

Diocese of Ely

Churchyard Memorial Application Form

Please read these note before filling in the form. If you have not yet read the 'Guide to Families and Next-of-Kin' in the Churchyard Regulations, please do so, as the advice in that guide may help to prevent difficulties for you later in the process.

Your Parish Priest will be able to advise you on what memorials come within his or her powers to agree, and what proposals will need the longer and more expensive process of a Faculty. Please talk with your priest before making any decisions which might prove more costly than you would wish.

For example, a priest has no powers to give permission for a memorial made from marble nor black nor dark grey granite; no memorial which is polished or with a reflective finish; nothing in the shape of a book or heart, no kerbstones, and no photographs.

If you wish to propose a memorial which falls outside your priest's limited powers, please complete this form and when it has been completed by the Parish Priest and stonemason it should then be sent to the Secretary of the Diocesan Advisory Committee. You will then be given details of how to apply to the Chancellor of the Diocese for a Faculty. He will want to know what exceptional circumstances he should take into account before giving permission.

1. Your name, address and telephone number

.....
.....

2. Name of churchyard

3. Name of deceased Date of death / burial

4. Your relationship to the deceased

5. Are the other members of the deceased's family aware of this application and consent to it?

YES/NO

6. Is the proposed work

- A new memorial? YES/NO
- An additional inscription? YES/NO
- Any other alteration? YES/NO

(If so, please describe)

7. Is the proposed memorial

- A cross? YES/NO
- A headstone? YES/NO
- A tablet marking a cremation burial? YES/NO
- Some other type of memorial? YES/NO

(If so, please describe).....

If a headstone, what are the dimensions?

- Height..... (Between 500mm and 1220, measured from ground level)
- Width (Between 380mm and 914mm)
- Thick (Between 76mm and 150mm) (narrower for slate memorials, but not less than 38mm)

If a cross - is it less than 1520mm high, measured from ground level YES/NO

If a tablet marking a cremation burial, what are the dimensions?

..... (Not more than 533mm by 533mm)

8. If there is to be a base (which must be integral to the design)

- Is it fixed on a foundation stone flush with the ground? YES/NO
- Is there a recess for flowers? YES/NO
- What is the width? (Not more than 100mm or 205mm if with a recess)

9. If the memorial is a ledger (a stone laid flat), what are the dimensions?

- Length..... (not more than 1800mm)
- Width (not more than 600mm)

10. What is the material?

.....

What finish is proposed?

.....

11. What inscription is proposed?

.....

.....

12. What form and size of lettering is proposed?

.....

Will it be cut and drawn by hand, cut by machine, or sandblasted?

.....

Will the lettering be painted? YES/NO

If so, what material and colour will be used?

13. Please provide a sketch or a photograph of the proposed memorial on a separate sheet of paper.

14. Name and address of the letter cutter or stonemason proposing to carry out the work

.....

.....

15. These declarations must be signed by the applicant, stonemason and parish priest –

(i) I/we declare that the information on this form is true and that no change will be made without consulting the Parish Priest

Signature of applicant Date

By signing this form you acknowledge that the details you have provided will be shared with the necessary church bodies, as required by the Churchyard Regulations, to facilitate this application.

(ii) I/We undertake to carry out the above work on behalf of the applicant. I have read the Diocesan Regulations for Churchyard Memorials (2017) and I believe the proposed memorial complies with/does not comply with the Regulations. I undertake that: the memorial will not be manufactured or erected until written approval has been obtained; if consent is granted the design of the memorial will not be altered prior to it being erected; I/We will ensure that the grave and its surroundings are left neat and tidy following completion of the works.

Signature of letter cutter or stonemason Date

(iii) Please delete as appropriate

(a) I am satisfied that the memorial described above complies with the Churchyard Regulations (2017) and falls within my delegated powers. Therefore I consent to the introduction of the memorial described above into the churchyard.

or (b) The memorial does not comply with the Churchyard Regulations (2017). However I support its introduction into the churchyard and recommend that a Faculty should be granted.

or (c) I cannot give my consent to the introduction of this memorial into the churchyard

Signature of Parish Priest Date

Statutory fee

Once completed, this form should be photocopied twice, and one copy kept each by the applicant, Parish Priest, and stonemason or letter cutter.