

# Diocese of Coventry

## Annex to Additional Matters Order No 1 of 2025

### Churchyard Memorial Application Form

#### Diocese of Coventry

#### **Application form to introduce a memorial into a Churchyard or to repair or to replace or add to or amend (an inscription on) an existing Churchyard memorial**

Before completing this application form, you are required to read the Chancellor’s Churchyard Regulations (the "**Regulations**"), which can be found on the Diocesan website at <https://www.coventry.anglican.org/info-for-parishes/church-buildings-dac/churchyards/memorials-in-churchyards-9331> and also the Diocesan Churchyard Memorial Regulations which are contained in the aforesaid “Additional Matters Order”

If you are using this form to apply for permission to repair or to replace an existing memorial or to erect a new memorial, please complete each part of the form.

If you are using this form to add an inscription to or amend an inscription on an existing memorial, please complete parts A, D, E and F only.

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**Permission is sought to erect\* / repair\* / replace\* / add an inscription to\* / amend an inscription on\* a memorial (\*Delete as appropriate)**

Name of Churchyard .....

Name of Applicant .....

Address .....

.....

Email address .....

Telephone number .....

Name of Deceased .....

Date of burial/interment .....

Relationship of Applicant to the Deceased .....

**PART A - DETAILS OF THE APPLICANT AND THE DECEASED**

**I/We apply for consent to erect\* /repair\* / replace\* / add an inscription to\* / amend an inscription on\* a memorial in the Churchyard named above (\*delete as appropriate) and confirm that:**

- I/We have read the current edition of the Regulations.
- All the factual statements to be inscribed on the memorial are accurate and are not misleading.
- I/We 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/we 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.  
.....
- Save in the case of the erection of a new memorial, I/we confirm that I/we am/are the owner of the memorial and understand that I/we am/are responsible for its maintenance and safe condition.
- Where this application is for the addition of any further inscription or the replacement of an existing memorial, that I/we am/are the legal owner/s of the memorial<sup>1</sup>.
- I/We understand that if the memorial becomes insecure or otherwise unsafe, the memorial may be laid flat in order to avoid the risk of personal injury and damage.

**I/We agree at all times to comply with the Regulations and acknowledge the right of the Parochial Church Council to remove all items from the Churchyard that are not permitted.**

**I/We undertake to indemnify and keep indemnified the Incumbent (or Priest-in-Charge) and the Parochial Church Council against all costs, liabilities and expenses which he or she may suffer or incur as a result of any failure to comply with the Regulations or arising from any inaccurate or misleading statement made on this application form.**

**I/We believe that the facts stated in this application are true.**

**Applicant's signature** .....

**Date** .....

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<sup>1</sup> The owner of a memorial will be the person who commissioned and paid for it and, upon their death, the heir-at-law of the person or persons commemorated. If you are any doubt as to who is the legal owner, you should discuss the matter with the Incumbent (or Priest-in-Charge).

**PART B - DETAILS OF MEMORIAL  
(TO BE COMPLETED BY CRAFTSPERSON/MEMORIAL MASON)**

**\*Delete as appropriate**

Type of memorial                      Headstone memorial; Wooden cross memorial; Commonwealth War Graves Commission memorial; cremated remains tablet; [open-book memorial - will require a faculty].\*

Type of stone (where applicable)                      Sandstone; limestone; granite; [marble]; slate\*

Colour of stone or slate (where applicable)                      .....

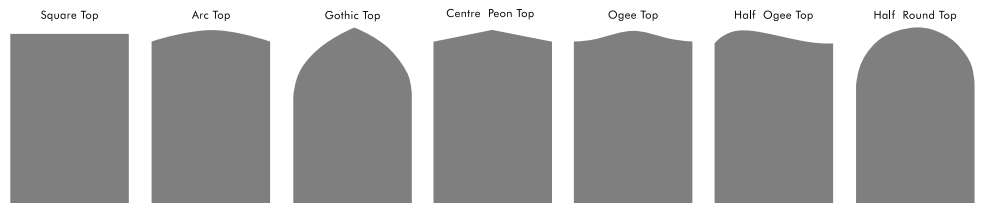
Does this colour render the memorial discordant in the context of the church or churchyard?                      Yes/No\*

Means of preventing premature degradation of wood (where applicable)

Surface finish of inscription plate. Please provide details of the style of stone finish so as to show that it is not polished or reflective                      .....

Surface finish of other surfaces Please provide details of the style of stone finish so as to show that it is not polished or reflective                      .....

**Shape**



Description of any carving or decoration                      .....

.....

*(A scale drawing of the memorial showing the dimensions of the inscription plate, base and foundation, design shape, style, and colour, and relation to ground level and including the detail of the inscription and any carving or decoration must be provided when submitting this application form)*

**PART C - DIMENSIONS OF MEMORIAL  
(TO BE COMPLETED BY CRAFTSPERSON/MEMORIAL MASON)**

<b>HEADSTONE MEMORIAL</b>	
Please use metric units (e.g. 100mm)	
Memorial (height measured from ground surface)	Height .....
	Width .....
	Thickness .....
Base	Width .....
	Depth .....
	Thickness .....
<b>OR</b>	
<b>WOODEN CROSS MEMORIAL</b>	
Memorial	Height .....
	Width .....
	Thickness of timber .....
	Depth below ground .....
<b>OR</b>	
<b>OPEN BOOK MEMORIAL (Note: a faculty will be required for such a memorial)</b>	
Memorial	Height .....
	Depth .....
	Width .....
<b>OR</b>	
<b>CREMATED REMAINS TABLET</b>	
Memorial	Shape .....
	Dimensions .....

**PART D - PROPOSED INSCRIPTION / MOTIF / EMBLEM / IMAGE**

<p>Existing inscription</p> <p><i>(To be completed only where there is an existing memorial)</i></p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Proposed inscription</p> <p>(Note: Additional inscriptions should match the existing in style and finish)</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Any relevant information explaining the reason for the proposed wording and motif / emblem / image</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Style and size of lettering.</p>	<p>.....</p> <p>.....</p> <p>.....</p>
<p>Description of any motif / emblem / image</p>	<p>.....</p> <p>.....</p> <p>.....</p>
<p>Is the inscription and / or motif / emblem / image to be coloured?</p> <p>If so, please provide further details.</p>	<p>Yes/No*</p> <p>.....</p> <p>.....</p>

**\*Delete as appropriate**

**PART E - DETAILS OF CRAFTSPERSON/MEMORIAL MASON**

Name .....

Address .....

.....

.....

Email address .....

Telephone number .....

Details of memorial fixing accreditation scheme: BRAMM, or RQMF or NAMM retail membership (where applicable) or other:

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I/We confirm that:

- I/We have read the Regulations and confirm that the proposed memorial complies with these Regulations.
- The memorial will not be erected until written permission has been obtained from either the Incumbent or the Chancellor of the Diocese.
- If approval is given, the design of the memorial will not be altered before it is erected.
- I/We will ensure that the grave and its immediate surroundings are left neat and tidy and level following completion of the work.
- Due account has been taken of the nature of the ground and any potential settlement problems and that the proposed method of fixing accords with the current edition of BS 8415, and I/we agree to indemnify the Incumbent, Churchwardens and the Parochial Church Council against any liability that may arise out of the failure on my/our part to construct and install the memorial in accordance with the current edition of BS 8415.
- I/We have public liability insurance in relation to the installation of this memorial to a level of at least £5million.
- I/We acknowledge that if the memorial is found to have been inadequately fixed, we will be liable at the direction of the Chancellor to meet the cost of its removal and/or refixing.
- I/We acknowledge that if a memorial is placed which does not comply with the application submitted and the permission granted, I/we will be liable for the cost of its removal.

**Craftsperson/Memorial Mason's signature** .....

**Date** .....

**PART F - MINISTER<sup>2</sup>'S CONSENT**

Name .....

Position .....

The memorial (including the inscription) described in this application complies with the Regulations and I hereby grant permission for its erection.

The parish's fee for this work will be: £ .....

BACS payment details:

Name of account: .....

Sort code: .....

Account number: .....

Or a cheque for this amount should be made payable to  
..... PCC.

I am not able to grant permission for the introduction of the memorial described in this application as it does not comply with the Regulations for the following reason/s.

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.....  
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The memorial (including the inscription) described in this application complies with the Regulations but I nevertheless decline permission for the introduction of the memorial for the following reason/s.

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<sup>2</sup> The 'minister' is (a) the incumbent of a benefice to which the parish belongs, or (b) if the parish is vacant, the minister acting as priest in charge or the curate licensed to the charge of the parish, or (c) if there is no such person under (a) or (b) the area dean of the deanery to which the parish belongs.



**Minister's signature**

.....

**Date**

.....

**Faculty Petition**

If the minister has not granted permission for the memorial to be introduced then the applicant(s) may amend the application to one that is more likely to be acceptable and resubmit it, or he/she/they can petition the Diocesan Chancellor for a faculty to permit the introduction of the memorial.

The process for making such a petition for a faculty is set out in the Handbook for the Bereaved.

This application form will be deemed to amount to a petition for such a faculty.