

**Faculty Jurisdiction Rules 2015**  
**PETITION FOR FACULTY**  
in respect of  
**RESERVATION OF A GRAVESPACE**

**To the Consistory Court of The Diocese Of Chester**

**PARISH:** \_\_\_\_\_ **CHURCH:** \_\_\_\_\_

TO BE COMPLETED BY THE PETITIONER(S)			
DETAILS OF EACH PETITIONER:			
<b>(1) Name:</b>			
Address:			
Tel No:		Email:	
Relationship to the deceased:			
<b>(2) Name:</b>			
Address:			
Tel No:		Email:	
Relationship to the deceased:			
<b>(3) Name:</b>			
Address:			
Tel No:		Email:	
Relationship to the deceased:			
<b>(4) Name:</b>			
Address:			
Tel No:		Email:	
Relationship to the deceased:			
The Petitioner(s) named above, <b>PETITION</b> as follows:			
The Petitioner(s) seek a Faculty to authorise the reservation of the burial plot named below in the parish and church named above:			
Burial Plot Number: _____			
in accordance with the Particulars contained or attached to this Petition.			
Any other order sought? (relating perhaps to an existing memorial or headstone)			



**SECTION 1  
TO BE COMPLETED BY THE PETITIONER(S)**

**PARTICULARS**

1.	Are you now resident in the aforesaid Ecclesiastical Parish?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
2.	If not, are you on the Church Electoral Roll?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
3.	If you are neither resident in the Parish nor on the Electoral Roll, please state in full your connection with the Parish Church:				
4.	Please state dates of birth of applicants:				
5.	A reservation of a gravespace is to be granted for a defined period of years only. For what period do you seek the reservation?				
6.	Please give any additional information to support your application (please use a separate sheet if necessary):				
7.	Is the plot proposed to be reserved to be used for a full burial or the interment of cremated remains?	<input type="checkbox"/>	Full burial	<input type="checkbox"/>	Cremated remains
8.	Is the plot proposed to be reserved a single or double plot?	<input type="checkbox"/>	Single	<input type="checkbox"/>	Double
9.	Are you aware of anyone who is likely to oppose this request for a grave space reservation?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
10.	If so, please provide names and addresses: Please use a separate sheet if necessary.				

**I/We the Petitioner(s) confirm that the statements in this Petition and answers to the questions above are true to the best of the knowledge and belief of each one of us**

	Signature(s) of Petitioner(s)	Date
1.		
2.		
3.		
4.		

## SECTION 2

### To be forwarded by the Registrar to the Incumbent/Priest in Charge for completion

9.	Do the Applicants live in the Parish?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
10.	Are the Applicants members of your Church Electoral Roll?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
11.	Assuming the current rate of burials, when will the present churchyard be full?				
12.1	Is any further land available for consecration when the present churchyard is full?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
12.2	Does that land now belong to the Church?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
12.3	How long would the additional land enable burials to continue?				
13.	Do you and your Churchwardens consent to this Petition? If yes, please provide a written letter signed by yourself and your Churchwardens giving your reasons for consenting to this Petition	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
14.	Does the PCC consent to the Petition? If yes, please provide a duly certified copy of the PCC Resolution.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
15.	So far as you are aware, does any other person have an expectation of being buried in this plot? If yes, please give full details:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
16.	If the Applicants are not residents within the Parish and are not on the Church electoral role, please explain in a covering letter your Church policy regarding the burial in the churchyard of persons without a legal right of burial.				
17.	Taking into account ground conditions, will digging out the grave at a future date – at a time when the adjoining plots have been used and have memorials – present practical problems for the grave digger – e.g. is it necessary to use mechanical equipment to dig out a grave because of rock close to the surface?				
18.	Is the burial plot number advised by the Petitioner(s) on page 1 correct? If yes, please provide a plan identifying the location in the churchyard of the plot.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
19.	Do you consider it appropriate to protect the plot (if reserved) by some form of marker – or by the laying of a layer of sand below the ground surface? Please discuss with your normal grave digger or other appropriate person and respond in your covering letter.				
<b>Signature of Incumbent / Priest in Charge</b>			<b>Date</b>		

## FEES AND CHARGES

**Please note that there is a statutory fee of £311.20 upon lodgement of the petition.**

This amount is the standard prescribed Court fee payable on the lodgement of a Petition for a Faculty. Court fees are laid down by annual Orders made by General Synod. This fee is payable whether or not a faculty is granted and is payable upon lodgement of the Petition.

Additional costs could be incurred should the petition become complicated, objections are received or there is a requirement for a court hearing or written representations. If this is the case you may be liable for these costs.

If the Chancellor does authorise the Faculty, he is likely to make a condition that additional parochial fees are paid to the Parochial Church Council and the Vicar/Rector of the Parish. These additional fees currently total £347 (VAT is not payable) for the reservation of a grave space or £140 for the reservation of a plot for cremated remains.

## PAYMENT METHODS

Payment of the fee can be made by cheque payable to Chester DBF and returned to the address detailed below or by electronic transfer to the following account – please use the surname of the main petitioner as reference when making payment:

Acct Name: Chester Diocesan Board of Finance  
Sort Code: 60-40-08  
Acct No: 41930185

Once completed, please arrange payment of the fee and return the form and appropriate supporting documents to:

The Registry, Church House, 5500 Daresbury Park, Daresbury, Warrington WA4 4GE

**Registrar:** Lisa Moncur, LL.B

**Tel:** 01928 718 834

**Email:** [lisa.moncur@chester.anglican.org](mailto:lisa.moncur@chester.anglican.org)

**Clerk:** Joanne Williams

**Tel:** 01928 718 834

**Email:** [jo.williams@chester.anglican.org](mailto:jo.williams@chester.anglican.org)