

CATHEDRALS FABRIC COMMISSION FOR ENGLAND: CALENDAR FOR 2022

Meeting number	Meeting date <i>Please see Note 1</i>	Deadline for <i>new applications</i> <i>Please see Note 2</i>	Deadline for <i>advice requests, further information, condition discharge requests and other material</i> <i>Please see Note 3</i>
266	Thursday 27 January	Monday 13 December 2021	Tuesday 4 January
267	*Thursday 24 March	Monday 7 February	Monday 21 February
268	*Thursday 26 May	Monday 4 April	Monday 25 April
269	Thursday 21 July	Monday 30 May	Monday 20 June
270	*Thursday 8 September	Monday 18 July	Monday 8 August
271	Thursday 3 November	Monday 12 September	Monday 3 October
272	*Wednesday 14 December	Monday 24 October	Monday 14 November

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

From 2022 the Commission will move to holding some meetings in person and some virtually. In-person meetings are marked with an asterisk in the table above. Only when the Commission is meeting in person will it be able to consider material samples, models and other such physical supporting information so please plan accordingly. If you wish to make a presentation to the Commission at a meeting that is due to be held in person, please plan on travelling to join the meeting in person yourself. NB this is subject to change depending upon further developments in the ongoing Coronavirus pandemic.

Note 2

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 keri.dearmer@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 keri.dearmer@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 Keri Dearmer keri.dearmer@churchofengland.org 020 7898 1886.

Note 3

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.

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