

# **DIOCESE OF COVENTRY**

## **NOTES FOR THE GUIDANCE OF PERSONS WISHING TO INSTALL A CONFORMING MEMORIAL IN A CHURCHYARD OR TO ADD A CONFORMING INSCRIPTION TO AN EXISTING MEMORIAL**

Anyone resident in a parish or on the church electoral roll has the right of burial in the parish churchyard but there is no automatic right to install a memorial to the deceased.

You have been supplied with an application form to install a conforming memorial in a Church of England churchyard or add a conforming inscription to an existing memorial.

If a memorial is being sought which conforms to the Churchyard Regulations an application must be made to the incumbent of the parish (Vicar, Rector, Team Minister, Priest in Charge) or in the case of extended absence of the incumbent or interregnum, the Area Dean. The application must be fully completed and an accurate sketch or image of the proposed memorial included on the form so the incumbent (or Area Dean) can make an informed decision on your proposal.

The application must be fully completed including an image or sketch on page 3 even if an additional inscription is being sought to an existing memorial.

If the application form is not fully completed the incumbent (or Area Dean) cannot consider it until all details have been provided.

The incumbent (or Area Dean) can only authorise memorials that conform to the Churchyard Regulations and does so under delegated authority from the Chancellor of the Diocese, who has jurisdiction over all consecrated Church of England churchyards within the Diocese. A promise given by an incumbent, churchwarden or Area Dean for a memorial or additional inscription has no legal value and is not binding. A churchwarden, parish administrator, lay reader, curate, associate vicar or a member of a Parochial Church Council cannot give permission for any memorial or inscription.

The incumbent will consider the contents of the application and ensure that all elements of the proposal conform to the Regulations e.g. measurements, material, colour, inscription, images, etc. If the proposal does conform the incumbent may authorise the memorial and/or inscription however he/she is not obliged to do so.

To install a conforming memorial or add an inscription to an existing memorial without the required permission being granted is unlawful. An order to remove the memorial will likely follow and the cost of removal will be recovered from the person who installed a memorial without permission.

In some parishes the Parochial Church Council has a formal policy of not accepting certain types of memorials. If that is the case you will need to apply for a faculty from the Chancellor of the Diocese. The incumbent or churchwarden will refer you to the Diocesan Registry for the appropriate petition form for completion.

When you have completed the application form in full please send it to the incumbent of the relevant parish for consideration. Please be aware that fees are payable for the installation of a memorial/headstone/plaque.

Please note that inscriptions to be added to an existing cremation plaque will require a faculty if the plaque is to be turned over.

# DIOCESE OF COVENTRY

## APPLICATION TO:

INTRODUCE A NEW CONFORMING MEMORIAL INTO A CHURCHYARD  OR

ADD A NEW CONFORMING INSCRIPTION TO AN EXISTING MEMORIAL

NAME OF CHURCHYARD: .....

PLOT/GRAVE NUMBER: .....

The Chancellor of the Diocese, under the Churchyard Regulations, has delegated to incumbents authority to permit, in writing but without a faculty, the introduction of memorials into churchyards provided they comply with certain specifications in the Churchyard Regulations which have been circulated to incumbents and memorial masons.

Applications for memorials or inscriptions not complying with these specifications must be made on a faculty petition form from the Diocesan Registry or the Diocesan Advisory Committee website

### THE APPLICANT *(a member of the family)*

Full name(s):	
Address	
Telephone number	
Email address	

### THE DECEASED

Full name(s)	
Date of death	
Relationship to the Applicant	

### MEMORIAL MASON / FUNERAL DIRECTOR

Name	
Address	
Telephone number	
Email address	
Order number	

**NEW MEMORIAL / ADDITIONAL INSCRIPTION(S)**

<b>Material</b>	
<b>Size</b>	
<b>Colour</b>	
<b>Surface finish</b>	
<b>Details of carving and/or decoration including sizes</b>	
<b>Is the inscription and any images to be hand carved or sandblasted?</b> (Tick relevant box)	<p>Hand carved <input type="checkbox"/></p> <p>Sandblasted <input type="checkbox"/> (Granite or slate memorials only)</p> <p>If the proposed memorial is not of granite or slate and the inscription and images are to be sandblasted the memorial can only be authorised by the Chancellor of the Diocese by way of faculty. It cannot be authorised by the incumbent or Area Dean and a non-conforming memorial petition form must be completed.</p>
<b>Proposed wording</b>	
<b>Colour of lettering</b>	
<b>Style of lettering (font)</b>	
<b>Size of lettering</b>	

**DRAWING/IMAGE OF PROPOSED MEMORIAL/  
LAYOUT OF ADDITIONAL INSCRIPTION(S)**

I apply to the incumbent for permission to introduce the memorial described above with all inscriptions and images being hand carved unless on a granite or slate memorial where sandblasting is permitted and undertake that, if permission is granted by the incumbent, the memorial will be erected in exact conformity with that description.

I further undertake to indemnify the Incumbent against all costs and expenses to which he/she may be put in respect of any deviation from this undertaking.

I do not object to the memorial mason's name being discreetly incised upon the memorial (provided such an incision meets the requirements of the Churchyard Regulations).

I confirm that I have used all reasonable endeavours to provide details of this application to all of the following living relatives of the deceased: Spouse, civil partner, cohabitant, parent, sibling, child, and I confirm that:

No such person has raised an objection to the proposal; or

The following people have not been contacted; and/or

.....  
.....

The following people have raised an objection.

.....  
.....

**Dated** \_\_\_\_\_

**Signed** \_\_\_\_\_

*(Dated and signed by the applicant)*

We undertake to abide by the above and we confirm that the memorial will be fixed in accordance with the current British Standard (i.e. BS8415 or later).

**Dated** \_\_\_\_\_

**Signed** \_\_\_\_\_

*(Dated and signed by the memorial mason)*

**TO BE COMPLETED BY THE INCUMBENT**

The Incumbent authorises the introduction into the churchyard of the memorial described above.

**Dated** \_\_\_\_\_

**Signed** \_\_\_\_\_

*(Dated and signed by the Incumbent)*

**One copy to be sent to the applicant/mason. A second copy to be retained for PCC records**