



DIOCESE OF YORK

Schedule 2: Approval Procedure

CHURCHYARD MEMORIAL APPLICATION FORM

Application form to introduce a memorial into a Churchyard, or to replace or repair or add to or amend an inscription on an existing Churchyard memorial

Before completing this application form, you are required to read the Diocese of York Churchyard Memorial Regulations and Churchyard General Regulations (the "**Regulations**") to be found on the Diocesan website: <https://dioceseofyork.org.uk/support/for-churches/church-buildings/churchyards/>

To erect a new memorial or replace an existing memorial, please complete parts A, B, C, D and F only.

To repair an existing memorial, please complete parts A, E and F only.

To add to or amend an inscription on an existing memorial, please complete parts A, D and F only.

In all cases please send your completed form to the Minister for them to complete Part G.

**Permission is sought to: erect / replace / repair / 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 / replace / repair / 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, former spouse, civil partner, former 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/or 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 memorial¹.
- Where this application is for the repair of an existing memorial, that I/we am/are responsible for its maintenance and safe condition.²
- 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 Minister and the Parochial Church Council against all costs, liabilities and expenses which they 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 signature(s)

Date

¹ 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 in any doubt as to who is the legal owner, you should discuss the matter with the Incumbent (or Priest-in-Charge).

² Where no owner of a memorial can be identified the person(s) responsible for its maintenance may be the PCC or the Parish Council or Local Authority

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 ***

Type of stone (where applicable) Sandstone / limestone / granite /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 Matt / honed (a smooth, low-sheen, non-reflective finish)*

Surface finish of other surfaces Matt / honed (a smooth, low-sheen, non-reflective finish) / untooled *



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)

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

HEADSTONE MEMORIAL Please use metric units (e.g. 100mm)	
Memorial	Height Width Thickness
Base (thickness = height measured from ground surface)	Width Depth Thickness
OR WOODEN CROSS MEMORIAL	
Memorial	Height Width Thickness of timber Depth below ground
OR CREMATED REMAINS TABLET	
Memorial	Shape Dimensions

PART D - PROPOSED INSCRIPTION / MOTIF / EMBLEM / IMAGE

(*Delete as appropriate)

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

PART E - PROPOSED REPAIR

Defect <i>(Provide details of the defect to be remedied, supported by photographs if possible)</i>	
Proposed repair <i>(Provide full details of the remedial works proposed)</i>	

PART F - 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:

.....

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 or removed for replacement, repair or amendment until written permission has been obtained from either the Minister 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 Minister, 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 £5m.
- 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 G - MINISTER³'S CONSENT

Name

Position

Introduction or replacement of a memorial

☐ The memorial (including the inscription) described in this application complies with the Regulations and I hereby grant permission for its erection subject to payment of the fee set out below.

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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.....

☐ 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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³ 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.

Repair of an existing memorial

☐ I hereby give permission for the proposed repair(s) described in this application to be carried out (and for the memorial to be removed and reinstated as necessary)

Addition to or amendment of an inscription on an existing memorial

☐ The proposed additional or amended inscription described in this application complies with the Regulations and I hereby grant permission for the inscription (and for the memorial to be removed and reinstated as necessary)

Minister's signature

.....

Date

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