

DIOCESE OF DERBY			A
United Benefice of Ault Hucknall and Scarcliffe			
Form of Application for the Erection of a Memorial or Gravestone or Amending an Inscription			
Churchyard	Grave No		
Grave of			
Date of Death	Date of Application		
Applicant's Name and Address			
Tel No			
DETAILS - Give full details of materials, colour and finish of gravestone			
Dimensions	Height	Width	
DESIGN: Does the stone (including base and foundation slab) conform to the rules set out in this leaflet			
		Yes / No	
Give details of any carved decoration			
Give full wording and layout of inscription			
SKETCH - An attached sketch must show the dimensions of the stone; the positioning and dimensions of the base (and foundation slab is any) in relation to ground level; the design of any carving; and a sample of the proposed lettering.			
Authorised	Date		
If the submission is approved then part B of the form duly signed should be returned to the applicant			
NB: No stonemason's estimate should be accepted or work put in hand until authorisation has been obtained.			

DIOCESE OF DERBY			B
United Benefice of Ault Hucknall and Scarcliffe			
Form of Application for the Erection of a Memorial or Gravestone or Amending an Inscription			
Churchyard	Grave No		
Grave of			
Date of Death	Date of Application		
Applicant's Name and Address			
Tel No			
DETAILS - Give full details of materials, colour and finish of gravestone			
Dimensions	Height	Width	
DESIGN: Does the stone (including base and foundation slab) conform to the rules set out in this leaflet			
		Yes / No	
Give details of any carved decoration			
Give full wording and layout of inscription			
SKETCH - An attached sketch must show the dimensions of the stone; the positioning and dimensions of the base (and foundation slab is any) in relation to ground level; the design of any carving; and a sample of the proposed lettering.			
Authorised	Date		
If the submission is approved then part B of the form duly signed should be returned to the applicant			
NB: No stonemason's estimate should be accepted or work put in hand until authorisation has been obtained.			

DIOCESE OF DERBY

Application for the erection of a memorial or gravestone in a churchyard

INTRODUCTION - Our churchyards are a valuable possession and a great responsibility. They can easily be spoiled by unsuitable gravestones and memorials. The Chancellor of the Diocese has therefore made Regulations which are designed to assist all those who are concerned with the erection of memorials and gravestones to ensure that they are appropriate and will harmonise with the natural local landscape. Compliance with the Regulations will enable the formalities to be completed without difficulty. Applications for specially designed and appropriate memorials outside the Regulations will be considered by the Chancellor.

RIGHT OF BURIAL - Parishioners, including those on the Church Electoral Roll, or dying in the parish, have a right of burial in the churchyard, if there is room. The parish priest may also give permission for the burial of those who have no right of burial, at his discretion.

GRAVESTONES AND MEMORIALS - A right to be buried in a churchyard does **not** however include the right to erect a memorial or gravestone to the deceased.

PERMISSION is ALWAYS required, in relation to the material, the design (including size) and the wording of the inscription. If you want to erect a memorial or gravestone you should fill in both parts of the APPLICATION FORM and give it to the parish priest for his approval. A fee is payable and must be submitted with the application.

(If there is no parish priest at the time then the application must be submitted to the Rural Dean).

Please note: churchwardens or other parish officials have no authority to give permission.

REGULATIONS - If your application conforms with the Regulations Part B of the form will be returned to you duly by the parish priest.

If your application does not comply, you will be informed. If you do not wish to alter your proposals, then permission for what you propose can **only** be obtained by seeking a **faculty** from the Chancellor.

FACULTY - The form for this purpose can be obtained from:

The Diocesan Registrar,
Derby Church House,
Full Street,
Derby DE1 3DR

The grant of a faculty is **not** automatic and the Chancellor will require good reasons to be shown for departing from the Regulations. In some cases a hearing will be required. Further fees are chargeable for seeking a faculty or if a hearing is necessary.

Please note: You should **not** allow the stonemason to commence work on the stone until your application has been approved by the parish priest or the Chancellor: and the stone should not be fixed in the ground **until 3 months** have passed from the burial so that the ground can settle.

If a memorial or gravestone is erected without permission or which does not conform with the details on the application form or faculty, the parish priest will refer the matter to the Archdeacon. He may apply to the Chancellor for a faculty to remove the memorial or gravestone. A hearing in court before the Chancellor is likely. Even if he decided not to authorise removal of the unauthorised memorial or gravestone in all the circumstances, he may still order those responsible to pay costs.

UPKEEP AND MAINTENANCE - A memorial or gravestone remains the property of the "heirs at law", who are therefore responsible for maintaining such monuments. Those who are granted the right to erect a memorial or gravestone, are expected to take reasonable steps to keep it clean and tidy.