

IN THE CONSISTORY COURT OF THE DIOCESE OF EXETER

PETITION FOR THE RESERVATION OF A GRAVE SPACE OR CREMATION PLOT

PARISH OF *(name of parish)*.....

CHURCH OF

The Petition of *(name(s) of Petitioner(s))*

.....

(1) Your Petitioner(s) wish(es) to have reserved to himself/herself/themselves *(delete as necessary)* in the Churchyard of and Diocese of Exeter a burial place for *(add the name(s))*

measuring feet by feet which is shown in the plan annexed hereto and thereon coloured red being plot number on the churchyard plan.

(2) The answers to the following questions numbered 1 - 8 have been completed by your Petitioner(s) and are true to the best of my/our knowledge information and belief

YOUR PETITIONER seeks a Faculty authorising:

1. The marking of the piece of ground above mentioned in a manner to be approved by the Minister for the time being of the said Parish
2. The setting apart and appropriating of the said piece of ground as the burial place for those mentioned above exclusive of all others

Dated

Signed.....

Questions for the Petitioner(s)

Answers

1. What are your

	Petitioner 1	Petitioner 2
Full names		
Full address		
Occupation		

2. How long have you been a Parishioner?

3. Do you consider that you have any special claim to the reservation of a gravespace/cremation plot? If so please give particulars.

4. For how many interments is the space to be reserved?

5. Provide their full names and addresses if different from yours

6. What is/are their date(s) of birth?

7. How do you intend to mark the proposed space in order to identify it?

8. Have the consents of the Minister and Parochial Church Council been obtained to your Petition?

Signature of Petitioner(s)

.....

Questions for the Minister

9. Are human remains already interred in the space?

If so please supply such particulars as you can including the date of interment.

10. What has been the average number of burials in the Churchyard in each of the last 3 years?

11. How much longer will the Churchyard serve for burials if such average is maintained?

12. If the person(s) for whom the space is to be reserved is not a parishioner then special reasons are required for a reservation and these need to be provided

Signature of the Minister

.....

Petitioner's(s') oath

I/We (*full names of Petitioner(s)*)

.....

make oath and say as follows:

That the statements made by me/us in this Petition and the answers to questions 1 to 8 inclusive above and signed by me/us are true to the best of my/our knowledge information and belief.

SWORN by the Petitioner(s) this)
day of 20)

.....

.....
Signature of the Petitioner(s)

Before me

.....
A Commissioner for Oaths/Justice of the Peace

Minister's declaration

I *(name of minister)*
minister of the parish of *(name of*
parish) hereby consent to the Petition and confirm my answers to questions 9,10,11 and 12
above and signed by me.

DATED

Signed

PCC Resolution

At a Meeting of the Parochial Church Council of the Parish of

.....

held on

the following resolution was passed:

.....
.....
.....
.....
.....
.....
.....
.....

DATED this day of

CHAIRMAN/Secretary

Declaration concerning the Churchyard Regulations

I/we understand that if the petition is granted, the use of the grave space/cremation plot will be subject to the Churchyard Regulations as then in force and any subsequent amendments.

I/we confirm that I/we have read the current Churchyard Regulations.

Signature of Petitioner(s)

.....

.....

Dated

**PETITION FOR FACULTY
FOR THE RESERVATION OF
A GRAVESPACE OR CREMATION PLOT**

DIOCESE: EXETER

ARCHDEACONRY:

PARISH:

For use in Diocesan Registry only

Petition lodged:

Citation period expired:

Notices of objection: YES/NO

Cheques sent:

Faculty granted:

NOTES FOR COMPLETION OF A PETITION FOR A FACULTY
FOR THE RESERVATION OF A GRAVE SPACE OR CREMATION PLOT

Before completing the petition discuss with the Minister (the Rector, the Vicar or the Priest-in-Charge) your request for the reservation of a grave space/cremation plot. Obtain from him or her:

- (i) a plan showing the churchyard and indicating precisely the position of the space you wish to reserve. The position should be marked in red on the plan. The plan should also show the direction of the north.
- (ii) if the spaces in the churchyard are numbered, the number of the space you wish to reserve.
- (iii) if the spaces in the churchyard are not numbered the plan must show precise distances from the plot you wish to reserve to at least two fixed points.

If the minister is unable to provide a plan, please prepare one yourself.

2. Please complete the petition as carefully as you can. Handwriting is often very difficult to read. Answer all of the questions and complete all of the blanks. Your petition will be delayed if it is not properly completed.
3. When completing the petition particular care should be taken of the following:
 - (i) your full name should be shown on page 1 as the petitioner.
 - (ii) if the space concerned is numbered, the number should be added in the space at the end of (1) on page 1.
 - (iii) sign the petition at the bottom of page 1 and halfway down page 2.
 - (iv) attach the plan to the petition.
 - (v) sign the declaration headed 'Declaration concerning the Churchyard Regulations' on page 5.
4. Take the petition to a solicitor or a justice of the peace. Complete your full name at the top of page 3 and add your signature. Make the oath in front of the solicitor or the justice of the peace. If the oath is made in front of a solicitor he will charge you a nominal fee. He will complete the section to show where and when you made your oath and will add his signature in the space provided.
5. Hand the petition to the Minister. He or she will complete the questions on page 2 and complete the section showing his consent on page 3.
6. The Minister will present the petition to the next meeting of the Parochial Church Council and the P.C.C. will pass a resolution approving or disapproving of your petition. The Minister will then complete the form to record the resolution and will return that and the petition to you. Alternatively, the P.C.C. may consider your request before you complete the petition.
7. Send to the Diocesan Registrar, Curzon House, Southernhay West, Exeter EX1 1RS:

- (i) The petition with the plan attached to it and;
- (ii) The form recording the P.C.C. resolution and;
- (iii) The declaration headed 'Declaration concerning the Churchyard Regulations' and;
- (iv) For the reservation of a grave space: a cheque for £471.00 (made payable to Stephens Scown LLP) this is made up of the faculty fees of £255.00 and fees payable to the Parochial Church Council of £216.00

OR

- (v) For the reservation of a cremation plot: a cheque for £363.00 (made payable to Stephens Scown LLP) being faculty fees of £255.00 and fees payable to the Parochial Church Council of £108.00.
8. The Registrar will prepare two Public Notices. She sends them to the Minister who affixes them inside and outside the church for a continuous period of not less than 28 days. This gives to the public notice of your petition and allows objections to be made. At the end of the 28 day period, the Minister will return the Public Notices to the Registrar and certify that they have been properly exhibited.
 9. The Registrar will then forward the petition to the Chancellor of the Diocese. If he grants it, the Registrar will issue the faculty and send it to you. She will also send a copy to the Minister, together with a copy of the signed declaration 'Declaration concerning the Churchyard Regulations'.
 10. After the faculty has been issued you must then mark the space in the manner you have specified in your answer to question 4 on page 2 of the petition.
 11. It is very important that the petition is properly completed, the space precisely identified by the plan and subsequently physically marked. If this is not done, mistakes and confusion can occur which can cause great upset.
 12. If you have any questions about the completion of the petition please contact Mrs. Alison Stock, Diocesan Registrar, Curzon House, Southernhay West, Exeter, EX1 1RS Telephone 01392 210700 or email registry@stephens-scown.co.uk.

PLEASE KEEP FOR FUTURE REFERENCE

Diocese of Exeter – Churchyard Regulations

A. Procedure for the introduction of memorials

- 1) An incumbent may, if he thinks fit, allow a monument to be erected in the churchyard over the burial place of a body without a faculty provided the following regulations are complied with.
- 2) An application, which includes a full description of the proposed work, must be submitted on the prescribed form (Annex A) to the incumbent for prior approval. Funeral directors, monumental masons and others may obtain the forms from the Diocesan Office.
- 3) A minimum period of six months should elapse between the burial of a person to be commemorated and the erection of a memorial, to allow the ground to settle.

B. Headstones and bases

- 1) **Upright headstones** must be
no more than 4 ft (1228 mm) high, measured from the surface of the ground
no more than 3 ft (915 mm) wide
no more than 6" (150 mm) thick. Slate memorials must be no less than 1 ½" (38 mm) thick.

In the case of infant burials, the headstone should be
no more than 15" (375 mm) wide x 33" (825 mm) high
no less than 12" (300 mm) wide x 19" (475 mm) high

- 2) **Horizontal ledgers or flat stones**
Horizontal ledgers or flat stones, either flush with the turf or raised not more than 9" (225 mm) above a base, which must extend no less than 3" (75 mm) all round, and itself be flush with the turf, must not be larger than 7 ft (2100 mm) by 3 ft (900 mm) overall, including the base.
- 3) **Base**
A headstone may stand on a base of the same stone, which is to be an integral part of the design and does not project more than 4" (102 mm) beyond the headstone in any direction, except where a receptacle for flowers is provided, in which case this should be flush with the top of the base and may extend up to 8" (200 mm) in front of the headstone.
- 4) **Foundation slab**
This will be of concrete, either poured or pre-cast, and not visible when the monument is complete.

C. Materials

All memorials should be hardwood or of natural stones. Only stones traditionally used in local buildings or stones closely similar to them in colour, texture and durability are permitted. Permitted finishes are rustic, fine rubbed (eggshell), but not mirror polished, i.e. highly polished so as to reflect images.

The following are not permitted: black or blue granites darker than Rustenburg grey; nor white marble, synthetic stone or plastic. "Red" granite may be permissible where the church and neighbouring buildings are built of stone of a similar colour.

In the case of infant burials, if requested, white marble is permissible subject to B (1) above.

D. Crosses, sculpture and other statuary

A cross or sculpture and other statuary of good design are not discouraged but need the authority of a faculty. A plain wooden cross as a grave marker is always acceptable.

E. Designs

Headstones need not be restricted to a rectangular shape, and curved tops are preferable to straight-edged ones. Memorials in the shape of a heart or book are not permitted. Photographs, porcelain portraits, kerbs, railings, chains, chippings or glass shades are not permitted.

F. Epitaphs

Inscriptions must be simple, reverent, appropriate and of Christian significance. They must be incised, and lettering may be in black, white or silver paint or gold leaf (not gold paint). Plastic and lead inlaid lettering is not permitted. Subsequent additions to an inscription must be approved separately. By way of advertisement or trademark, only the mason's name may be inscribed at the side or on the reverse in unlead letters, no larger than ½" (13 mm) in height.

G. Flowers and maintenance

- 1) Bulbs may be planted in the soil of any grave, adjacent to the headstone.
- 2) A headstone may incorporate a receptacle for flowers; otherwise they may be placed in a removable container which must be completely sunk into the ground, close to the headstone.
- 3) PCC regulations concerning the care and tidiness of the churchyard should be noted.
- 4) The surface of the churchyard shall be kept as far as possible level and free of grave mounds. The PCC may at its discretion level any mound 12 months or more after the latest interment in the grave. Major schemes for levelling need faculty permission.

H. Commemoration after cremation

- 1) The burial of cremated remains may take place either (a) in an existing grave where this is appropriate, or (b) should no memorial stone be desired, wherever the incumbent determines, or (c) in a specific part of a churchyard which has been set aside for this purpose by faculty. Such a faculty will authorise the manner and form of the memorials permitted.

- 2) In all cases, cremated remains should be interred either directly into the ground, or in a suitable perishable container.
- 3) The incumbent may, if he thinks fit, subject to the faculty provision under H(1)(c), allow memorial stones without a further faculty where:
 - (i) the material is such as is permitted for gravestones under these Regulations;
 - (ii) the stone is laid flat with the ground; and
 - (iii) where it does not exceed 18" (450 mm) square
- 4) Commemoration in a Book of Remembrance is a good alternative to commemoration by an individual memorial stone.