**CHURCHYARD REGULATIONS**

**Application to introduce a memorial into a Churchyard** (to be completed in duplicate)

NAME OF CHURCHYARD: …………………………………………………………………………………

The Chancellor of the Diocese, under his Churchyard Regulations, has delegated to Incumbents authority to permit, in writing but without a faculty, the introduction of memorials into churchyards so long as they comply with certain specifications in the Churchyard Regulations, which have been circulated to Incumbents and Memorial Masons and are summarised in the attached leaflet. **Applications for memorials not complying with these specifications must be made on a faculty application form obtainable from the Diocesan Registrar.**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | | |
| **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:** |  | **Order Number:** |  |

|  |
| --- |
| **NEW MEMORIAL OR ADDITIONAL INSCRIPTION \* (\* delete as appropriate)** |

#### MEMORIAL:

|  |  |  |  |
| --- | --- | --- | --- |
| **Material** |  | **Size** |  |
| **Colour** |  | **Surface finish** |  |
| Details of carving and/or decoration |  | | |
| **Details of vase** |  | | |
| **Other information:** |  | | |
| **Proposed wording:** |  | | |
| **Style of lettering:** |  | | |
| **Colour of lettering:** |  | | |

|  |
| --- |
| **DRAWING OF PROPOSED MEMORIAL:** |
| 1. I apply to the incumbent for permission to introduce, the memorial described above, and I undertake that, if permission is granted by the incumbent, the memorial will be erected in exact conformity with that description. 2. I undertake to pay the statutory fee of £150 (£31 if additional inscription on existing monument) 3. I further undertake to indemnify the Incumbent against all costs and expenses to which he may be put in respect of any deviation from this undertaking 4. I do not object to the memorial mason’s name being incised upon the memorial (provided such an incision meets the requirements of the Churchyard Regulations as set out in the leaflet)   Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated and signed by the applicant We undertake to abide by the above  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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.  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated and signed by the Incumbent **One copy to be sent to the applicant/mason. The second copy to be retained for PCC records.** |

This form may be reproduced or further copies obtained from The Revd Rupert Allen, DAC Secretary, Diocese of Leicester, St Martins House, 7 Peacock Lane, LE1 5PZ. T: 0794 735 3125 or 0116 261 5332

E: [rupert.allen@leicestercofe.org](mailto:rupert.allen@leicestercofe.org) W: [www.leicester.anglican.org/dac/memorials-in-churchyards](http://www.leicester.anglican.org/dac/memorials-in-churchyards)

This form should be submitted **in advance** to the incumbent of the churchyard where the memorial is to be installed