

## CATHEDRALS FABRIC COMMISSION FOR ENGLAND: CALENDAR FOR 2024

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

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](mailto: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](mailto: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](mailto: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.

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