

DIOCESE OF COVENTRY
PETITION FOR A FACULTY

INSTALLATION OF NON-CONFORMING MEMORIAL/PLAQUE
or
ADDITIONAL NON-CONFORMING INSCRIPTION TO
AN EXISTING MEMORIAL
or
REMOVAL OF EXISTING MEMORIAL
or
ALTERATION TO AN EXISTING MEMORIAL

To the Consistory Court of the Diocese of **COVENTRY**

Parish of:

Church of:

Churchyard (if different from above):

Name of Deceased and Date of Burial:

Grave/Plot Number:

Name/Address of Stonemason/Funeral Director:

The statutory fee of £317.00 (from 1st January 2023) payable to Rotherham & Co by cheque must accompany this application form. Please return form and payment to the Diocesan Registry at 8&9 The Quadrant, Coventry, CV1 2EG.

Petitioner(s) to state in capital letters (a) full name (b) residential address and (c) any office held (e.g. Churchwarden)

Email address:Tel. No.:.....

I/We.....

.....

Petition as follows:

1. (a) The Petitioner(s) seek a Faculty authorising the erection of a memorial/headstone as described in the Schedule hereto
OR
(b) The Petitioner(s) seek to add an inscription to an existing memorial
(c) The Petitioner(s) seek to remove an existing headstone and replace it with a new headstone.
2. Full details, including any relevant photographs of the memorial/headstone to be erected or to which the inscription is to be added accompany this Petition.
3. Full details of the inscription/image (include drawing or photograph) accompany this petition.
4. The Parochial Church Council at its meeting onpassed [unanimously][without dissent][by a majority of.....to.....among those present and voting] a resolution relating to the erection of a memorial/headstone/additional inscription. A certified copy of such resolution signed by the [Chairman][Secretary] is attached to this Petition. There aremembers of the Council.

Dated:.....

SCHEDULE

DETAILED DESCRIPTION OF MEMORIAL
or
DETAILS OF THE PROPOSED IMAGE/INSCRIPTION TO AN EXISTING MEMORIAL
or
REASONS FOR REMOVAL OF EXISTING MEMORIAL
or
DETAILS OF ALTERATION OF EXISTING MEMORIAL

- **If the Petitioner is seeking to remove an existing memorial please give full details of the reason for so doing in addition to details of the new proposed headstone.**
- **If the person seeking to remove the existing memorial is not the person who installed it please state the name and address of the person who installed it and state whether they have been consulted about the proposals.**

NOTES

1. You must set out full details of the headstone/memorial to be erected including the type of stone, measurements and lettering and the Petition should be accompanied by relevant drawings/photographs. This also applies to the addition of images/inscriptions to existing memorials. It would be helpful to have photographs of the memorial and that part of the churchyard showing its position in relation to the church and any similar memorials also in the churchyard.
2. All documents lodged with the Petition will be retained in the Registry after the issue of the Faculty.
3. Any Faculty granted on this Petition can only authorise works or purposes which are clearly included in the schedule.

If there is any further information the Petitioner(s) would like taken into account this should be set out in an accompanying statement or letter. This should include the relevance to the deceased of any proposed inscription or carved image or logo.

The Statements in this Petition are true to the best of my knowledge and belief of each one of us.

Dated.....

Signed.....

..... (Signature of Petitioner(s))