

# Memorial Application Form

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Every parish church wishes its churchyard to be a place of peace and refuge for those who mourn and to be a place where the mortal remains of their loved ones can rest safely. We hope such provision will be an expression of the care and love the church seeks to extend to the whole community and underline its belief that the welfare of both the living and departed is important to God.

As far as possible the church tries to ensure that everyone who uses their churchyard is treated with fairness, equality and consistency. To that end, each churchyard is governed by a set of Regulations which are issued by the Chancellor of the Diocese, and which say what is or is not allowed unless special permission has been given in a particular case by the Chancellor. If there is a good reason in an individual case for allowing a memorial which is different from those which are allowed by the Regulations then the Chancellor will consider whether to authorise such a memorial but that permission can only be given by the Chancellor and the local clergy and churchwardens are required to respect the Regulations. This means that the local clergy and churchwardens cannot permit every kind of memorial or grave design and cannot allow a memorial which is outside the Regulations.

Sometimes families are surprised that the choice of the memorial to their loved one cannot be a matter of private choice but has to fit in with what the Regulations direct. The Regulations do allow room for individuality and imagination in the design of memorials but within certain limits and there are good reasons for this, to do with the special nature of Churchyards

They are:-

- *An extension of the church's witness to God and his promise of eternal life through the resurrection of Jesus Christ.* What is put in churchyards therefore needs to be consistent with the spiritual values of the Christian faith.
- *Historical places.* The clergy are stewards of a very long heritage which needs to be preserved and passed on to the next generation.
- *Shared spaces.* Here the differing tastes and traditions of many families need to be kept in harmony with each other, so that discord and conflict can hopefully be avoided.

In short, the Regulations aim to maintain the churchyard as a haven which in appearance and atmosphere ensures that all can find space for peaceful reflection and dignified remembrance of their loved ones.

You can read the Regulations for yourself by visiting the Lichfield Diocesan website:

[www.lichfield.anglican.org/documents/churchyard-regulations](http://www.lichfield.anglican.org/documents/churchyard-regulations)

The final authority for deciding which memorials can or cannot be placed in a churchyard lies with the Chancellor and if a family are not content with the decision of the local church or if they wish to have a memorial which is different from those which are permitted by the Regulations they can apply directly to him. This is done via the Diocesan Registry ([a.chong@fbcmb.co.uk](mailto:a.chong@fbcmb.co.uk) or 01952 211303).

Below you will find an application form for a memorial. Please read through it carefully and follow the instructions before sending it to your local Parish Priest. If you are unsure about any part of it, do contact him or her and they will be happy to help you.

**To reduce the chance of misunderstanding or disappointment you are strongly advised to seek advice from the parish priest of the church where you wish to erect a memorial *before* you make any arrangements with a memorial mason. The priest will be able to explain what the Chancellor's Regulations do or don't allow.**

## Applicant Details

	(Please write your answers in this column)
Name of Churchyard:	
Name of Parish:	
Name of Applicant:	
Address:	
Telephone number:	
E-mail address:	
Name of deceased:	
Relationship of Applicant to the deceased:	
Date of burial of the deceased:	
Grave reference/number of the deceased:	
<p>I apply for consent to introduce the memorial described in this application into the churchyard and declare that:</p> <ul style="list-style-type: none"><li>• I have read the Churchyard Regulations and will abide by them in all respects</li><li>• I understand that I may not introduce any item which does not conform with the Regulations and in particular plastic flowers, models, objects, toys, kerbs railings or chippings,</li><li>• All of the statements to be inscribed on the memorial are accurate</li><li>• If consent is given, the design of the memorial will not be altered before it is erected</li><li>• I accept that if the design of the memorial and/or inscriptions on the memorial are altered after consent has been given, action may be taken to implement the removal of the memorial</li><li>• I acknowledge that I will be responsible for the upkeep of the memorial</li></ul>	
Applicant's Signature:	
Date:	

## Memorial Details

What are you applying to install in the churchyard? (Please tick the relevant box)

*(The parish priest cannot permit a memorial which includes kerbs, railings or chippings. There are particular regulations as to vases, and as to the dimensions of bases)*

- |  |                          |
|--|--------------------------|
| Headstone                                      | <input type="checkbox"/> |
| Additional Inscription                         | <input type="checkbox"/> |
| Vase   | <input type="checkbox"/> |
| Flat memorial stone (to be laid in churchyard) | <input type="checkbox"/> |
| Repair   | <input type="checkbox"/> |
| Clean  | <input type="checkbox"/> |

### Material of memorial:

*(The following stones will normally be suitable material for memorials: Limestones, sandstones, granite (but not black or dark grey granite), nabresina, serena stone or slate. Stones cannot be polished to the extent that the memorial appears reflective but the incumbent may permit the face of the memorial which is to be inscribed to be honed or polished to a lesser extent). Stone or Hard-wood crosses are permitted, but please refer to the regulations as to size and dimensions. No composite stone type material concrete metal glass plaster plastic objects (nor any other material than the authorised stone and wood) may be introduced, of any kind of design.*

**Dimensions:** [note that memorials for infants may be smaller; please refer to the Regulations]

**Height** of memorial (mm):

*(The height of a memorial can be no more than 1220mm and no less than 762mm.) [note that if the memorial is to be laid flat (ie level with the ground) then the length is 1830mm]*

**Width** of memorial (mm):

*(The width of a memorial can be no more*



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LICHFIELD



<i>than 915mm and no less than 510mm).</i>	
<p><b>Thickness</b> of memorial (mm):</p> <p><i>(The thickness of a memorial can be no more than 152mm and no less than 76mm, except where slate is to be used, a the thickness should be no less than 40mm).</i></p>	
<p><b>Lettering</b> font/typeface:</p> <p>Sans <input type="checkbox"/></p> <p>Times New Roman <input type="checkbox"/></p> <p>Arial <input type="checkbox"/></p> <p>Old English <input type="checkbox"/></p> <p>Script <input type="checkbox"/></p> <p>Other <input type="checkbox"/> Please state: .....</p>	
<p><b>Colour</b> of lettering:</p> <p><i>(lettering should be <u>painted</u> (not affixed) in black or white (or another colour provided that it is harmonious with the stone being used). Plastic lettering and the gilding or silvering of letters is not permitted).</i></p>	
<p>Will the inscription be <b>incised</b> into the stone or <b>carved</b> in relief? <i>(please delete as applicable).</i></p>	Incised / Relief
<p><b>Symbol</b> design:</p> <p><i>(If you propose to have a symbol inscribed on the memorial, please describe and draw it here. You should also include its dimensions in millimetres).</i></p> <p><i>(A parish priest may permit a plain cross not exceeding 152mm in height or single floral symbol that does not extend beyond the length of any one side of a memorial, or covering no more than 20% of the width of a memorial).</i></p> <p><i>(With the agreement of the Archdeacon the incumbent may also permit the inclusion of a single symbol which has a particular relevance to the life of the deceased (such as the symbol of a patron saint, the tool or symbol of a particular trade, occupation, hobby, or pursuit, a regimental badge,</i></p>	

<p><i>professional insignia, or the like). Symbols may express an element of humour and the tradition of symbols in the form of a rebus or visual pun is to be encouraged. Such symbols should be small in size and incised or carved in relief.)</i></p> <p><i>(If you require more room, please draw the symbol on a separate sheet but remember to submit it together with the application).</i></p>	
<p><b>Design of Memorial:</b></p> <p><i>(You should use this space to draw the shape and design of the memorial; include in it any symbols or lettering. If you require more room, please draw the symbol on a separate sheet but remember to submit it together with the application).</i></p> <p><i>The incumbent may not permit irregular or unusual shaped stones, nor such items as hearts animals or teddy bears, nor open books</i></p>	

<h3>Inscription Details</h3>	
<p><i>(Inscriptions should be simple, reverent and appropriate to a churchyard. They should commemorate accurately the life of the person who has died. They must also be consistent with orthodox Christian belief and should not be confined solely to expressions of personal loss or sorrow. Inscriptions need not be confined to the name and the dates of the person who has died. Inscriptions reflecting the particular character of the person being commemorated are encouraged).</i></p>	
<p><b>Proposed Inscription:</b></p> <p><i>(If necessary, please continue on a separate sheet but remember to submit it together with the application).</i></p>	

## Details of Memorial Mason

Name:

Address:

Telephone:

E-mail address:

*(To be completed and read by the memorial mason)*

I confirm that I have read the Chancellor's Churchyard Regulations 2013 and believe that the proposed memorial complies with those regulations.

We are registered/accredited with the following registration/accreditation scheme:

Registration/accreditation number:

I confirm that the memorial will not be erected until written permission has been obtained from the incumbent or the Diocesan Chancellor.

I confirm that if approval is given, the design of the memorial will not be altered before it is erected.

I confirm that we will ensure that the grave and its immediate surroundings are left neat and tidy and level following the completion of the work.

The proposed method of fixing the memorial is set out in the document attached hereto *(please outline on a separate sheet)*.

I confirm that due account has been taken of the nature of the ground and any potential settlement problems and that proposed method of fixing accords with BS8415.

I acknowledge that if the memorial is found to have been inadequately fixed we will be liable at the direction of the Chancellor of the Diocese to meet the cost of its removal and/or re-fixing.

Memorial Mason's signature:



Name:
Status/position:
Date:

<b>Parish Priest's Details/Comments</b>	
Name:	
Position:	
<p><u>Delete as applicable:</u></p> <ul style="list-style-type: none"> <li>• I believe that the memorial described in this application complies with the Chancellor's Churchyard Regulations and I grant permission for its erection.</li> <li>• I do not believe that the memorial described in this application complies with the Chancellor's Churchyard Regulations and for that reason I refuse permission for its erection.</li> </ul> <p>I refuse permission for its erection on the following grounds  AND if applicable I would nonetheless recommend the memorial for permission on the following grounds (<i>continue on separate sheet if necessary</i>):</p>	
The following fee has been paid (£):	
Parish Priest's signature:	
Date:	