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 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 rosanna.smith@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 rosanna.smith@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 via Rosie Smith rosanna.smith@churchofengland.org 020 7898 1862

**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