.





## Submitting applications

When making an application to the Commission, please submit **Form 8 in hard copy** (signed and dated).

Please also submit **one paper copy of each supporting document**. These form the archive copy of the application. Please do not bind the pages, as they will need to be detached for copying.

If you need to submit drawings in a format larger than A3, please ensure that you also supply an electronic copy as the Secretariat does not have facilities to copy or scan large sheets.

Increasingly, Chapters and the Commission work electronically. We therefore ask that **applications are also submitted in electronic format**.

It is very helpful if Form 8 is sent as a Word document, in order that its text can be copied easily.

Supporting information should be sent as either a Word document or PDF.

Short, related, PDF documents such as a set of drawings or photographs should be combined into one PDF. However large individual documents, e.g. specialist reports, may be presented separately. Documents may be sent by e-mail, on disc or via an online drop-box link.

Please ensure that file size does not exceed 10Mb.

## Conservation Projects

The Church Buildings Council publishes helpful advice, which the Commission endorses, on the form that condition and conservation reports for significant objects should take.

This guidance can be downloaded from:

<http://www.churchcare.co.uk/churches/conservation/conservation-reports>

## Further guidance

The Commission and its Secretariat are always happy to offer procedural and project-specific advice at a pre-application stage.

The Commission will expect Chapter to be able to show it has taken the above guidance into account in its thinking before seeking such pre-application advice.

A full list of thematic and other Notes and other advice issued by the Commission can be found at: [www.churchcare.co.uk](http://www.churchcare.co.uk) via the Cathedrals – Guidance and Advice pages.

For advice and to discuss a potential project please contact the Commission via the Secretariat: Tel 020 7898 1888, 1862 or 1863 or e-mail the Deputy Secretary at: [becky.clark@churchofengland.org](mailto:becky.clark@churchofengland.org) or the Cathedrals Officer at: [anne.locke@churchofengland.org](mailto:anne.locke@churchofengland.org)

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