

**Guidance for cathedrals:
Completing the application form for
registration with the Charity
Commission
July 2021**

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FAQs

What level of detail is required in our answers?

Fully-fledged responses should be given. It is important to note that this is a general form that the Charity Commission require every potential charity to complete. More specific questions about cathedral policy will be asked in the Due Diligence Questionnaire. Links to websites can and should be given in your responses.

How and when will we submit our responses to the application form?

You will start drafting your responses to the Due Diligence Questionnaire and the Charity Commission application form once your cathedral has completed its governance review and starts the Cathedrals Measure 2021 implementation process. You will complete your draft responses to the application form alongside preparing draft new Constitution and Statutes.

Once completed, you will need to download the draft responses as a PDF using the option to “Print a copy” at the top of the online application form. You will then need to send your draft registration application form, your Questionnaire responses and the supporting documentation to the Charity Commission registration team reviewing the cathedral’s due diligence at Mike.James@charitycommission.gov.uk copying in the Church Commissioners at cathedrals.regulation@churchofengland.org.

Upon Certificate Date 2, as the last procedural step for registration with the Charity Commission, you will submit your responses on the online application form. You will need to obtain your reference number and send this to the Church Commissioners (cathedrals.regulation@churchofengland.org) before you make the final submission.

What documents are required to complete the form?

For your draft responses to be submitted to the Charity Commission for review before Certificate Date 1, you will need your:

- latest annual accounts;
- new Constitution and Statutes;
- green line plan (contact cathedrals.regulation@churchofengland.org if you do not have this document); and
- Grant Making policy (if the cathedral makes grants).

For final registration, you will additionally need your:

- declaration that either:
 - no material changes have been made after Certificate Date 1; or
 - material changes have been made (and provide an extensive outline of the changes made, the reasons for the changes and how the changes have affected the cathedral).

I am concerned that our accounts from the most recent years do not give the full picture of the financial health of the cathedral. How will this affect our application?

The Charity Commission understand that the last couple of years have presented significant issues for all charities given the COVID-19 pandemic. You are required to submit five years of accounts in support of your application in the Due Diligence questionnaire. All five years will be used to determine the underlying financial health of the cathedral.

Why is it not recommended to select the Arts/ Culture/ Heritage/ Science option on the Classification: What page?

The Charity Commission have confirmed that the advancement of the Christian religion should be the only option selected as this is the primary function of cathedrals for the public benefit. The only exception to this is if the cathedral is a registered museum.

How do you recommend completing the form?

Unfortunately, the online form has an inactivity timer whilst completing the relevant sections. We recommend choosing the relevant questions from this guidance, copying the questions to a Word document, completing your responses in Word and finally copying the responses to the online form.

How long do I have to complete the form?

A started form will be automatically deleted upon 3 months on inactivity. As such, we recommend setting a regular calendar reminder to enter your application and slightly modifying your responses (adding an extra full-stop, pressing “save and continue” and then deleting the extra full-stop will count as activity and will reset the 3-month timer).

Who should I contact if I have questions about this guidance or the application form?

You should contact the Church Commissioners at cathedrals.regulation@churchofengland.org.

STEP 1: Registering as a new user

Read the Gov.uk guidance page on **how to register a charity**:

<https://www.gov.uk/guidance/how-to-register-your-charity-cc21b>. A third of the way down the page, under the heading **how to apply to register a charity**, is a link to start or continue a charity registration application. Click this link:

How to apply to register a charity

Use the Charity Commission's 'Apply to register a charity' service.

If you are applying to register a new CIO please ensure its name does not [require Companies' House approval](#).

[Start or continue a charity registration application](#)

Upon clicking the link, you will be prompted to log on to the system. If you have not registered as a user, you will have to do this now. Click the link to register as a new user:

 **Apply to register a charity**

BETA Having problems on this page? Your [feedback](#) will help us to improve this service.

Please log on to the system / Mewngofnodwch i'r system:

Email address /
Cyfeiriad ebost

Password / Cyfrinair

[Forgotten your password? / Wedi anghofio'ch cyfrinair?](#)

[Register As New User / Cofrestru fel Defnyddiwr Newydd](#)

Upon clicking this link, you will be prompted to complete a short form to register. Once you have set up a password, you can come back to this screen to log on to the system to register the Chapter.

STEP 2: Starting a new application

Once you have set up a password and registered as a user, log on to the system. You will land on the **Charity Registration Service** page. Click the green box to start a new application to register a charity:

GOV.UK Apply to register a charity: Charity registration service

BETA Having problems on this page? Your [feedback](#) will help us to improve this service.

[Welsh version](#) [Sign out](#)

Charity registration service

The registration service is currently very busy which is affecting the timeliness of our response. Please help us to make an early decision by reading our [guidance](#) and making a complete and detailed application.

Start new application to register a charity

Your existing applications

ID	Organisation	Status of application	Date of deletion
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Clicking this link will take you to the **Introduction** page. Read this page and click the green box to save and continue at the bottom of the page:

Depending on your application, you may also need PDFs of:

- proof the organisation's income is over £5,000 (eg bank statements or funding offers)
- a business plan
- permission to use the name (if applicable)
- minutes of meetings
- evidence of how the organisation benefits the public
- lease documents for the organisation's property
- a certificate of incorporation as a company (from Companies House)
- any policies the organisation has, eg a grant-making policy

It's a criminal offence under section 60 of the Charities Act 2011 for anyone to knowingly or recklessly provide false or misleading information to the commission; this includes suppressing, concealing or destroying documents.

Save and Continue [Save & exit](#)

STEP 3: About charity

About charity: Governing document

You will now be on the **Governing Document** page. Read the page and select the Constitution box under the heading **select the organisation's governing document type**.

Question: Has the governing document been issued by an organisation or umbrella body (often referred to as an approved governing document)?

Response: Yes. This will prompt a further question asking which organisation issued the governing document. As the Church Commissioners is not selectable as an option, do not select any of the options. Instead, attach the Constitution document at the bottom of the page:

Select the organisation's governing document type:

- CIO Foundation Constitution
- CIO Association Constitution
- Constitution
- Memorandum and Articles
- Trust Deed or Declaration of Trust
- Scheme
- Will
- Royal Charter
- Other

Has the governing document been issued by an organisation or umbrella body (often referred to as an approved governing document)?

Yes No

Attach

Attach a signed copy of the governing document:

NOTE: The Statutes document will need to be attached as an additional document towards the end of the application. You will be reminded to do so later in this guidance. You will also be reminded to explain that the Church Commissioners are the organisation that have issued the governing document.

Once you have attached the Constitution, click the green button to save and continue.

About charity: Charity name

You will now be on the **Charity Name** page. Under the subheading **the organisation's name**, enter the name of the cathedral chapter exactly as it is written in the Constitution:

Charity name

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The organisation's name:

Enter this exactly as it's written in the governing document. A charity's name can't contain offensive words.

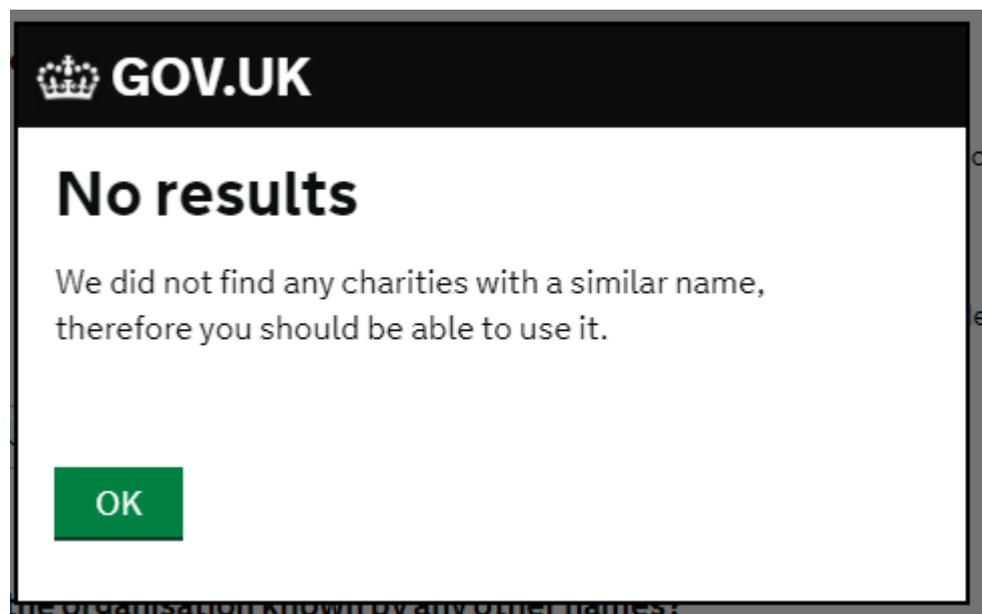


The organisation's name will be displayed on its public registered details.

GUILDFORD CATHEDR

Check name

You can click the check name box to ensure that this is a unique charity name. Upon clicking this box, you should receive a pop-up saying that there are no charities with a similar name and that you should be able to use it. Click the OK box to dismiss this message:



Question: Is the organisation known by any other names?

Response: Answer with the working name for the cathedral. Your response should be the name of the cathedral that is easiest for the public to identify. For example, the name in the governing document for Rochester Cathedral is “Cathedral Church of Christ and the Blessed Virgin Mary, Rochester”. Simply “Rochester Cathedral” might be a more appropriate working name.

If you answer yes, you will be prompted to add the alternative name:

Is the organisation known by any other names?

Yes No

Please list all other names here

 This information will be made publicly available on the Charity Register.

Add new working name

Question: Do any of the organisation’s names contain acronyms, initials, made-up or non-English language words?

Response: Answer for the cathedral. The expected answer is no. If you do answer yes, you will be prompted to provide more details.

Question: Do any names contain words that require consent from another body?

Response: Answer no:

Do any names contain words that require consent from another body?

▶ [Words which may need consent](#)

Yes No

Press the save and continue box to continue to the next page.

About charity: Structure and purposes

You will now be on the **Structure and purposes** page. The answer for the **organisation's governing document** will be greyed out as Constitution as you have already attached the Constitution:

Organisation's governing document:

PUBLIC

This information will be made publicly available on the Charity Register.

Constitution

Question: Enter the date the organisation's governing document came into effect (dd/mm/yyyy).

Response: Enter the date on the certificate provided by the Church Commissioners which will set out the date on which the new Constitution and Statutes come into force.

Question: Enter the organisation's purposes (also known as 'objects') exactly as they are written in its governing document.

Response: Insert the wording from the Constitution which should be the following:

"The objects of the Chapter are—

- (a) to advance the Christian religion in accordance with the faith and practice of the Church of England, in particular by furthering the mission of the Church of England;
- (b) to care for and conserve the fabric and structure of the Cathedral Church building;
- (c) to advance any other charitable purposes which are ancillary to the furtherance of the purpose referred to in sub-paragraph (a) or (b).

The Chapter must act for the public benefit within the meaning of section 4(3) of the Charities Act 2011."

Click the save and continue box at the bottom of the screen.

STEP 4: Income

You will now be on the **Income** page.

Question: Enter the organisation's gross annual income.

Response: Enter the chapter's annual income figure from its last audited annual accounts.

Question: What proof of income are you attaching?

Response: Select latest annual accounts and attach the latest annual accounts for the Chapter by clicking the grey attach box:

What proof of income are you attaching?

latest annual accounts

a recent bank statement

a formal offer of funding from a recognised funding body

Attach

NOTE: The Charity Commission has asked, separately, for cathedrals to provide the last five years of accounts in the Due Diligence Questionnaire. Upload the **latest** annual accounts here only.

Click the save and continue box to proceed.

STEP 5: Classification

Classification: What

You will now be on the **Classification: What** page. Read the paragraphs at the start of the page.

Question: What is the organisation set up to achieve? (select all that apply).

Response: Select religion. Select Christianity from the sub options and select Church of England from the further options given:

<input checked="" type="checkbox"/> Religion
<input checked="" type="checkbox"/> Christianity

Christianity

<input checked="" type="checkbox"/> Church of England
<input type="checkbox"/> Methodist
<input type="checkbox"/> United Reform
<input type="checkbox"/> Baptist
<input type="checkbox"/> Evangelical
<input type="checkbox"/> Roman Catholic
<input type="checkbox"/> Presbyterian
<input type="checkbox"/> Jehovah's Witnesses
<input type="checkbox"/> Mormon
<input type="checkbox"/> Plymouth or Exclusive Brethren
<input type="checkbox"/> Other Christian

Press the save and continue button at the bottom of the page.

Classification: How

You should now be on the **Classification: How** page.

Question: How does the organisation achieve it? (select all that apply).

Response: Select provides buildings/facilities/open space and provides services:

<input type="checkbox"/> Makes grants to individuals
<input type="checkbox"/> Makes grants to organisations
<input type="checkbox"/> Provides other finance
<input checked="" type="checkbox"/> Provides buildings/facilities/open space
<input checked="" type="checkbox"/> Provides services
<input type="checkbox"/> Provides education/advocacy/advice/information
<input type="checkbox"/> Sponsors or undertakes research
<input type="checkbox"/> Acts as an umbrella or resource body
<input type="checkbox"/> Other

Under **Religion**, select the following options (**NOTE: Interfaith activities and maintaining public churchyards and other public religious burial places should only be selected if relevant for the cathedral**):

Religion

<input checked="" type="checkbox"/> Place of worship
<input checked="" type="checkbox"/> Generally advancing the religion
<input checked="" type="checkbox"/> Educating people about the religion
<input checked="" type="checkbox"/> Pastoral care, outreach
<input checked="" type="checkbox"/> Missionary, evangelical
<input checked="" type="checkbox"/> Interfaith activities
<input type="checkbox"/> Religious order
<input checked="" type="checkbox"/> Providing or maintaining a building used for religious practices
<input checked="" type="checkbox"/> Conducting religious ceremonies such as the celebration of marriages or funerals
<input checked="" type="checkbox"/> Maintaining public churchyards and other public religious burial places
<input checked="" type="checkbox"/> Raising awareness of religious beliefs and practices

Click the save and continue button.

Classification: Who

You are now on the **Classification: Who** page.

Question: Who does the organisation help? (select all that apply)

Response: Select the following options:

Who does the organisation help? (select all that apply)



This information will be made publicly available on the Charity Register.

- Children/ Young people
- Elderly/ Old people
- People with disabilities
- People of a particular ethnic or racial origin
- Other charities or voluntary bodies
- Other defined groups
- The general public/ Mankind**
- People living in a specified geographical area**
- Members of a particular profession
- Employees of a named employer
- Named individuals
- Other

Religion

- Adherents of a specified religion**
- Members of a closed religious order

NOTE: Though your cathedral will likely help further groups listed as options, the two options selected generally cover all groups.

Click the save and continue button.

Classification: Where

You are now on the **Where** page.

Question: Where does the organisation operate? (select all that apply).

Response: Select specific areas in England & Wales.

Question: Does the organisation operate in England?

Response: Yes

Question: Does the organisation operate in Wales?

Response: No:

Specific areas in England & Wales

Does the organisation operate in England?



This information will be made publicly available on the Charity Register.

Yes

No

Does the organisation operate in Wales?



This information will be made publicly available on the Charity Register.

Yes

No

Outside England & Wales

Click the save and continue button at the bottom of the page. Instead of taking you to another page, this will cause options of counties to pop up under the question **does the organisation operate in England?** Tick the boxes that are relevant for the cathedral. Once you have done so, click the save and continue button at the bottom of the page.

STEP 6: Public benefit

Public benefit: Religion

You will now be on the **Religion** page.

Question: What are the beliefs and practices of the faith the organisation promotes?

Response: Please use the agreed template text below, approved by Dr Isabelle Hamley (Theological Advisor to the House of Bishops):

“The Church of England’s beliefs are in line with trinitarian Christian churches throughout the world. Its central practices include baptism and holy communion, but day-to-day practices are largely shaped locally. The Church of England’s beliefs are held within its liturgy and historic formularies rather than one overarching declaration of faith, of which the creeds, Book of Common Prayer and declaration of assent are key.

The Church of England is part of the One, Holy, Catholic and Apostolic Church worshipping the one true God, Father, Son and Holy Spirit. It professes the faith uniquely revealed in the Holy Scriptures and set forth in the catholic creeds, which faith the Church is called upon to proclaim afresh in each generation. Led by the Holy Spirit, it has borne witness to Christian truth in its historic formularies, the Thirty-nine Articles of Religion, *The Book of Common Prayer* and the Ordering of Bishops, Priests and Deacons (see Canon C 15 of the Canons of the Church of England: <https://www.churchofengland.org/about/policy-and-thinking/canons-church-england/section-c>).”

The next section asks you to **attach a copy of the statement of faith for the organisation**.

Visit the following link to access a PDF copy of the Nicene Creed:

<https://www.churchofengland.org/sites/default/files/2021-02/Nicene%20creed.pdf>.

Download this file and click the greyed attach box:

Attach a copy of the statement of faith for the organisation



A pop-up box will appear asking you to add an attachment. Click the box to choose file and attach the Nicene Creed PDF document. Click the green OK box to attach the file to the application:



The next few questions concern **providing a place of worship**.

Question: Where is this provided?

Response: Provide the full address for the cathedral.

Question: How is it advertised?

Response: Provide details for the cathedral.

NOTE: It is suggested you include a link to a page on the cathedral's website with details of the cathedral's schedule for worship and services. Also list any other websites, such as the diocesan website, which refer to worship and services being held in the cathedral.

Question: Who can attend?

Response: See the suggested answer below:

"Worship is open to the general public to attend."

Question: When is it open for worship?

Response: Provide details for the cathedral. If the cathedral's website gives scheduled times for worship and services, include a link to the page.

Question: Are any fees payable for those wishing to attend?

Response: No.

The next few questions concern **providing or maintaining a building used for religious practices**.

Question: What exactly is the building being provided or maintained and where is located?

Response: See the suggested answer below and insert the location of the cathedral church:

“It is [a]¹ the cathedral church of the diocese of [] and it is located [].”

Question: On what basis is it used and maintained?

Response: See the suggested answer below:

“The Cathedral Church building is used for worship and is maintained under the Care of Cathedrals Measure 2011 and the Cathedrals Measure 2021.”

¹ Use “a cathedral church of the diocese...” rather than “the cathedral church of the diocese...” if you are one of the 3 cathedrals in the diocese of Leeds.

Question: How and when is the building open to the public?

Response: Provide details of the cathedral’s opening times. If the cathedral website provides this information, include a link to the page.

Question: Who can use the building?

Response: See the suggested answer below and amend with specific arrangements for religious practice in the cathedral:

“The cathedral church building is open to all members of the public for worship and services. The building is also used for [].”

NOTE: This section refers to religious practices. Activities outside of religious practice (e.g. tours etc.) should not be included here. For an idea about specific arrangements for religious practice, think about arrangements such as scheduled school activities for worship etc. If any webpages are relevant, include them here.

The next few questions concern **conducting religious ceremonies such as the celebration of marriages or funerals.**

Question: Where is this provided?

Response: See the suggested answer below:

“In the cathedral church.”

Question: How is it advertised?

Response: Provide details for the cathedral. If the cathedral’s website refers to marriages or funerals, include the links in your response.

Question: Who leads the ceremony and how are they selected for that?

Response: See the suggested answer below. Make amendments as required for the cathedral:

“One of the cathedral clergy will [normally] lead the ceremony.”

The next few questions relate to **maintaining public churchyards and other public religious burial places.** If you did not tick the box for maintaining public churchyards and other public religious burial places on the Classification: How page, this section will not appear for you. If this is the case, go forward to your next section ([raising awareness of religious beliefs and practices](#)).

Question: Where is this provided?

Response: See the suggested answer below:

“This is provided within the Cathedral’s green line plan drawn up by the Cathedrals Fabric Commission for England. See the attached plan in the supplementary documentation section for reference.”²

NOTE: This guidance will remind you to attach the green line plan in the supplementary documentation section.

Question: How is it advertised?

Response: Provide details for the churchyard and burial ground. If the cathedral website has any pages dedicated to burial or the churchyard, include them here.

Question: Who can use the burial space?

Response: Provide details for the cathedral.

The next question concerns **raising awareness of religious beliefs and practices**.

Question: What does the organisation do to raise awareness? (select all that apply)

Response: Select all the options that apply for the cathedral. You will also need to select the “Other” option to include worship and any other activities the cathedral participates in to raise awareness of Christianity in accordance with the beliefs and practices of the Church of England.

NOTE: Include a couple of examples of what the cathedral does to raise awareness. This may include, but is not limited to, educational activities (school trips, Sunday School, adult education such as Alpha courses etc.), community outreach programmes (interfaith activities, volunteering, supporting the local community during times of crisis etc.) and social action programmes (helping the homeless, foodbanks, soup kitchens etc.). If any webpages are relevant, include them here.

What does the organisation do to raise awareness? (select all that apply)

<input type="checkbox"/> Street preaching
<input type="checkbox"/> Producing and promoting religious books and literature or films
<input type="checkbox"/> TV or radio broadcasting
<input type="checkbox"/> Meetings
<input checked="" type="checkbox"/> Other

² If you do not have your green line plan to hand, please contact Peter Wilson (peter.wilson@churchofengland.org).

The next question concerns **generally advancing the religion**.

Question: How is this carried out?

Response: Explain how (i.e. through what activities) the cathedral advances the Christian faith.

NOTE: Your response should explain what activities the cathedral undertakes in each area listed in “other” in response to the previous question.

The next few questions concern **educating people about the religion**.

Question: Where is this provided?

Response: Provide details about the cathedral’s education programmes such as school trips, adult education, Sunday School etc.

Question: How is it advertised?

Response: Provide details for the cathedral, inserting webpage links to the cathedral website where relevant.

Question: Who can attend?

Response: Complete for the cathedral but outline that anyone can attend the education provided and indicate whether certain activities are provided to people of a specific age (e.g. children for Sunday school, adults for Alpha courses).

Question: How often is it provided?

Response: Provide details for the cathedral.

Question: Are any fees payable for those wishing to attend?

Response: Answer for the cathedral.

Are any fees payable for those wishing to attend?

Yes No

Please provide more details

NOTE: If you answer “Yes”, another box will appear prompting you to provide more details. Complete this with details of those educational activities that do incur fees to attend. If there are subsidies or fees are waived for these activities those who are unable to afford them, make sure to state that here.

Question: Who provides the education?

Response: Provide details for the cathedral based on the activities you have outlined previously.

The next few questions relate to **pastoral care, outreach**.

Question: Exactly what is provided?

Response: Provide details about the pastoral and community outreach activities undertaken by the cathedral.

NOTE: Again, it is important to detail the outreach programmes the cathedral offers to the poor in the local community. This could include care for the homeless, foodbank activities, youth support etc. If any webpages are relevant, include them here.

Question: How do the trustees identify who will receive this pastoral care/outreach?

Response: Provide details for the cathedral.

NOTE: What is the cathedral’s thought process when providing pastoral care and outreach? Does the Chapter consider specific social issues afflicting the local community?

Question: Who provides it?

Response: Provide details for the cathedral.

NOTE: Does the Cathedral engage with local charities to co-ordinate efforts? Are there volunteering opportunities to support the cathedral’s outreach efforts?

The next few questions relate to **missionary, evangelical**.

Question: What is provided?

Response: Provide information for the cathedral. If there is a Mission/Ministry page on the website, include a link to the webpage here.

Question: Where is this provided?

Response: It is likely to be in the cathedral. If it is provided elsewhere too, please include this in your response.

Question: Who provides it?

Response: See the suggested answer below and amend accordingly. If another organisation is involved in providing the Mission/Ministry activities in the cathedral, list the main one here (e.g. the diocese):

“Cathedral clergy, lay ministers and leaders and volunteers from the Cathedral community.

The next question relates to **interfaith activities**. If you did not tick the box for interfaith activities on the Classification: How page, this section will not appear for you and you should go forward to the next question (on adherents of a specified religion).

Question: How is this carried out?

Response: Provide detail of the interfaith activities the cathedral participates in. Include any links to webpages where relevant.

NOTE: Is the cathedral part of a local interfaith network? What types of interfaith activities take place (panel discussions, education services etc.)? Does the cathedral participate in the interfaith activities of the diocese?

Under the subheading **adherents of a specified religion**:

Question: It is solely restricted to the adherents?

Response: No. This will cause a new box to appear:

Adherents of a specified religion

Is it solely restricted to the adherents?

Yes No

Explain who else can benefit and how

Question: Explain who else can benefit and how

Response: See the suggested text below:

“Worship and services are open to all members of the public to attend, although taking Holy Communion is restricted. The admission of Holy Communion is restricted by law (see Canon

B 15A of the Canons of the Church of England:

<https://www.churchofengland.org/about/policy-and-thinking/canons-church-england/section-b>).

[Explain here if access to the choir is formally restricted to Christians.]”

Click the save and continue button.

Public benefit: Benefits

You are now on the **Benefits** page.

Question: What are the benefits of the organisation's purposes?

Response: See below for a templatised paragraph on the advancement of religion. Develop this paragraph where required and add new paragraphs detailing any further activities the cathedral participates in that provide benefit.

NOTE: A paragraph can be added detailing the social action/activities for the poor that the cathedral undertakes (e.g. foodbanks, support for the homeless, soup kitchens.). You could also refer to benefit of the educational services the cathedral provides and any further benefits of the organisation's activities that you can think of. If there is evidence supporting the benefits you have listed, include a reference to that evidence here and attach any documents showing this when prompted.

“The cathedral provides benefit to the general public through regular public worship, sermons and prayer which are available to all and are free of charge.”

You are then asked to attach any document which shows how the organisation provides benefit. This is **optional**. If you have referred to specific evidence of benefits in the paragraph above, attach any documentation that shows this evidence:

Attach any document which shows how the organisation provides benefit: (Optional)

Attach

GOV.UK

Add Attachment

Choose the file to attach:

Choose File No file chosen

Files must be PDF and not be larger than 25 MB.

OK Cancel

Question: Who can benefit from the organisation's purposes

Response: Select available to everyone:

Who can benefit from the organisation's purposes?

Available to everyone

Specific section of the public

Once you have completed all the questions on this page, press the save and continue button to continue.

Public benefit: Grant making

You are now on the **Grant Making** page.

Question: Is the organisation a grant maker?

Response: Answer accordingly for the cathedral. If the cathedral does make grants, selecting the yes option will prompt you to answer **what criteria will the organisation use to select individuals or organisations to receive grants?** In response, refer briefly to the criteria in your grant making policy document (e.g. that grants are only made below £X and will only be made to charities registered with the Charity Commission).

If you have answered that the organisation is a grant maker, you will now be prompted to attach any document which explains this, such as a grant making policy. Attach the grant making policy:

Attach any document which explains this, such as a grant making policy: (Optional)



Once you have completed all the questions on this page, press the save and continue button.

Public benefit: Membership

You are now on the **Membership** page.

Question: **Do people or organisations have to be members of the organisation to benefit from its purpose?**

Response: No:

Do people or organisations have to be members of the organisation to benefit from its purpose?

▶ [HELP](#)

Yes No

Press the save and continue button.

STEP 7: Property

You are now on the **Property** page.

Question: Does the organisation have use of land or property?

Response: Yes:

Does the organisation have use of land or property?

Yes No

Question: Does the organisation own the land or property?

Response: Yes:

Does the organisation own the land or property?

Yes No

Question: What is the land or property used for?

Response: See the templatised answer below for a paragraph on worship and prayer and heritage. Supplement this paragraph with any additional information that is relevant for the cathedral.

“The cathedral church building is open to the general public for worship and prayer. The cathedral church building and [grounds] are also able to be visited by the general public.”

Question: Will any land or property used by the organisation benefit from Business Rate relief?

Response: Answer for the cathedral. If you answer yes, you will be prompted to give more details:

Will any land or property used by the organisation benefit from Business Rate relief?

Yes No

Please give more details.

Once you have completed all the questions on this page, press the save and continue button.

STEP 8: Contact

Contact: Application

You are now on the **Contact for this application** page. In this section, you are asked to provide details for the main contact for this application.

Question: In what capacity are you submitting the application? (select one)

Response: Employee:

In what capacity are you submitting the application? (select one)

- Solicitor
- Accountant
- Charity adviser
- CVS
- CAB
- Trustee
- Volunteer
- Employee
- Other

Question: Is the contact for this application an individual or an organisation?

Response: Individual:

Is the contact for this application an individual or an organisation?

- Individual
- Organisation

You are then prompted to add personal contact details for the application. Complete the sections with your details. Once you have done so, click the save and continue button.

Contact: Organisation

You are now on the page **Organisation contact – Commission use only**. On this page, you are asked to provide details of the contact the Commission can use to get in touch with the charity.

Question: Position in the organisation

Response: Employee:

Position in the organisation (Optional)

Trustee

Clerk

Employee

Volunteer

Other

You are then prompted to add personal contact details for the application. Complete the sections with your details. Once you have done so, click the save and continue button.

Contact: Public address

You are now on the **Organisation details** page.

Question: Organisation’s public contact details.

Response: Provide the postcode and address for the cathedral.

Question: Organisation website.

Response: Provide the website link for the cathedral.

Question: Organisation Telephone number.

Response: Provide the appropriate telephone number for the Chapter, bearing in mind that this will be made publicly available on the Charity Register.

Question: Organisation email address.

Response: Provide the appropriate e-mail address for the Chapter, bearing in mind that this will be made publicly available on the Charity Register.

Question: Does the organisation operate from this address?

Response: Yes:

Does the organisation operate from this address?

Yes No

Once you have completed all the questions on this page, press the save and continue button.

STEP 9: Regulators

You are now on the **Other regulators** page.

Question: Are you registered with any of the following regulators? (select all that apply)

Response: Do not select any of the options.

Question: Do you have a gift aid number from HMRC?

Response: Yes. Although you will need to provide your gift aid number, this option will only appear once you have clicked the green “Save and Continue” button. Once you have clicked the button, find the “Regulators” section on the navigation panel on the left-hand side of the screen and click the link:

- ✓ Introduction
- About charity
- ✓ Income
- ✓ Classification
- Public benefit
- Property
- Contact info
- Regulators**
- Finance
- Accounts
- Funding
- Connections
- Trustee details
- Declaration

You should now be back on the other regulators page. You should now see a question asking **What is your gift aid number?**

Response: Provide your gift aid number. Click the save and continue button.

STEP 10: Finance

Finance: Accounts

You should now be on the **Income and bank details** page.

Question: Please attach the organisation's latest accounts.

Response: Because you have already attached accounts for proof of income, **you do not need to attach them again.**

Question: Estimated gross annual income.

Response: Insert the figures for the cathedral.

Question: Year to date income.

Response: Insert the figures for the cathedral.

Question: Does the organisation have a bank account?

Response: Yes:

Does the organisation have a bank account?

Yes No

Question: Is the organisation's main account a bank or a building society account?

Response: Select the option that is relevant for the cathedral and provide the requested details that follow. Click the save and continue button.

Finance: Funding

You are now on the **Funding** page.

Question: Next financial year end date (dd/mm/yyyy).

Response: Insert the relevant date for the cathedral.

Question: Please explain how the organisation is or will be funded in the future (select all that apply).

Response: It is likely that the cathedral is or will be funded through public donations, legacies, grants and charging for services. If any further options apply, please select all which are relevant and provide a brief explanation about the arrangements for each. For explanations of the typical options that may apply, please see below.

When selecting the public donations option, you will be asked to **please tell us what procedures the trustees have put in place to identify and verify the donors and consider any conditions attached to any donations?**

Response: Please see Charity Commission guidance concerning donation policies and produce an answer for the cathedral.

Question: Do you intend to claim Gift Aid on these?

Response: Yes.

When selecting the legacies option, you will be asked to **please tell us what procedures the trustees have put in place to identify and verify the donors and consider any conditions attached to any donations?**

Response: Please see Charity Commission guidance concerning legacies and produce an answer for the cathedral.

When selecting the grants option, you will be asked to **please advise who is providing the grants.**

Response: See below for a paragraph concerning the Church Commissioners grants that can be made under the Cathedrals Measure:

NOTE: If the cathedral has been accepted for heritage grant funding or other grant funding, please provide brief details in addition to the below paragraph.

“Under the Cathedrals Measure 2021, the Church Commissioners must pay the stipend for the dean of the cathedral and for two full-time equivalent residentiary canons of the cathedral.

The Church Commissioners may also make other grants to the cathedral and, in the last financial year this amounted to £X (s.23 grant) and £X (any CSF grant).”

When selecting the charging for services option, you will be asked to **please give more details**.

Response: See below for a templatised answer on statutory fees. If these statutory fees are not relevant for the cathedral (i.e. the cathedral is not a parish church), do not include this paragraph. Supplement this answer with details about the services that the cathedral charges for and the costs incurred for doing so.

“Certain statutory fees apply for certain services provided in the cathedral, such as baptisms, marriages, searches in church registers, funerals and burials. Please see the latest Parochial Fees Order for reference. These cannot be reduced as they are required by law to be charged (see: https://www.churchofengland.org/sites/default/files/2019-11/2020_parochial_fees_table_a4.pdf).”

If the cathedral charges visitors for entry, refer to this here.

Once you have completed all of the relevant sections relating to the funding of the organisation you are asked **other than Public Donations that are eligible for Gift Aid, do the trustees intend that the proposed charity will take part in any other arrangement which might reduce the amount of tax payable by any other person?**

Response: Answer accordingly for the cathedral. If you answered yes, provide an explanation when prompted to **please give more details**.

Question: Is it intended that the organisation will hold any funds or assets in overseas investment companies or trusts?

Response: Answer accordingly for the cathedral. If you answered yes, provide an explanation when prompted to **please give more details**.

Once you have answered all the questions on this page, click the save and continue button.

STEP 11: Connections

Connections: Employment

You will now be on the **Employment** page.

Question: Does or is it likely the organisation will employ: a trustee; its founder; a person related to a trustee; a person related to the founder; an organisation connected to a trustee; or an organisation connected to the founder?

Response: No, unless the cathedral wishes to seek specific permission for the current Administrator to remain on the Chapter, in which case this will need to be done separately.

In other information, you should note that the dean and executive residentiary canons receive a stipend from the Church Commissioners and/or cathedral, but they are not employees but office holders.

Once you have completed this page, click the save and continue button.

Connections: Goods/Services

You will now be on the **Goods or Services** page.

Question: Does or is it likely the organisation will buy goods or services from: a trustee; its founder; a person related to a trustee; a person related to the founder; an organisation connected to a trustee; or an organisation connected to the founder?

Response: The expected answer is no.

Once you have completed this page, click the save and continue box at the bottom of the page to continue.

Connections: Other benefits

You will now be on the **Other Personal Benefits** page.

Question: Are there any close links which the organisation has, or is likely to have, with any other person or body, which might be relevant to the work of the organisation?

See the examples below:

This would include:

- Any contract or relationship with a value which represents a significant proportion of the organisation's income or expenditure;
- Any directorship, trusteeship, shareholding, membership interest or partnership held by the organisation or by any of the trustees;
- Any position of political or public authority held by any of the trustees;
- Any other arrangement or circumstance which might give rise to a conflict of interest for one or more of the trustees.

Response: Answer for your cathedral. If you answer yes, you will be prompted to add the details of the organisation, the personal benefit provided and the relationship to a table.

NOTE: The Charity Commission have confirmed that they are looking for relationships where an organisation is closely linked to the cathedral or the trustees themselves. If there are any paid relationships between bodies and trustees, these should be outlined.

Once you have completed this page, click the save and continue button.

[Connections: Connections](#)

You will now be on the **Connections** page.

Question: Is the organisation linked to, or has it been established by a non-charitable organisation?

Response: No:

Is the organisation linked to, or has it been established by a non-charitable organisation?

Yes No

Once you have completed this page, click the save and continue button.

STEP 12: Trustee details

Trustee details: Risks

You will now be on the **Managing Risks** page.

Question: Does the organisation work with children or vulnerable people?

Response: Yes:

Does the organisation work with children or vulnerable people?

Yes No

Upon answering yes, you will be asked to confirm the trustees have read, understood and are following the Charity Commission's safeguarding guidance. Ensure that this is the case (you can click the link on the page or [this link](#) for the Charity Commission's safeguarding guidance) and tick the box confirming that trustees have "read, understood and are following the Charity Commission's safeguarding guidance".

Once you have completed this page, click the save and continue button.

Trustee details: Trustee type

You will now be on the **Trustee Numbers** page.

Question: How many trustees does the organisation currently have? (total)

Response: Complete with the number of trustees for the Chapter.

Question: What is the minimum number of trustees the organisation's governing document says it must have?

Response: Answer with the minimum number permitted by the Constitution.

NOTE: Eight members of Chapter are required under Art 4(6) of the Draft Constitution document, so the minimum number cannot be lower than 8.

Question: Are there any special circumstances for the organisation that require all the names of the trustees to be kept off the public register?

Response: No.

Once you have completed this page, click the save and continue button.

STEP 13: Declaration

You will now be on the **Declaration** page.

NOTE: You will only submit the application form for **final registration**. Draft responses should be submitted by e-mail to the relevant Charity Commission contact, copying in the Church Commissioners (cathedrals.regulation@churchofengland.org).

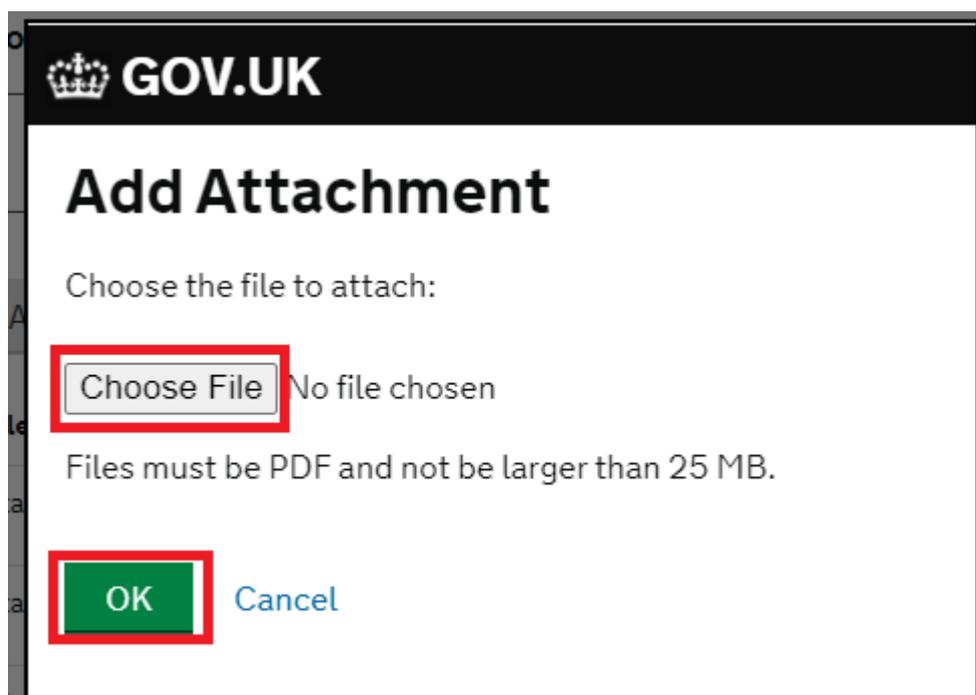
Question: Do you want to attach any supplementary documentation?

Response: Yes:

Do you want to attach any supplementary documentation?

Yes No

Click the grey attach box to attach the required supplementary documentation. You can only upload one document at a time. Continue to add the attachments and click the green OK button on the pop-up box to confirm when all the documentation has been attached:



Attach the cathedral's green line plan document and the Statutes for the cathedral. For final submission following Certification Date 1, attach the declaration that either:

- No material changes have been made after Certification Date 1; or
- Material changes have been made (and provide an extensive outline of the changes made, the reasons for the changes and how the changes have affected the cathedral).

Question: Is there any additional information that the Charity Commission should take into account?

Response: Include the text below. If relevant, provide any additional information for the application.

“The Constitution and Statutes of the Cathedral have been issued by the Church Commissioners”.

The final section on this page asks you to certify that all information provided has been checked by the trustees and is correct and complete to the best of your knowledge and all trustees agree to this submission and have read and accept the commission’s privacy notice. Tick this box:

I certify that:

- all information provided has been checked by the trustees and is correct and complete to the best of my knowledge
- all trustees agree to this submission and have read and accept the commission's privacy notice

Read all the detail on this page.

Once you are satisfied with the contents of the application form, make a note of your application reference number:

Your application reference number is:

Ensure you send this application reference number to peter.wilson@churchofengland.org. Do not submit the application until you have received approval from Peter Wilson to do so.