

## CATHEDRALS FABRIC COMMISSION FOR ENGLAND: CALENDAR FOR 2023

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>
273	<b>*Thursday 2 February</b>	Monday 12 December 2022	Tuesday 3 January
274	<b>Thursday 30 March</b>	Monday 6 February	Monday 20 February
275	<b>*Thursday 18 May</b>	Monday 27 March	Monday 17 April
276	<b>Thursday 13 July</b>	Monday 22 May	Monday 12 June
277	<b>*Thursday 7 September</b>	Monday 17 July	Monday 7 August
278	<b>Thursday 26 October</b>	Monday 4 September	Monday 25 September
279	<b>*Thursday 14 December</b>	Monday 23 October	Monday 13 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 moved 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.

### **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:

- The 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 Keri Dearmer (Cathedral and Church Buildings Division, Church House, Westminster, London SW1P 3AZ or via email: [keri.dearmer@churchofengland.org](mailto:keri.dearmer@churchofengland.org)) to be received within 28 days.
- At the same time the 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 ([keri.dearmer@churchofengland.org](mailto: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 questions about making an application please contact Rosie Smith ([rosanna.smith@churchofengland.org](mailto:rosanna.smith@churchofengland.org) or 020 7898 1862).

### **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. 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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