

**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 £327.40 (from 1<sup>st</sup> January 2024) 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.

The Petitioner to state in capital letters their full name, residential address and any office held e.g. churchwarden

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

I,.....  
.....

**Petition as follows:**

1. (a) The Petitioner seeks a Faculty authorising the erection of a non-conforming memorial as described in the Schedule hereto; or  
(b) The Petitioner seeks to add a non-conforming inscription to an existing memorial; or  
(c) The Petitioner seeks to remove an existing memorial and replace it; or  
(d) The Petitioner seeks to alter an existing memorial..
2. Full details, including any relevant photographs of the memorial to be installed or to which the inscription is to be added accompany this petition.
3. Full details of the inscription and any images (include drawing or photograph) accompany this petition.
4. The Parochial Church Council at its meeting on .....passed [unanimously][without dissent][by a majority of.....to.....among those present and voting] a resolution relating to the installation of, replacement of or alteration of a memorial or addition of a non-conforming inscription. A certified copy of such resolution signed by the [Chairman][Secretary] is attached to this petition. There are .....members 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**

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.

.....  
.....

### **NOTES**

1. You must set out full details of the memorial to be installed including the type of stone, measurements and lettering and the petition should be accompanied by relevant drawings and/or photographs. This also applies to the addition of inscriptions or images to existing memorials. Photographs of an existing memorial and that part of the churchyard showing its position in relation to the church and any similar memorials also in the churchyard should also be supplied.
2. All documents lodged with the petition will be retained in the Diocesan Registry after the issue of a 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 would like taken into account, this should be set out in an accompanying statement or letter. It 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.**

Dated.....

Signed.....

Signature of Petitioner