

# DIOCESE OF DURHAM

## Application to Incumbent for Permission to Introduce a Memorial into a Churchyard or to Add or Amend an Inscription

Our churchyards are one of the most valuable parts of our heritage and therefore one of our greatest responsibilities. We must not spoil them with memorials which are unsuitable or which do not fit in with their surroundings. Every care must be taken in respect of any application in relation to them.

The placing of any memorial in a churchyard requires a Faculty or the written permission of the Diocesan Chancellor but in certain circumstances this permission may be given on his behalf by the incumbent. Where there is no incumbent, enquiries should, in the first instance, be addressed to the rural dean. All other applications must be made to the Diocesan Registrar but the incumbent or rural dean will be happy to give guidance if assistance is required.

All applications **must be in DUPLICATE** and the appropriate fee **MUST** be sent at the time of the application.

NO WORK may be put in hand until authorisation has been duly given. If there is any deviation in the work from that which has been authorised, the clergyman who authorised the application must inform the archdeacon and the memorial may have to be removed.

In filling out the following form, please use CAPITAL LETTERS THROUGHOUT.

### FORM (TO BE COMPLETED IN DUPLICATE)

Date of application:

Name of churchyard:

Name of Memorial and/or grave number (if appropriate):

Name of Applicant:

Address:

Name of Monumental Mason:

Address:

Description of memorial

Overall size:  Height:  Width:  Thickness:

Material:  Colour:

Surface finish:

Description of any carving or decoration  
(please attach sketch if appropriate)

Proposed inscription (in full). If the application is to add or amend an inscription, please set out both the old inscription and the proposed addition or amendment.

Type of lettering:

Size of lettering:

Colour of lettering:

Full sketch of memorial (showing ground level)

- 1) I have read the current edition of the Churchyard Rules issued by the Chancellor of the Diocese.
- 2) a) I claim that under the terms of such Rules there is power under the delegated authority of the Chancellor to permit the introduction of the monument/the addition or amendment of the inscription described herein.  
  
b) I accept that under the terms of such Rules there is no power under the delegated authority of the Chancellor to permit the introduction into the said churchyard of the monument/the addition or amendment of the inscription described herein. This application is therefore submitted for approval by the incumbent and the parochial church council and for onward transmission to the Diocesan Registrar.  

**(Please delete whichever alternatives do not apply)**
- 3) I apply for permission to be granted accordingly.

- 4) I undertake that, if permission is granted, the monument will be erected in exact conformity with its description in this application.
- 5) I further undertake to indemnify the incumbent or archdeacon against all costs and expenses to which he may be put in respect of any deviation from the undertaking numbered 4) above.
- 6) I do not object to the stonemason's name being incised upon the memorial (provided that such incision meets the requirements of the Churchyard Rules).

Date: ..... Signed: ..... **Applicant**

We undertake to observe and be bound by the above.

Date: ..... Signed: ..... **Monumental Mason**

**TO BE COMPLETED BY THE PERSON GRANTING PERMISSION**

The person granting permission will indicate by his signature below, that he authorises the introduction into the churchyard of the monument/the addition to, or the amendment of, the inscription described herein and, having signed the forms will return one copy to the applicant and retain the other himself.

Date:.....Signed:.....

**Incumbent/Priest-in-Charge/  
Team Vicar/Rural Dean**

I hereby acknowledge receipt of the fee of £

Date:.....Signature:.....