**Application form**

**For the temporary winter ‘closure’ of a church building**

*For the purposes of this application form, ‘closure’ covers both:*

*i) the complete closure of a place of worship within the specified period of time and*

*ii) the reduced usage of a particular church building during the same period.*

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| 1. **What is the normal place of worship at which you intend to stop holding some or all services?**
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| 1. **Which services and activities do you intend to stop holding at the place of worship mentioned above?**
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| 1. **Have you considered how you might be able to continue to worship in the normal place of worship by, for example, using a smaller self-contained and easier to heat area in the church? What alternative options were discounted and why?**
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| 1. **Which services and activities will continue to take place at the place of worship mentioned at 1 above? (eg occasional offices)**
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| 1. **Will the normal place of worship remain open for visitors despite the relocation of services?**
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| 1. **Which alternative building do you wish to move the services that you wish to stop holding at the place of worship mentioned in 1 above?**

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| 1. **Who owns the alternative building and what arrangements will be made to occupy it (i.e. the PCC own the building, it will be hired etc.)?**
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| 1. **Why do you think that the alternative building is suitable as an alternative temporary place of worship?**
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| 1. **How long do you wish the arrangement of moving the services from the normal place of worship to the alternative building to last and why? Please note that this period should be as short as prudently necessary having regard to the expected cold weather.**
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**Please confirm the following:**



That you have consulted your insurer, and are following any requirements they have.

That you have checked whether the normal place of worship should be in ‘frost protection mode’ when empty or not. If so, take care that thermostats have the frost setting turned on and correctly set. (See the guidance on frost protection, [*Managing the Frost Protection of your Church During Closure*](https://www.churchofengland.org/sites/default/files/2022-10/Frost%20protection%20note_v1.pdf)).



That someone will enter the building at least weekly to check for any break-ins, leaks, or other issues. Consider whether this visit could be combined with an act of worship.



That you have considered if any items normally kept in the building need to be temporarily kept elsewhere.



That Holy Communion will be celebrated in at least one parish in each benefice, or, where benefices are held in plurality, in at least one parish in at least one of those benefices at least on all Sundays
 and on principal feast days.

That each PCC affected by the proposals have passed a resolution in support and the incumbent or priest in charge has agreed.

**To be signed by vicar/church official**

Signed: Date:

Print Name: Role:

**Then please return the form to:** **cathy.luffman@derby.anglican.org**

*This permission does not prevent you from using/returning to the normal place of worship at any time.*

**OFFICE USE ONLY**

1. **To be completed by the relevant Archdeacon**

I have read this form and agree that the application meets all the necessary requirements to be considered for permission from the bishop.

Signed:

Dated:

1. **To be completed by the Bishop**

I give my permission under Canons B14A and B40 (as the case may be) for the change in the pattern and location of services set out in the application form subject to the following conditions:

* Permission will expire on……………………………..[[1]](#footnote-2)
* The matters in the checklist above must continue to be followed for the duration of the permission

Signed:

+LIBBY LANE

Bishop of Derby Date:

*A copy of the approved form is to be copied to the Archdeacon and the Diocesan Registrar.*

1. Permission will not normally be given beyond 31st April in each year. [↑](#footnote-ref-2)