

DIOCESE OF ELY

CHURCHYARD MEMORIAL APPLICATION FORM

Please read these notes before filling in the form. If you have not yet read the leaflet *'Memorials in churchyards'*, please do so, as the advice in that leaflet may help to prevent difficulties for you later in the process.

- Your Parish Priest will be able to advise you on what memorials come within his or her powers to agree, and what proposals will need the longer and more expensive process of a Faculty. Please talk with your priest before making any decisions which might prove more costly than you would wish.
- For example, a priest has no powers to give permission for a memorial made from marble nor black nor dark grey granite; no memorial which is polished or with a reflective finish; nothing in the shape of a book or heart, no kerbstones, and no photographs.
- If you wish to propose a memorial which falls outside your priest's limited powers, you should **not** complete this form; you will have to apply to the Chancellor of the Diocese for a Faculty. He will want to know what exceptional circumstances he should take into account before giving permission.
- Faculty application forms are obtainable from the Secretary of the Diocesan Advisory Committee at the Diocesan Office 01353 652729.

1. Your name, address and telephone number.....
.....

2. To which churchyard does this application refer?

3. Is the proposed work

- a new memorial?	Yes/No
- an additional inscription?	Yes/No
- any other alteration?	Yes/No

(if so, please describe)

4. Is the proposed memorial

- a cross?	Yes/No
- a headstone?	Yes/No
- a tablet marking a cremation burial?	Yes/No
- some other type of memorial?	Yes/No

(if so, please describe)

If a headstone or a cross, what are the dimensions?

- height (between 500mm and 1200mm, measured from ground level)
- width (between 500mm and 900mm)
- thick (between 75mm and 150mm) (narrower for slate memorials)

5. If there is to be a base (which must be integral to the design)

- is it fixed on a foundation stone flush with the ground?	Yes/No
- is there a recess for flowers?	Yes/No
- what is the width?	(not more than 100mm – or 200mm if with a recess)

6. If the memorial is a ledger (a stone laid flat), what are the dimensions?

- length (not more than 1800mm)

- width (not more than 600mm)

7. What is the material?

What finish is proposed?.....

(Please note that this form may not be used if marble, black, dark grey, mottled or coloured granite, synthetic stones, or plastic is proposed, nor if it is hoped that the stone is to be polished or finished with a reflective surface – please refer to the notes at the beginning of this form)

8. What inscription is proposed?

9. What form of lettering is proposed?

Will it be cut and drawn by hand, cut by machine, or sandblasted?

Will the lettering be painted?

If so, what material and colour will be used?

10. Please sketch the proposed memorial on a separate sheet of paper.

11. Name and address of the letter cutter or stonemason proposing to carry out the work

.....
.....

12. These declarations must be signed by the applicant, stonemason, and parish priest -

I/we declare that the information on this form is true and that no change will be made without consulting the Parish Priest.

Signature of applicant Date

13. I/we confirm that the design of the memorial conforms to the Ely Diocesan Churchyard Regulations dated 2003 (amended February 2004) -

Signature of letter cutter or stonemason Date

14. I am satisfied that the memorial described above falls within my delegated powers and therefore give my permission for it to be introduced.

Signature of Parish Priest Date

Statutory fee

Once completed, this form should be photocopied twice, and one copy kept each by the applicant, Parish Priest, and stonemason or letter cutter.