

# Application for the removal, erection, refurbishment or amending an inscription of a memorial

The Chancellor of the Diocese of Derby has delegated to the Incumbent power within his/her sole discretion to permit the introduction into his churchyard of monuments falling within the provision of the churchyard regulations. This form is to be filled in and submitted, the fee is payable on application. Work may not commence until the copy has been returned duly authorised. Cheques should be made payable to 'PCC St. Michael's Alvaston'

## Part A – To be completed by the Applicant and Memorial Mason

Name of Churchyard		Alvaston Parish Church Churchyard (Alvaston: St. Michael's)		
Full name of Deceased				
Date of death		Previous interment		
Grave plot ID		Date of burial(s)		
Relationship of applicant to deceased				
Title and full name of applicant				
Address of Applicant				
Tel No.		e-mail		
Monumental Mason				
Address				
Tel No.		e-mail		
Application for	New Memorial <sup>1</sup> <input type="checkbox"/>	Additional inscription <sup>1</sup> <input type="checkbox"/>	Replace/Refurbish <sup>1</sup> <input type="checkbox"/>	
Size of Memorial including Base <sup>2</sup>		Tall	Wide	Deep
Stone Type <sup>2</sup>		Stone Colour <sup>2</sup>		
Surface finish <sup>2</sup>				
Wording of inscription & Layout (these may appear here for an additional inscription. Or on the attached drawing for a new monument)				
Lettering: Type <sup>3</sup>		Colour <sup>3</sup>		

## General Data Protection Regulations 2018

Please note the public registers of Baptism, Banns, Wedding and Burial are exempt from the right to be forgotten (Erasure). We do not pass contact details to third parties unless required by law. If you want to be included in our mailing list for events (including memorial services) please tick preferred contact boxes. The data controllers are the PCC & Incumbent of the parish who can be reached on [office@alvaston.church](mailto:office@alvaston.church) or 01332 571 143. If you want to be excluded from all non-statutory record processing please tick No Contact.

<sup>1</sup> Please delete as applicable

<sup>2</sup> In the case of additional inscriptions write 'Existing' in each field And name of previous interment

<sup>3</sup> Note Metal (poured beaten or leaf), is not permitted

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I have attached a dimensioned sketch and/or photograph of the proposed memorial		<b>Yes / No<sup>1</sup></b>
This application conforms to the Alvaston St.Michael's Regulations and General Regulations for the Erection of Memorials and Gravestones in Churchyards for the diocese of Derby(2021)		<b>Yes / No<sup>1</sup></b>
Which I have read.		
I apply to the Incumbent or their deputy to grant permission for the memorial and undertake that if permission is granted it will be erected in exact conformity with this description. We undertake to indemnify the Incumbent and Parochial church council against all costs and expenses which they may incur in respect of any deviation from the above		
This application is made, signed and dated jointly by :		
<b>The Applicant</b>	Signed _____ Dated _____	
	Printed _____	
<b>Contact</b>	Post <input type="checkbox"/>	Telephone <input type="checkbox"/> E-Mail <input type="checkbox"/>
<b>The Monumental Mason</b>	Signed _____ Dated _____	
	Printed _____	
<b>Contact</b>	Post <input type="checkbox"/>	Telephone <input type="checkbox"/> E-Mail <input type="checkbox"/>

**Part B – To be completed by the Incumbent or area dean**

Authorised by (Office use)	Signed _____ Dated _____
	Printed _____

If your application is approved by the incumbent a copy of the form will be returned to you duly signed. If your application is not approved or does not comply with the churchyard regulations, you may resubmit a modified application within 28 days.

If your application is not approved because it falls outside the Diocesan guidelines and you do not wish to modify it to comply you may submit a Faculty Application through the Diocese of Derby by obtaining necessary forms from

**The Diocesan Registrar  
Derby Church House  
Full Street  
Derby  
DE1 3DR**

The granting of a faculty is not automatic, and the registrar will require you to show a good reason for departing from the regulations. In some cases, a hearing will be necessary. Details of the further fees for a faculty application and the hearing can be obtained from the office of the registrar.

NB.

Foundations (where permitted) must be within the dimensions of a permitted base, and its upper surface must not be visible. Installation & removal of monuments must be by qualified personnel as per regulations. All items not covered by the faculty must be removed from the plot at the same time or prior to the installation of the memorial. (Including temporary grave markers)