

APPLICATION FOR CONSENT

TO INTRODUCE A MEMORIAL INTO A CHURCHYARD, OR TO ALTER AN EXISTING MEMORIAL

1. Name of church:

2. Name of the deceased:

Date of death: Date of burial /cremation (*delete as appropriate*):.....

3. Details of a new memorial to be introduced (dimensions in centimetres):

Type of stone (or other material): Colour:

Maximum height above ground level: Width: Thickness:

Dimensions of horizontal base stone: by

Proposed inscription:

.....

.....

.....

A sketch of the proposed memorial, showing any carving or decoration, along with any descriptive notes, must be submitted on a separate sheet together with this application form.

4. Details of an existing memorial to be altered:

Existing inscription:

.....

.....

Additional text:

.....

5. Name of applicant:

Address:

.....

Telephone no.: Email:

Relationship to the deceased person

6. Statement to be read and signed by the applicant:

I apply for consent to introduce into the churchyard the memorial described at section 3 above. I believe that it complies with the principles set out in the document entitled Churchyard Memorials: a Guide for the Bereaved.

I agree that:

all factual statements on the memorial (for example, names and dates) are accurate;

the memorial will not be erected until written approval has been obtained;

if consent is granted for this memorial, its design will not be altered prior to it being erected, unless I have received further consent for the alteration;

I will ensure that the grave and its immediate surroundings are kept neat and tidy;

any permission granted will last for 75 years from the date of the last death recorded on the memorial.

Signed: Date:

6. Name of stonemason carrying out the works:

Address:

.....

Telephone no.: Email:

7. Statement to be read and signed by the stonemason

I undertake to carry out the necessary work on behalf of the applicant for the erection of the memorial described at section 3 above. I have read the current edition of the document entitled Churchyard Memorials: a Guide for Funeral Directors and Stonemasons; and I believe that this proposed memorial complies with the relevant Guidelines (see section 8 below).

I/we undertake that:

the memorial will not be erected until written approval has been obtained;

if consent is granted for this memorial, its design will not be altered prior to it being erected, unless further consent has been granted for the alteration;

I/we will ensure that the grave and its immediate surroundings are left neat and tidy following the completion of the works.

Signed: Date:

Name: Position:

THIS FORM SHOULD BE SENT OR GIVEN TO THE INCUMBENT CONCERNED,
TOGETHER WITH A CHEQUE FOR THE APPROPRIATE FEE (MADE PAYABLE TO THE PCC).

8. FOR USE BY THE INCUMBENT OR OTHER APPROPRIATE PERSON (✓ tick as appropriate)

There are in force guidelines relating to this churchyard, approved by the Chancellor on:
[date]

or

There are no such guidelines in existence; the relevant guidelines are accordingly those used throughout the Diocese, approved by the Chancellor, coming into force on 1st May 2013.

The memorial described above complies with the relevant guidelines. I therefore give my consent to the introduction of the memorial into the churchyard, until further order, and subject to the notes and conditions on the attached sheet

or

The memorial described above does not comply with the relevant guidelines. I nevertheless support its introduction into the churchyard, and therefore recommend that a faculty should be granted. Full details are set out in the attached letter to the applicant (of which I have sent a copy to the Diocesan Registrar)

or

I cannot give my consent to the introduction into the churchyard of the memorial described above, for the reasons set out in the attached letter to the applicant (of which I have sent a copy to the Diocesan Registrar).

Signed: Date:

Name: Position: