Pre-Application Notice for Canon 35 Approval

- **Charge:** ……

- **Applicant's Details:**

Vestry Secretary	Name:	……
	Address:	……
		……
		……
	Postcode	……
	Tel. No.	……
	e-mail	……
Rector/Priest-in-charge	Name:	……
	Address:	……
		……
		……
	Postcode	……
	Tel. No.	……
	e-mail	……

- **Declaration**

We hereby confirm that the information given by us in this form is, to the best of our knowledge, true and accurate.

Signature of Vestry Secretary …….

Signature of Rector / Priest-in-charge …….

Date ……

- **As required under Canon 35 we give notice of pre-application consultation in respect of approval required to:** *(tick all relevant boxes)*

1. Alter / Extend / Demolish *(delete as appropriate)*

   All / Parts of the building structure. ☐

   All / Parts of the church grounds. ☐

2. Introduce / Alter / Remove *(delete as appropriate)*

   Ecclesiastical furniture ☐

   Ornaments ☐

   Monuments ☐

   Mural Tablets ☐

   Stained glass / Painted Windows ☐

   Other (please describe) …… ☐

   ……

3. Introduce / Alter / Extend *(delete as appropriate)*

   A scheme of re-decoration ☐

   A lighting system ☐

   A heating system ☐

   A sound system ☐

   New or change of materials to landscape ☐

   A Memorial Garden ☐

   Tree Planting ☐

- **Description of Proposed Development:**

   ……

   ……

   ……..

- **Is the building listed as being of Special Architectural and Historic Interest?** YES/NO

  If YES, Please state category …….

- **Does this application consider Climate Change recommendations to reduce Carbon Footprint?** YES/NO/ N/A

  If so, please detail the impact expected ……

…….

  If not, please outline reasons why this has not proved possible……

……

- **The following have been notified/consulted:**
  (tick all relevant boxes)

1. CONGREGATION Congregations should always be notified

   Advertised in Magazine/ Weekly Sheet on …… *(insert date)* ☐

   Announced in church on ……. *(insert date)* ☐

   Discussed at Congregational General Meeting on……... *(insert date)* ☐

2. CHURCH / CATHEDRAL ARCHITECT ……..……... *(insert date)* ☐

   Or SPECIALIST CONTRACTOR ……..……... *(insert date)* ☐

   with Architect approval……. *(insert date)* ☐

3. HISTORIC ENVIRONMENT SCOTLAND

   Letter issued on …… *(insert date)* ☐

4. LOCAL PLANNING OFFICE

   Letter issued on …… *(insert date)* ☐

5. PRE-APPLICATION CONSULTATIONS WITH EXTERNAL BODIES ARE NOT REQUIRED ☐

In general pre-application consultations with external bodies (Historic Environment Scotland and Local Planning Office) are not required for

a. *Removal/Replacement of moveable furniture.*
b. *Removal/Replacement of moveable ornaments.*
c. *Schemes of re-decoration.*
d. *In the case of non-Listed Buildings, interior works do not require consultation, although Exteriors and grounds do require consultation and may require formal planning or conservation area consents*

- Are you able to fully fund this scheme or do you need advice on Grant Applications?

……

……

- **CHECKLIST** Please ensure that you enclose the following:

This form of notification (fully completed) ☐

- PRE-APPLICATION FORMS TO BE SUBMITTED A MINIMUM OF 4 WEEKS BEFORE THE APPLICATION FOR CANON 35 IS MADE.
- PRE-APPLICATIONS ARE ONLY VALID FOR 6 MONTHS AND A NEW PRE-APPLICATION WILL BE REQUIRED IF A CANON 35 APPLICATION HAS NOT BEEN SUBMITTED IN THAT 6 MONTHS

1 set of necessary plans and drawings (where relevant) ☐
(Plans should be drawn to scale of 1:100)

Supporting Photographs (if appropriate) ☐
(e.g.: of the area/ornaments/furniture etc. about to be re-ordered)

- *This form, and any relevant enclosures should be returned to:*
The Diocesan Buildings Committee, Diocesan Centre, Croft Avenue, Oban, PA34 5JJ,
Or by email to secretary@argyll.anglican.org
These will be issued to the Bishop and the Diocesan Buildings Committee.