

TO THE CONSISTORY COURT OF THE DIOCESE OF GUILDFORD

PARISH OF:

PETITION FOR FACULTY FOR THE RESERVATION OF A GRAVE SPACE IN A CHURCHYARD

Petitioner must complete PART A and then ask the Incumbent, (if unavailable, a Churchwarden) to complete PART B.

Petitioner must then return the completed form to the Diocesan Registry: richard-hastings@birketts.co.uk.

I,the Petitioner, apply for a Faculty authorising the reservation of a grave space in the Churchyard/Cemetery of:

PART A: Information to be supplied by *Petitioner: * [see note at the end of this document]

1. Full name, address, and age of Petitioner

.....
.....

Email address:

2. Where application is for a DOUBLE DEPTH* GRAVE SPACE state:

* [If you are seeking a double width grave space, please amend]

(a) Full name of other person:

(b) Full address of other person:

(c) Age of other person:

(d) Relationship of other person to Applicant:

(e) Reason (eg: age, infirmity etc) why the other person cannot apply himself/herself:

3. Reasons for application and connection of Petitioner with Parish:

4. Is the Petitioner:
 - (a) Resident in the Parish
 - (b) on the Church Electoral Roll?
 - (c) a Subscriber to Church Funds?

5. Does Petitioner attend the Church?

6. Does Petitioner own any property in the Parish? If so, give particulars?

7. Does Petitioner have any other connection with the Church?

8. Does Petitioner have a relative buried in the Churchyard? If so:
 - (a) Give name of relative:
 - (b) State relationship of relative to Petitioner:
 - (c) Describe position of grave of relative:
 - (d) Date of burial of relative:

Signature of Petitioner:

NOTE:

The basic fee for a Faculty, if unopposed, is £362.40 (2026 rate).

By direction of the Chancellor a fee is also to be paid to the PCC Churchyard fund, the amount of the fee depending on the circumstances.

An application for reservation of a grave space CANNOT be made on behalf of a third party EXCEPT:

- (1) **An application can be made by a Petitioner for himself/herself and a husband/wife.**
- (2) **An application can be made by a person holding a Power of Attorney. Please attach a copy of the Power of Attorney document.**
- (3) **An application can be made on behalf of a person who is registered blind or a person unable to make an application due to age or infirmity.**

PART B: Information to be supplied by Incumbent or a Churchwarden:

1. For how many years do you think
the space in the present churchyard
will fulfil the needs of Parishioners? *

2. Has the Parochial Church Council
considered this application? YES/NO

Was the application approved: YES/NO

(Please attach to this form a copy of the Resolution approving or disapproving the application for the reservation of a grave space)

3. State the position of the grave space
to be reserved either:

(a) by reference to a number
on the plan of the churchyard:

or

(b) by description of its position:

(Please attached copy of relevant part of any plan)

4. What are the dimensions of the grave
space?

An accurate plan according to scale showing the exact position in the churchyard of space to be reserved should be annexed.

5. Population of Parish (approx):

6. Number of grave spaces now available
for future burials:

7. How many burials have there been in each of the last three years?:

Year 1:

Year 2:

Year 3:

8. What will be the number of this reservation in the Register of
Reservations kept by the Churchwardens?

Signed:

*** NOTE:**

If the answer to question 1 above is less than five years, please state whether the PCC has any plans to extend the Churchyard. If not what provision will there be for future burials?

DIOCESE OF GUILDFORD

Reservation of a grave space in a Churchyard Notes to intending Petitioners

1. Thank you for your recent enquiry about grave space reservation. Please read these notes carefully before you decide to proceed, and then complete the Petition form on the pages following. Keep these notes after lodging the Petition.

Right to Burial ~ Plot Reservation

2. You have a right to be buried in a Parish Churchyard if at the time of your death, you live in that Parish or are on its Church Electoral Roll, or if you happen to die there (always provided that there is a Churchyard with sufficient space). The only way to reserve a particular plot for a person's burial, is to obtain a Faculty for that purpose. Faculties are granted at the discretion of the Consistory Court and good cause must be shown.

Seeking a Faculty

3. If you wish to reserve a grave space, you should first contact the Incumbent or Priest-in-Charge of the Churchyard in question and through him/her seek the support of the Parochial Church Council. Then complete Part A of the Petition form. After that take the form to the Minister or to a Churchwarden who is in a position to complete Part B of the form. When fully completed, send the form to the Diocesan Registry, accompanied by a certified copy of any PCC resolution in support.

Marking and Recording a Reserved Space

4. If a Faculty is granted, it will require the reserved space to be marked in such a way that it can be located when required. Responsibility for marking will lie with you as Petitioner, after you have agreed the method of marking with the Minister. You will be required to mark the space within **three months** of the granting of any Faculty and thereafter to ensure that the marker remains adequate for its purpose. Looking after the marker will **not** be the responsibility of the Minister, Churchwardens or PCC.
5. The normal method of marking is to place a durable wooden (or metal) stake at the head of the grave space, marked with the initials of the person to be buried, followed by the year of reservation in brackets, e.g. "**A.B.C. (90)**". If some other method of marking was in use in the Churchyard in question prior to December 1990, that method may be used provided it provides a permanent record and gives the same details. Other methods may only be used if approved by the Chancellor.
6. Markers should not be placed before a Faculty is granted. Such markers have no legal effect and may be removed during routine Churchyard maintenance.
7. The Registry will write to the Parish Officers in due course about the making of an appropriate record on the Churchyard plan.

Churchyard Maintenance

8. The Parochial Church Council is responsible, so far as its funds allow, for the care and maintenance of an open Churchyard. In this Diocese, it is a customary condition of a grave space reservation that the Petitioner should make a contribution to PCC funds for this purpose, on behalf of each person for whose benefit the grave space is reserved. A receipt by the appropriate Parish Officer must be endorsed on the back of the Faculty to bring it into full effect. The level of contribution is settled by the Chancellor in each case, but a figure of the order of £150 for a single reservation and £200 for a double application is normal. (This is quite distinct from the Registry fee, which is laid down by law and covers the cost of the Faculty procedure).

Monuments

9. Reservation of a grave space does **not** authorise the placing of any monument over the grave after burial. Application must be made, when the time comes, to the Minister then in charge of the Churchyard.

Please note: If a Faculty is petitioned for, it will be necessary to display Public Notices for a period of 28 days for any objections to the grant of a Faculty to be lodged with the Court. The Public Notices will be provided by the Diocesan Registry, for display, to the Incumbent or Priest-in-Charge.