THE CHURCH OF ENGLAND
DIOCESE OF WORCESTER

APPLICATION FOR CONSENT

TO INTRODUCE A MEMORIAL INTO A CHURCHYARD, OR TO ALTER AN EXISTING MEMORIAL

1. Name of church: .....

2. Name of the deceased: .....

   Date of death: ..... Date of burial /cremation *(delete as appropriate)*: .....

3. Details of a new memorial to be introduced (dimensions in centimetres):

   Type of stone (or other material): ..... Colour: .....

   Maximum height above ground level:..... Width:..... Thickness: .....

   Dimensions of horizontal base stone: ..... by .....

   Proposed inscription:.....

   .....

   .....

   .....

A sketch of the proposed memorial, showing any carving or decoration, along with any descriptive notes, must be submitted on a separate sheet together with this application form.

4. Details of an existing memorial to be altered:

   Existing inscription: .....

   .....

   .....

   Additional text: .....

   .....

5. Name of applicant: .....

   Address:.....

   .....

   Telephone no.: ..... Email: .....

   Relationship to the deceased person .....

6. Statement to be read and signed by the applicant:

   I apply for consent to introduce into the churchyard the memorial described at section 3 above. I believe that it complies with the principles set out in the document entitled Churchyard Memorials: a Guide for the Bereaved.

   I agree that:
   all factual statements on the memorial (for example, names and dates) are accurate;
   the memorial will not be erected until written approval has been obtained;
   if consent is granted for this memorial, its design will not be altered prior to it being erected, unless I have received further consent for the alteration;
   I will ensure that the grave and its immediate surroundings are kept neat and tidy;
   any permission granted will last for 75 years from the date of the last death recorded on the memorial.

Signed: ..... Date: .....

6. Name of stonemason carrying out the works: .....

Address: .....

.....

Telephone no.: ..... Email: .....

7. Statement to be read and signed by the stonemason

I undertake to carry out the necessary work on behalf of the applicant for the erection of the memorial described at section 3 above. I have read the current edition of the document entitled Churchyard Memorials: a Guide for Funeral Directors and Stonemasons; and I believe that this proposed memorial complies with the relevant Guidelines (see section 8 below).

I/we undertake that:
the memorial will not be erected until written approval has been obtained;
if consent is granted for this memorial, its design will not be altered prior to it being erected, unless further consent has been granted for the alteration;
I/we will ensure that the grave and its immediate surroundings are left neat and tidy following the completion of the works.

Signed: ..... Date: .....

Name: ..... Position: .....

THIS FORM SHOULD BE SENT OR GIVEN TO THE INCUMBENT CONCERNED, TOGETHER WITH A CHEQUE FOR THE APPROPRIATE FEE (MADE PAYABLE TO THE PCC).

8. FOR USE BY THE INCUMBENT OR OTHER APPROPRIATE PERSON *(✓ tick as appropriate)*

☐ There are in force guidelines relating to this churchyard, approved by the Chancellor on:

[date] .....

or

☐ There are no such guidelines in existence; the relevant guidelines are accordingly those used throughout the Diocese, approved by the Chancellor, coming into force on 1st May 2013.

☐ The memorial described above complies with the relevant guidelines. I therefore give my consent to the introduction of the memorial into the churchyard, until further order, and subject to the notes and conditions on the attached sheet

or

☐ The memorial described above does not comply with the relevant guidelines. I nevertheless support its introduction into the churchyard, and therefore recommend that a faculty should be granted. Full details are set out in the attached letter to the applicant (of which I have sent a copy to the Diocesan Registrar)

or

☐ I cannot give my consent to the introduction into the churchyard of the memorial described above, for the reasons set out in the attached letter to the applicant (of which I have sent a copy to the Diocesan Registrar).

Signed: ..... Date: .....

Name: ..... Position: .....