

DIOCESE OF BRISTOL

APPLICATION FOR PERMISSION TO INTRODUCE A MEMORIAL INTO A CHURCHYARD

GENERAL

The ultimate authority to permit churchyard memorials lies with the Chancellor of the Diocese. In most cases, he has delegated this authority to the incumbent/priest in charge/team vicar of the parish, provided that the proposed memorial complies with certain criteria. These criteria involve the design, size, material and other features of the memorial, and are listed in the current edition of the *Churchyard Regulations* (available from DAC Secretary, tel 0117 906 0100 or e-mail emma.bakewell@bristoldioocese.org). Details are also on the Bristol Diocesan web-site www.bristol.anglican.org.

1. If the proposals fall within the permitted criteria, then the memorial may be authorised by the incumbent/priest in charge/team vicar.
2. If not, then an application for a faculty (ie, an official permit) will be necessary. The faculty will be at the discretion of the Chancellor, and the views of other organisations including the PCC will be consulted. A fee is chargeable for any faculty.

TO PROVIDE DETAILS OF THE PROPOSALS, PLEASE COMPLETE THIS FORM IN DUPLICATE AND RETURN IT TO THE INCUMBENT. IN THE CASE OF A VACANCY, PLEASE CONSULT THE ARCHDEACON.

APPLICATION

SECTION ONE – THE APPLICANT’S DETAILS

NAME OF THE CHURCHYARD	
NAME AND ADDRESS OF THE APPLICANT FOR THE MEMORIAL	
NAME AND ADDRESS OF THE MONUMENTAL MASON	

APPLICANTS – PLEASE READ AND SIGN THE FOLLOWING:-

1. I have read the current edition of the *CHURCHYARD REGULATIONS* issued by the Chancellor of the Diocese.
2. I have been authorised by the family and/or personal representatives of the deceased person to make this application.
3. I understand that under the terms of the *CHURCHYARD REGULATIONS*:-
 - a) the incumbent has power to permit the introduction into his/her churchyard of memorials which comply with certain criteria; but
 - b) if the memorial proposed does not comply with these criteria, then an application for a faculty will be necessary, and a faculty fee will be payable.
4. I undertake that if permission is granted, either by the incumbent or by faculty, then the memorial will be erected in exact conformity with its description in this application.
5. In the case of any deviation from the description in this application, I undertake to indemnify the incumbent against all costs and expenses to which he/she may be put.
6. I do not object to the name of the monumental mason being incised upon the memorial, provided this inscription meets the requirements of the *CHURCHYARD REGULATIONS*.
7. I understand that the memorial may be removed at any time
 - a) if in the judgement of the PCC it has ceased to be in good repair or has become dangerous; or
 - b) after 100 years have elapsed since the death of the person it commemorates.
8. I understand that the upkeep of the memorial, and the resulting costs, will be the responsibility of the heirs of the person whom it commemorates.
9. I understand that the permission will be for the erection of a memorial only, and NOT for the purchase of a plot of land.
10. I agree to the use of the information on this form as described below*

SignedDate

MONUMENTAL MASONS – PLEASE READ AND SIGN THE FOLLOWING

We agree to observe and be bound by the above. We certify that the memorial will be as described in the description below.

Signed.....(firm).....

.....Date

* For the purposes of data protection law, the data controller is the Incumbent and Parochial Church Council (“PCC”) of the parish in which the churchyard is situated. They will use this information to process your application to introduce a memorial into the churchyard and, if your application is successful, for the future management of the memorial. The Incumbent and the PCC will only share the information with those who need to see it for those purposes.

SECTION TWO – THE MEMORIAL

GENERAL DESCRIPTION, INCLUDING THE FORM OF THE MEMORIAL (e.g. headstone, cross, horizontal slab)	
MATERIAL, COLOUR AND FINISH e.g. unpolished grey granite	
DIMENSIONS	
DETAILS OF THE FOUNDATION WORK AND FIXINGS	
ADDITIONAL FEATURES e.g. kerbs, chippings, statuary (NB Such items normally require a faculty.)	
TRADEMARKS	
WORDING AND LAYOUT OF THE INSCRIPTION	
TYPEFACE, SIZE AND COLOUR OF LETTERING	

PLEASE ATTACH THE FOLLOWING:-

- **LOCATION PLAN TO SHOW THE BURIAL SITE IN THE CHURCHYARD**
- **SIMPLE SKETCH/DESIGN FOR THE MEMORIAL, BOTH ABOVE AND BELOW GROUND**

SECTION THREE
FOR USE BY THE INCUMBENT OR THE ARCHDEACON*

I authorise the introduction into the churchyard of the memorial described overleaf and in the attached design and plan. I shall retain one copy of the form for the parish records and return a second copy to the applicant. I acknowledge receipt of the fee of £..... . (*Delete if necessary.*)

Signed Date.....

OR

I do not consider that this application conforms to the criteria defined under the *Churchyard Regulations* and therefore I do not consider that the authority to permit memorials, which has been delegated to me by the Chancellor, can apply in this case. I am therefore forwarding the details to the Registry for advice. I have informed the applicant that a faculty, for which a fee would be payable, may be necessary. (*Delete if necessary.*)

Signed.....Date

NB In this form the term "incumbent" includes the priest-in-charge or team vicar of the parish. In the case of a vacancy, the Chancellor has delegated his authority to permit memorials to the Archdeacon, subject to the same criteria as outlined in the *Churchyard Regulations*.

USEFUL CONTACTS

Ms Frances Reynolds
Registry Assistant

Stone King
Boundary House
91 Charterhouse Street
London
EC1M 6HR
Tel 020 7796 1007
bristolregistry@stoneking.co.uk

Ms Emma Bakewell
Secretary Diocese of DAC

Bristol Hillside House
1500 Parkway North
Stoke Gifford
Bristol BS34 8YU
Tel 0117 906 0100
emma.bakewell@bristoldiocese.org

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