### CATHEDRALS FABRIC COMMISSION FOR ENGLAND: CALENDAR FOR 2024

<table>
<thead>
<tr>
<th>Meeting number</th>
<th>Meeting date</th>
<th>Deadline for new applications</th>
<th>Deadline for advice requests, further information, condition discharge requests and other material</th>
</tr>
</thead>
<tbody>
<tr>
<td>280</td>
<td>Thursday 1 February</td>
<td>Monday 18 December 2023</td>
<td>Tuesday 2 January</td>
</tr>
<tr>
<td>281</td>
<td>Thursday 11 April</td>
<td>Monday 19 February</td>
<td>Monday 11 March</td>
</tr>
<tr>
<td>282</td>
<td>Thursday 6 June</td>
<td>Monday 15 April</td>
<td>Tuesday 7 May</td>
</tr>
<tr>
<td>283</td>
<td>Thursday 18 July</td>
<td>Monday 27 May</td>
<td>Monday 17 May</td>
</tr>
<tr>
<td>284</td>
<td>Thursday 5 September</td>
<td>Monday 15 July</td>
<td>Monday 5 August</td>
</tr>
<tr>
<td>285</td>
<td>Thursday 24 October</td>
<td>Monday 2 September</td>
<td>Monday 23 September</td>
</tr>
<tr>
<td>286</td>
<td>Thursday 12 December</td>
<td>Monday 21 October</td>
<td>Monday 11 November</td>
</tr>
</tbody>
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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:

- 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 and Major Churches Officer Rosie Smith by email: rosanna.smith@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 Rosie.
Smith (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 questions about making an application please contact Rosie Smith (rosanna.smith@churchofengland.org or 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. 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)
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Cathedral and Church Buildings Division
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