

# Memorial/gravestone application form

## Diocese of Gloucester

### Application form to replace or add to or amend an inscription on an existing memorial/gravestone or to introduce a memorial/gravestone into a Churchyard

Before completing this application form, you are required to read the Diocese of Gloucester Churchyard Regulations [(third edition 2015)] (the "**Regulations**"), which can be found on the Diocese of Gloucester's website <http://gloucester.anglican.org/parish-life/church-buildings-and-churchyards/churchyards/>

If you are using this form to apply for permission to replace an existing memorial/gravestone or erect a new memorial/gravestone, please complete each part of the form.

If you are using this form to add an inscription to or amend an inscription on an existing memorial/gravestone, please complete parts A, D, E and F only.

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**Permission is sought to replace\* / erect\* / add an inscription to\* / amend an inscription on\* a memorial/gravestone**

#### **PART A - DETAILS OF THE APPLICANT AND THE DECEASED**

Name of Churchyard .....

Name of Applicant .....

Address .....

.....

.....

Email address .....

Telephone number .....

Name of Deceased .....

Date of burial/interment .....

Relationship of Applicant to the Deceased .....

**I/We apply for consent to replace\* / erect\* / add an inscription to\* / amend an inscription on\* a memorial/gravestone in the Churchyard named above and confirm that:**

- I/We have read the current edition of the Regulations.
- All the factual statements to be inscribed on the memorial/gravestone are accurate and are not misleading.
- I/We have used all reasonable endeavours to consult with all known family members of the deceased who may reasonably be expected to have an interest in the memorial/gravestone and I/We confirm that no such family member has raised an objection to the proposal.
- Save in the case of the erection of a new memorial/gravestone, I/We confirm that I/We am/are the owner of the memorial/gravestone and understand that I/We am/are responsible for its security and safety.
- Where this application is for the addition of any further inscription or the replacement of an existing memorial/gravestone, that I/we am/are the legal owner/s of the memorial/gravestone<sup>1</sup>.
- I/We understand that if the memorial/gravestone becomes insecure or otherwise unsafe, the Parochial Church Council may direct that the memorial/gravestone be laid flat in order to avoid the risk of personal injury and damage<sup>2</sup>.

**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 by the Regulations.**

**I/We further understand that any consent may be withdrawn as a result of any failure to comply with the Regulations or as a result of any inaccurate or misleading statement included in this application.**

**I/We undertake to indemnify and keep indemnified the Incumbent (or Priest-in-Charge) and the Parochial Church Council against all costs, liabilities and expenses which he or she 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.**

**Applicant's signature .....**

**Date .....**

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

<sup>2</sup> It is the owner's responsibility to insure the memorial. The Diocese of Gloucester will not be liable for any loss resulting from acts of vandalism, weathering or from acts of God.

**PART B - DETAILS OF MEMORIAL/GRAVESTONE (TO BE COMPLETED BY CRAFTSMAN/MONUMENTAL MASON)**

Type of memorial/gravestone .....

Type of stone, colour and shade .....

Surface finish .....

Design / shape .....

*(A scale drawing of the memorial/gravestone (not less than 2.5cm = 25cm) must be provided)*

Description of any carving or decoration .....

**PART C - DIMENSIONS OF MEMORIAL/GRAVESTONE (TO BE COMPLETED BY CRAFTSMAN/MONUMENTAL MASON)**

Plate (maximum height measured from ground surface)	Minimum width	.....
	Maximum width	.....
	Thickness	.....
Plinth (maximum height above ground surface)	Maximum width	.....
	Depth	.....
Distance between front of plate and front edge of plinth		.....
Foundation <i>(The foundation must not project above ground level and should be covered by soil)</i>	Material	.....
	Dimensions	.....

**OR**

Cremated remains tablet	Shape	.....
	Dimensions	.....

**PART D - PROPOSED INSCRIPTION**

Existing inscription .....

*(To be completed only where there is an existing memorial/gravestone)* .....

Proposed inscription .....

Any relevant information explaining the reason for the proposed wording .....

Please confirm the type and style of lettering. ....

Is the lettering of the inscription to be painted or gilded? .....

If so, please provide further details. ....

**PART E - DETAILS OF CRAFTSMAN/MONUMENTAL MASON**

Name .....

Address .....

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.....

Email address .....

Telephone number .....

I/We confirm that:

- I/We have read the Diocese of Gloucester Churchyard Regulations and confirm that in my/our opinion that the proposed memorial/gravestone complies with these Regulations.
- The memorial/gravestone will not be erected until written permission has been obtained from the Incumbent or the Chancellor of the Diocese of Gloucester.
- If approval is given, the design of the memorial/gravestone 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 BS 8415, and I/we agree to indemnify the Incumbent, 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/gravestone in accordance with BS 8415.
- I/We acknowledge that if the memorial/gravestone 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/gravestone is placed which does not comply with the application submitted and the permission granted, those placing the memorial/gravestone will be liable for the cost of its removal.

**Craftsman/Monumental Mason's signature** .....

**Date** .....

**PART F - INCUMBENT'S (OR PRIEST-IN-CHARGE'S) CONSENT**

Name .....

Position .....

I believe that the memorial/gravestone (including the inscription) described in this application complies with the Regulations and hereby grant permission for its erection.

The fee for this work will be: £.....

A cheque for this amount should be made payable to  
.....PCC.

I do not believe that the memorial/gravestone (including the inscription) described in this application complies with the Diocese of Gloucester Churchyard Regulations and for that reason, I refuse permission for its erection.

For the following reason I am not prepared to grant permission for the erection of this memorial/gravestone.

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

**Incumbent (or Priest-in-Charge) signature** .....

**Date:** .....

**Notes for applicants**

The size, shape, lettering, decoration and materials permitted by the Diocese of Gloucester are confirmed in the Regulations. If you have any questions in relation to the interpretation of the Regulations and are unsure whether your proposals meet the criteria set by the Diocese of Gloucester, please contact the Archdeacon of Gloucester (archdglos@glosdioc.org.uk / 01452 835583) or the Archdeacon of Cheltenham (archdchelt@glosdioc.org.uk / 01452 835594).