

Diocese of Derby

Churchyard Memorial Application Form

Please read these notes before filling in the form. If you have not yet read the Churchyard Regulations, please do so, as the information contained there may help to prevent difficulties for you later in the process. (<https://derbydiocesanregistry.co.uk/facultyjurisdiction/memorials>)

Your Parish Priest (i.e. Incumbent - Vicar/Rector or Priest in Charge) will be able to advise you on what memorials come within his or her powers to agree, and what proposals will need the longer and more expensive process of a Faculty. Please talk with your priest before making any decisions which might prove more costly than you would wish.

For example, a priest has no powers to give permission for a memorial made from brightly coloured, black or white materials, including black, dark grey, blue, red, green or white granites, marble, synthetic stone, terracotta, metal glass or plastic; no memorial which is highly polished or with a reflective finish; nothing in the shape of a book or heart, no kerbstones, chippings or glass shards and no photographs. When the form has been completed by the Applicant and memorial mason it must be sent to the Incumbent or Priest in Charge (or Area Dean if there is no Incumbent).

If you wish to propose a memorial which falls outside your priest's limited powers, please send the form when it has been completed by the Incumbent or Priest in Charge and stonemason, to the Registry at - The Derby Diocesan Registry, 1 The Sanctuary, Westminster, London, SW1P 3JT. You will then be given details of how to apply to the Chancellor of the Diocese for a Faculty.

1. Your name, address, email and telephone number

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2. Name of churchyard

3. Name of deceased Date of death / burial

4. Your relationship to the deceased

5. Are the other members of the deceased's family aware of this application and consent to it?

YES/NO

6. Is the proposed work

- A new memorial? YES/NO
- An additional inscription? YES/NO
- Any other alteration (including removal e.g. of kerbs)? YES/NO

(If so, please describe)

7. Is the proposed memorial

- A cross? YES/NO
- A headstone? YES/NO
- A tablet marking a cremation burial? YES/NO
- Some other type of memorial? YES/NO

(If so, please describe).....

If a headstone, what are the dimensions?

- Height.....(Between 750mm (30") and 1200mm (48") measured from ground level)
- Width (Between 500mm (20") and 900mm (36"))
- Thick (Between 75mm (3") and 150mm (6") slate memorials, 25mm (1"))

If a headstone for a child, what are the dimensions?

- Height.....(no less than 600mm (24") measured from ground level)
- Width (no less than 375mm (15"))
- Thick (Between 50mm (2") slate memorials, 25mm (1"))

If a wooden cross - is it less than 900mm (36") high, measured from ground level YES/NO

If a tablet marking a cremation burial, what are the dimensions?

..... (Not more than 400mm (16") by 400mm (16"))

8. If there is to be a base (which must be integral to the design)

- Is it fixed on a foundation stone flush with the ground? YES/NO
- Is there a recess for flowers? YES/NO
- What is the width? (Not more than 100mm (4") or 200mm (8") if with a recess)

9. If the memorial is a ledger (a stone laid flat), what are the dimensions?

- Length..... (not more than 2100mm (84"))
- Width (not more than 900mm (35")) Any base should not extend more than 125mm (5") around the stone and be flush with the ground.

10. What is the material?

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What finish is proposed?

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11. What inscription is proposed?

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12. What form and size of lettering is proposed?

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Will it be cut and drawn by hand, cut by machine, or sandblasted?

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Will the lettering be painted? YES/NO

If so, what material and colour will be used?

13. Please provide a sketch or a photograph of the proposed memorial on a separate sheet of paper.

14. Name and address of the letter cutter or stonemason proposing to carry out the work

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15. These declarations must be signed by the applicant, stonemason and Incumbent or Priest in Charge (and Archdeacon when necessary) –

(i) I/we declare that the information on this form is true and that no change will be made without consulting the Incumbent or Priest in Charge

Signature of applicant Date

(ii) I/We undertake to carry out the above work on behalf of the applicant. I have read the Diocesan Regulations for Churchyard Memorials (2021) and I believe the proposed memorial complies with/does not comply with the Regulations. I undertake that: the memorial will not be manufactured or erected until written approval has been obtained; if consent is granted the design of the memorial will not be altered prior to it being erected; I/We will ensure that the grave and its surroundings are left neat and tidy following completion of the works.

Signature of letter cutter or stonemason Date

(iii) Please delete as appropriate

(a) I am satisfied that the memorial described above complies with the Churchyard Regulations (2021) and falls within my delegated powers. Therefore I consent to the introduction of the memorial described above into the churchyard.

or (b) The memorial does not comply with the Churchyard Regulations (2021). However I support its introduction into the churchyard and recommend that a Faculty should be granted.

or (c) I cannot give my consent to the introduction of this memorial into the churchyard

Signature of Incumbent/Priest in Charge/Area Dean

..... Date

Statutory fee (for parish approved application).....

(iv) Please delete as appropriate

(a) The memorial described above does not comply with the Churchyard Regulations (2021) but falls within my delegated powers. Therefore I consent to the introduction of the memorial described above into the churchyard.

or (b) I cannot give my consent to the introduction of this memorial into the churchyard

Signature of Archdeacon Date

Archdeacon of.....

Once completed, this form should be photocopied, and copies kept by each of the applicant, Incumbent or Priest in Charge, and stonemason or letter cutter.