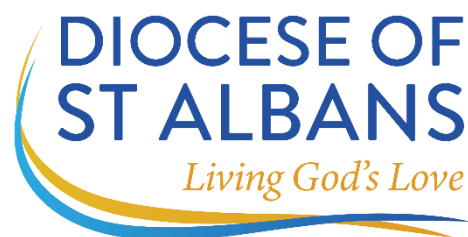


CR2 Churchyard Memorial Application – Amendment or Repair



Parishes wish their churchyards to be places of peace and refuge for those who mourn and places where the mortal remains of their loved ones can rest safely. This desire expresses the care and love of the church for the whole community and underlines our belief that the welfare of both the living and departed is important to God.

As far as possible the church tries to ensure that all users of their churchyards are treated with fairness, equity and consistency. To that end, each churchyard is governed by Regulations issued by the Diocesan Chancellor, which say what is or is not generally allowed by way of memorials, unless special permission has been given in a particular case after application to the Chancellor. The Regulations also govern the placing of flowers and planting after burial.

Sometimes families express surprise that their memorial to their loved one cannot be solely a matter of private choice but has to fit in the Regulations. There is some room within the Regulations for individuality and imagination in the design of memorials but this is within certain limits which are set to preserve the special nature of Churchyards.

Parish clergy have no power to authorise anything which falls outside the Regulations and will in all cases start by seeking to apply them. If the Chancellor is presented with what appear to her/him to be good reasons for allowing a memorial which is outside the regulations, then s/he may grant a Faculty (permission). Faculty permission can only be given by the Chancellor, and the local clergy are required to respect the Regulations.

The final authority for deciding which memorials can or cannot be placed in a churchyard lies with the Chancellor and if a family is not content with the decision of the local church or if they wish to have a memorial which is different from those which are permitted by the Regulations they can apply directly to her via the Diocesan Registry: [The Diocesan Registry - The Diocese of St Albans](#).

The unique qualities of churchyards:

- *An extension of the church's witness to God and his promise of eternal life through the resurrection of Jesus Christ.* What is put in churchyards therefore needs to be consistent with the spiritual values of the Christian faith.
- *Historical places.* The clergy are stewards of a very long heritage which needs to be preserved and passed on to the next generation.
- *Shared spaces.* Here the differing tastes and traditions of many families need to be kept in harmony with each other, so that discord and conflict can hopefully be avoided.

In short, the Regulations aim to maintain the churchyard as a haven which in appearance and atmosphere ensures that all can find space for peaceful reflection and dignified remembrance of their loved ones. We recommend you read the Churchyard Handbook - Guide for Families on the St Albans Diocesan website at: [The Churchyard Regulations - The Diocese of St Albans](#) or ask your parish priest for a copy. You can read the Regulations for yourself by visiting the same Registry page at [The Diocesan Registry - The Diocese of St Albans](#).

Below you will find an application form for the simple amendment or repair of a memorial. Please read through it carefully and follow the instructions before sending **two copies if on paper** to your local Parish Priest. If you are unsure about any part of it, do contact him or her and they will be happy to help you. The form is also at [Churchyard Forms - The Diocese of St Albans](#) if you wish to submit a single copy electronically, but it must be signed and scanned.

Application Under Churchyard Regulations:

PARTICULARS OF THE EXISTING MEMORIAL: The applicant will be a representative of the family (not the funeral director or monumental mason)

Before you apply to amend the memorial, and before permission may be given, you must wait at least six months after the date of the burial, or in relation to cremated remains six months from the date of cremation.

Please PRINT details in the column on the right:

Name and address of churchyard.	Type details
Name and address of applicant. <i>(The result of this application will be sent to the applicant). Please tick if you would prefer the result to be sent to the:</i> Funeral Director ☐ Monumental Mason ☐	Type details
Email address of applicant	Type details
Phone number of applicant	Type details
Name and address of appointed monumental mason. <i>(To reduce the chance of misunderstanding or disappointment you are strongly advised to seek advice from the parish priest of the church where you wish to amend or repair a memorial <u>before</u> you make any arrangements with a monumental mason. The priest will be able to explain what the Chancellor's Regulations do or don't allow).</i>	Type details
Email and phone number of mason	Type details
Plot number of existing plot/memorial, with reference to the churchyard plan <i>(if not known, please contact the local clergy, or provide as much information as possible regarding the location of the memorial)</i>	Type details
Details of those interred in the plot <i>(including full names, dates of birth and death)</i>	Type details
Details of the existing memorial <i>(including details of inscription as existing)</i>	Type details
Who owns the existing memorial (if known)?	☐ We are the legal owners of the memorial ☐ We are not the legal owners

	If you are not the legal owner, do you have the owner's permission to make this application? ☐ Yes ☐ No Type details ☐ The owner is not known
Are you aware of any objections that may arise from this application? (Please make all reasonable efforts to consult with all known family members of the deceased who may be expected to have an interest in the memorial so you can confirm that no family member has raised an objection to the proposal).	☐ 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
If the amendment is the addition of an inscription to another person interred within the same plot, please provide:	
Full name of newly deceased	Type details
Date of death of newly deceased	Type details
Date of burial of newly deceased	Type details
Are you the next of kin to the newly deceased?	Yes ☐ No ☐
Are you the owner of the memorial?	☐ I am the legal owner of the memorial or ☐ the legal owners of the memorial are: Type details and their consent is enclosed.
On whose behalf are you completing this application?	☐ I am related to the newly deceased or ☐ I am the owner of the existing memorial or ☐ I have been asked by the family to make this application on their behalf.

PARTICULARS OF PROPOSED AMENDMENTS TO THE MEMORIAL – the right-hand section to be completed by the Funeral Director or Monumental Mason

Proposed change to wording, decoration and layout of inscription Please refer to the guidance notes on page 7 below <i>(Please also see 3.3-3.5 of Churchyard Regulations 2025 before choosing the wording, type of lettering or amendment as inappropriate wording or changes are unlikely to be permitted. If there is insufficient space here, please attach a separate sheet of paper.)</i>	Type details
Type of inscription <i>(Incised/Flush Lead/Raised Lead/Relief Carving/Hand cut/Other (please specify))</i>	Type details
Size of lettering	Type details
Colour of lettering	Type details
Details of any other changes to the memorial (such as extensions as covered by 3.4 of the Churchyard Regulations 2025)	Type details

A photograph of the existing memorial and a full sketch of the proposed memorial that shows the ground level in relation to every part of the memorial and also particulars of any vase to be incorporated, should be drawn and attached to this form

Name and address of funeral director	Type details
Email address of funeral director	Type details
Phone number of funeral director	Type details

TO BE COMPLETED BY MONUMENTAL MASON

Certificate of Compliance (one copy must be given to customer)

- ☐ We have read the current edition of the Churchyard Regulations 2025 and explained them to the applicant.
- ☐ We confirm that the memorial described in this application will be erected in accordance with the current NAMM (or equivalent body) Code of Working Practice compatible with the Regulations and the British Standard for memorial safety (BS8415).
- ☐ The memorial will be supplied in strict accordance with the details described on the diocesan Memorial Application form.
- ☐ I am aware of the Diocese of St Albans' requirement on the ethical sourcing and processing of stone and I certify that the stone has been ethically sourced and processed.
- ☐ I have included a full sketch showing the memorial in relation to ground level.
- ☐ The memorial will not be erected until written permission has been obtained from either the Parish Priest 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 Parish Priest, 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 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.
- ☐ The statutory fee has been paid.

Name of Customer: Type name

Name of Churchyard: Type name

Name of deceased: Type name

Name and address of the monumental mason: Type name and address

Details of memorial fixing accreditation scheme (BRAMM, or RQMF or NAMM retail membership) or other):

Name: Type name Signed.....

Date: Type date

Monumental Mason: ☐ I confirm I have Public Liability Insurance to £10 million.

FOR COMPLETION BY THE APPLICANT

Please ensure each box is ticked

- ☐ I have read the Guide for Families / I have had explained to me the Churchyard Regulations 2025 * and believe the proposal complies with the Regulations.
- * delete whichever does not apply*
- ☐ I understand that the person receiving this application on behalf of the parish can permit the amendment of the memorial described in this application, into the above-named churchyard, and I apply for permission for it.
- ☐ If permission is granted, I will ensure the memorial will be amended as described in this application. I understand that the Chancellor has a right to order the removal of any memorial which does not conform to this application. I also undertake to indemnify you against all costs and expenses which you may incur in respect of any departure from this undertaking.
- ☐ I 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 by the Regulations.
- ☐ I understand that if the memorial becomes unsafe, the PCC may need to arrange for it to be laid flat.

*Signature of Applicant

Date

***Please Note: this must not be signed by anyone other than the applicant. If the form is not signed it will be returned.**

FOR COMPLETION BY PARISH PRIEST

(or Rural Dean or Archdeacon)

- ☐ The memorial (including the inscription) described in this application complies with the Regulations and I hereby grant permission for its erection.
- ☐ 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. An unamended application would require a faculty.
- ☐ 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. An unamended application would require a faculty.

Insert reason/s:

Printed Name

Signature Date

Note:

The Parish Priest, Rural Dean or Archdeacon will sign both forms and return one to the applicant (*or funeral director or mason as appropriate; see page 2 above*) and retain the other.

Definitions:

Archdeacon: Senior Priest working with the Bishop.

Chancellor: The Judge of the Consistory Court.

Diocesan Registrar: The diocesan legal advisor, also responsible for the administration of the Consistory Court on behalf of the Chancellor.

Parish Priest: Rector, Vicar, Priest in Charge, Team Rector or Team Vicar.

Rural (or Area) Dean: Presides over a deanery, which is a group of parishes

Diocese: The Diocese of St Albans covers Bedfordshire, Hertfordshire, Luton and Barnet, and is under the jurisdiction of the Bishop.

Faculty: Special legal permission granted by the Chancellor of the Diocese.

NAMM: National Association of Memorial Masons (or an equivalent body)

Please note:

1. No application should be made for the introduction of a memorial, nor permission granted, until at least six months after the date of the burial or in relation to cremated remains six months from the date of cremation.
2. It is recommended that an order is not placed with or accepted by a stonemason until permission to amend the memorial has been obtained. Inscription wording is to be agreed with the Parish Priest.
3. The Diocese of St Albans Churchyard Regulations 2025 clearly state the regulations governing the amendment of memorials and additional information can be found in the Guide to Families. Both documents can be downloaded from [The Churchyard Regulations - The Diocese of St Albans](#)
4. Consent for a memorial cannot be granted outside the scope of conditions set below by the Parish Priest even if there are existing memorials in the churchyard that are broadly similar. The Chancellor is not bound by past practice in the churchyard.
5. The Chancellor has power to require the removal of unauthorised memorials.

Guidance notes on inscription and decoration:

1. Full names are to be used. Any name by which the deceased was usually known may be permitted in inverted commas after the Christian name provided that an explanation of the reason for requesting this accompanies this application.
2. Wording must be consistent with Christian belief in life after death and should not simply be an expression of personal loss or sorrow without any indication of an expected reunion in eternal life. You may be asked to alter the wording if it does not meet this requirement. An appropriate quotation from the Bible may be used. It would be wise to discuss this with the parish priest first.
3. You are encouraged to use wording which you believe describes the best in the life or character of the person to be commemorated. Relationship to others (spouse, children and family members buried nearby) can also be set out.
4. The inscription should be incised or may be in relief. Lettering may be no more than 100mm in height and may be picked out in one or two colours from the following: black, gold, silver, grey or white. The use of incised or relief decorative motifs requires the permission of the Chancellor by Faculty and will only be approved on a case by case basis if appropriate to the churchyard context and relevant to the commemoration of the deceased. Any decorative motifs should be uncoloured, or coloured in a single colour in such a manner that the memorial is not discordant in the context of the church and churchyard.

Guide to headstone shapes

