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.

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

Ecclesiastical furniture

Ornaments

Monuments

Mural Tablets

Stained glass / Painted Windows

Other (please describe) ……………………………

………………………………………………………………………………………………………

1. 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)*

1. CHURCH / CATHEDRAL ARCHITECT ……..…………………………... *(insert date)*

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

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

1. HISTORIC ENVIRONMENT SCOTLAND

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

1. LOCAL PLANNING OFFICE

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

1. 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

1. *Removal/Replacement of moveable furniture.*
2. *Removal/Replacement of moveable ornaments.*
3. *Schemes of re-decoration.*
4. *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.