

CATHEDRALS FABRIC COMMISSION FOR ENGLAND: CALENDAR FOR 2021

| 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> |
|----------------|--------------------------|--|---|
| 259 | Thursday 28 January | Monday 14 December 2020 | Monday 4 January |
| 260 | Thursday 25 March | Monday 1 February | Monday 1 March |
| 261 | Thursday 27 May | Tuesday 6 April | Monday 3 May |
| 262 | Thursday 22 July | Monday 31 May | Monday 28 June |
| 263 | Thursday 9 September | Monday 19 July | Monday 16 August |
| 264 | Thursday 28 October | Monday 6 September | Monday 4 October |
| 265 | Wednesday 15 December | Monday 25 October | Monday 22 November |
| 266 | Thursday 27 January 2022 | Monday 13 December 2021 | Tuesday 4 January 2022 |

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
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