

Schedule 3
Churchyard Memorial Application Form

Diocese of Leicester

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

Before completing this application form, you are required to read the Diocese of Leicester Churchyard Regulations 2025 (the "**Regulations**"), which can be found on [the Diocesan website](#)

Permission is sought to erect* / replace* / add an inscription to* / amend an inscription on* a memorial (*Delete as appropriate)

Name of Churchyard

Name of Applicant

Address

.....

.....

Email address

Telephone number

Name of Deceased

Date of burial/interment

Relationship of Applicant
to the Deceased

If your proposed
memorial is contrary to
the Regulations please
explain the reason for
your proposal and
provide any further
information in support of
your Application.
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PART A - DETAILS OF THE APPLICANT AND STATEMENT OF TRUTH

I/We apply for consent to erect* / repair* / replace* / add an inscription to* / amend an inscription on* a memorial in the Churchyard named above (*delete as appropriate) and confirm that:

- I/We have read the current edition of the Regulations.
- All the factual statements to be inscribed on the memorial are accurate and are not misleading.
- I/We have used all reasonable endeavours to provide details of this application to all of the following living relatives of the deceased: spouse, civil partner, cohabitant, parent, sibling, child; and I/we confirm that
 - ☐ 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.
.....
- Save in the case of the erection of a new memorial, I/we confirm that I/we am/are the owner of the memorial and understand that I/we am/are responsible for its maintenance and safe condition.
- Where this application is for the addition of any further inscription or the replacement of an existing memorial, that I/we am/are the legal owner/s of the memorial¹.
- I/We understand that if the memorial becomes insecure or otherwise unsafe, the memorial may be laid flat in order to avoid the risk of personal injury and damage.

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.

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.

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

Applicant's signature

Date

¹ 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 minister.

**PART B - DETAILS OF MEMORIAL
(TO BE COMPLETED BY CRAFTSPERSON/MEMORIAL MASON)**

HEADSTONE MEMORIAL		
Please use imperial units (e.g. feet and inches) / Delete as appropriate		
Memorial (height measured from ground surface)	Shape Material Colour Finish Dimensions (H x W) Thickness Dimensions & colour (lettering) [Granite]; [Limestone]; [Sandstone]; [Slate]* [Natural]; [Black]; [Dark Grey]; [Describe] [Matt]; [Honed (but not polished or reflective)]; [Tooled (but not polished or reflective)]; [Natural hewn]
Base	Dimensions (H x D) Thickness
Inscription & Design		
CREMATED REMAINS TABLET		
Memorial	Shape Material Colour Finish Dimensions (H x W) Dimensions & colour (lettering)	[Desk Top]; [Flat Top] [Granite]; [Limestone]; [Sandstone]; [Slate]* [Natural]; [Black]; [Dark Grey]; [Describe] [Matt]; [Honed (but not polished or reflective)]; [Untooled (but not polished or reflective)];
Inscription & Design		
Please attach a scale drawing of the proposed memorial showing the dimensions, shape, colour, design and inscription.		

PART C - DETAILS OF CRAFTSPERSON/MEMORIAL MASON

Name

Address

.....
.....

Email address

Telephone number

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

.....

I/We confirm that:

- I/We have read the Regulations and confirm that the proposed memorial complies with these Regulations.
- The memorial will not be erected until written permission has been obtained from either the Incumbent 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 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 in accordance with the current edition of BS 8415.
- Due account has been taken of the NAMM British Standard Code of Working Practice or any relevant code of practice applicable to the creation, erection or fixing of memorials.
- I/We have public liability insurance in relation to the installation of this memorial to a level of at least £5m.
- 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.

Craftsperson/Memorial Mason's signature

Date

PART D - MINISTER²'S CONSENT

Name

Position

☐ The memorial (including the inscription) described in this application complies with the Regulations and I hereby grant permission for its erection.

The parish's fee for this work will be: £.....

BACS payment details:

Name of account:

Sort code:

Account number:

Or a cheque for this amount should be made payable to

.....PCC.

☐ 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.

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☐ 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.

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Minister's signature

Date

² The 'minister' is (a) the incumbent of a benefice to which the parish belongs, or (b) if the parish is vacant, the person acting as priest in charge or the curate licensed to the charge of the parish, or (c) if there is no such person under (a) or (b) the rural dean of the deanery to which the parish belongs.