

**APPLICATION FOR FACULTY (PERMISSION) TO ERECT A MEMORIAL  
DIFFERENT FROM THOSE IN THE APPROVED GUIDELINES**

IN THE CONSISTORY COURT OF THE DIOCESE OF OXFORD

TO THE WORSHIPFUL CHANCELLOR OF THE DIOCESE

The Applicant *[insert full name and address]*.....

.....  
asks for a Faculty authorising the erection of a memorial in the churchyard of  
.....

**PARTICULARS**

1. Name of person to be commemorated .....
2. Date of Burial .....
3. Relationship of Applicant to person to be commemorated .....
4. Is the grave in an old part or a new part of the churchyard? .....
5. What type of material is to be used? .....
6. What colour will the memorial be? .....
7. Is permission sought for any part of the memorial to be polished? If so, what part?.....  
.....
8. Measurements of memorial.....
9. Description of decoration (*if any*) .....
10. Type of lettering .....
11. Wording of inscription (*attach a separate piece of paper if there is insufficient space here*)  
.....  
.....  
.....

**NOTE ABOUT INSCRIPTION**

- (1) Full names are to be used. Any name by which the deceased was usually known may be permitted in brackets after the Christian name provided that an explanation of the reason for requesting this accompanies this petition.
- (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.
- (3) An appropriate quotation from the Bible may be used. It would be prudent to discuss this with the incumbent first.
- (4) You may suggest wording which you believe describes the best in the life or character of the person to be commemorated.
- (5) You should try to produce original wording of your own and avoid copying a standard phrase or verse from another memorial.

- 12. The Diocesan Advisory Committee has been consulted in relation to the erection of the proposed memorial. A Certificate from the Committee accompanies this petition.
  
- 13. Name and address of Monumental Mason .....  
.....
  
- 14. Any special reason which the Applicant wishes to give for choice of memorial and/or inscription (*if there is insufficient room here please supply separate statement or letter*)  
.....  
.....  
.....

Full sketch or photograph of memorial showing ground level and method of fixing and foundations (*see note on page 4*) to be drawn or attached to this page.

I, .....the Applicant herein undertakes that if a Faculty is granted the memorial will be erected in exact conformity with its description in this Application and in accordance with the conditions attached to the Faculty. I have read and understood the current edition of the Regulations relating to churchyards issued by the Chancellor of the Diocese.

**I/We believe that the facts stated in this petition are true.**

Dated ..... Signed .....

**TO BE COMPLETED BY THE INCUMBENT, PRIEST-IN-CHARGE  
(OR DURING A VACANCY IN THE BENEFICE THE RURAL DEAN)**

1. (a) Has your Parochial Church Council adopted regulations for the care of this particular churchyard? .....
- (b) If so, is the proposed memorial within those regulations? .....
2. What is the view of the Parochial Church Council about the suitability of the proposed memorial in this part of the Churchyard? Please set out resolution in full.  
.....  
.....  
.....
3. Have you any comments to make about the proposed inscription?  
.....
4. What is your view about its suitability in the churchyard in relation to the fabric of the church?  
.....
5. Are there any other similar memorial in the vicinity of the grave? If so, approximately how many?  
.....
6. Approximately how far away from the church is the grave? .....
7. Will this memorial hamper the cutting of grass or maintenance of the churchyard generally?  
.....
8. Has the Parochial Church Council any plan for the removal of tombstones?
  - (a) in operation? .....
  - (b) for the future? .....
9. Have you any other comments to make on this application? .....
- .....
- .....
- .....

Dated..... Signed.....

## **FIXING AND FOUNDATIONS**

The Following conditions apply to a Faculty granted pursuant to this application.

### **NOTE**

1. Technical specifications for foundations suitable for particular types and sizes of memorials and ground conditions should be established by a competent person appointed by the landowner
2. Firm ground apart from the area of interment should be provided upon which the memorial would be erected
3. Technical specifications for fixing memorials to foundations should be established for specific sites and conditions
4. The practice of fixing "lawn cemetery headstones" in a way merely to facilitate their subsequent removal to workshops for additional inscriptions should be discontinued