



APPLICATION UNDER HEADSTONE REGULATIONS

Please PRINT details below:

Name and address of churchyard.	
Name and address of applicant.	
Name and address of appointed monumental mason.	
Full name of deceased.	
Date of death of deceased.	
Date of burial of deceased.	
Are you the next of kin to the deceased?	YES/NO
What is your relationship to the deceased?	
Are you aware of any objections that may arise from this application?	YES/NO (If yes, please give details on a separate sheet)

PARTICULARS OF PROPOSED MEMORIAL

Measurements of memorial.	
Type of stone to be used. <small>(Please refer to 5.13 of Churchyard Handbook , November 2012 Edition or list attached)</small>	
Surface finish – Natural/Non-reflective/Honed/Part Honed <small>(The stone which you select for approval on this form must be unpolished)</small>	
Wording of inscription <small>(Please see Notes about inscription before choosing the wording as inappropriate wording is unlikely to be permitted. If there is insufficient space here, please attach a separate sheet of paper.)</small>	
Type of inscription.	Incised/Flush Lead/Surface Lead/Relief Carving/Other (please specify)
Colour of inscription.	

A full sketch or photograph of the proposed memorial also showing ground level should be drawn and attached to this form

1. I have read or had explained to me the regulations in relation to the Churchyard Handbook (2012 edition) issued by the Chancellor of the Diocese which are currently in force.
2. I understand that under such regulations the Incumbent, or, during a vacancy in the benefice, the Rural Dean or Archdeacon has power to permit the introduction of the headstone, described in this application, into the above named churchyard and I apply for permission for it.
3. I undertake that if permission is granted the headstone will be made and erected in exact conformity with its description 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.

*Signature of Applicant

Date

*Note: this must not be signed by anyone other than the applicant

COMPLETION BY INCUMBENT

(or Priest in Charge, Rural Dean or Archdeacon)

I **am** authorised under the delegated authority granted to me by the Chancellor of the Diocese of Chelmsford to permit the introduction into the churchyard of the headstone described above and I grant permission for a period of 100 years from this date.

Printed Name

Signature Date

I **am not** authorised/prepared* to grant permission for the headstone described above. Permission will have to be sought from the Chancellor of the diocese by way of Petition for a Faculty.

***delete where not applicable**

Printed Name

Signature Date

Note:

The Incumbent, Rural Dean or Archdeacon will sign both forms and return one to the monumental mason and retain the other.

TO BE COMPLETED BY MONUMENTAL MASON

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

We have read the current edition of the said 'Churchyard Handbook' and explained them to the applicant and we confirm that the memorial described in this application will be erected in accordance with the current NAMM Code of Working Practice supporting BS8415.

The memorial will be supplied in strict accordance with the details described on the diocesan application form.

The statutory fee has been paid.

Name of Customer.....

Name of Churchyard.....

Name of deceased.....

Name..... Signed..... Date.....

Monumental Mason – I confirm I have Public Liability Insurance to £5 million.

Please note:

1. A period of six months must elapse from the date of burial before this application is made unless there are exceptional circumstances which the Chancellor may consider.
2. It is recommended that an order is not placed with or accepted by a stonemason until permission to erect the headstone has been obtained. Inscription wording is to be agreed with the incumbent.
3. The Diocese of Chelmsford Churchyard Handbook clearly states the regulations governing the erection of memorials and additional information can be found in the Guidance Note "Monuments and Headstones in Churchyards" which can be obtained from the Secretary of the DAC at 53 New Street Chelmsford Essex CM1 1AT (01245 294400). Both documents can be downloaded from www.chelmsford.anglican.org/parishes/dac/dac_notes
4. Consent for a monument cannot be granted outside the scope of conditions set below by the Incumbent even if there are existing monuments 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.

Conditions relating to stone memorials:

The Chancellor has delegated to the Incumbent power within his/her sole discretion to permit headstones and memorials to persons whose remains are buried in the churchyard provided that they fall within the following provisions. Anything outside these provisions will require a Faculty.

Shape: Headstones must have parallel sides and the top should be straight or curved. All other shapes will require a Faculty.

Size: Lawn type memorials must not exceed 1070mm (3ft 6ins) in height measured from the surface of the ground, or 1220mm (4ft) for a monolith type memorial. They must not exceed 760mm (2ft 6ins) in width and 102mm (4ins) in thickness.

Stone Type: Please see page 6 for definitive list. Stone memorials must not be polished; they must have a non-reflective finish.

Installation and Fixings: The foundation must be 910mm (3ft) wide and project not less than 76mm (3ins) or more than 127mm (5ins) at the front and back of the headstone base. All memorials will be fixed to the current NAMM Code of Working Practice supporting BS8415.

Vases: A single flower vase is permitted to be incorporated into a base of the headstone and may extend a maximum of 202mm (8ins) in front of the headstone.

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 Incumbent 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. You are encouraged to produce original wording of your own and avoid copying a standard phrase or verse from another memorial.
5. A simple decorative design depicting Christian or occupational symbolism may be permitted only as incised/relief carving.

Definitions:

Archdeacon:	Senior Priest working with the Bishop.
Chancellor:	The Senior Legal Officer for the Bishop of the Diocese.
Diocesan Registrar:	The Bishop of Chelmsford's Legal Advisor.
Diocese:	The Diocese of Chelmsford covers Essex & East London and five London boroughs and is under the jurisdiction of the Bishop.
Faculty:	Special legal permission granted by the Chancellor of the Diocese.
Incumbent:	Vicar, Rector or Priest in Charge of a parish.
NAMM:	National Association of Memorial Masons.
Rural Dean:	Presides over a deanery which is a group of parishes.

Permitted Stone Types:

	Name of stone	Colour/description	Origin
Limestones	Blue Lias	Grey/blue with irregular shale pattern	UK (Dorset/Somerset)
	Chilmark	Cream	Wiltshire
	Hopton Wood	Creamy grey	UK (Derbyshire)
	Hornton	Light brown, brown-purple, grey, green running to various shades of mauve and blue	UK (Oxfordshire)
	Nabresina	Creamy but with occasional light brown/orange patches (like coffee stains)	Italy
	Oathill Cotswold Cream	Cream	Gloucestershire
	Portland	Creamy/white	UK (Portland)
	Purbeck Pond Freestone	Creamy white	UK (Dorset)
	Purbeck Thornback	Cream to grey/buff/beige (with small shale pattern)	UK (Dorset)
	Sandstones	Caithness Stone	Grey slate-like with fine quartz sparkle
Dukes		Dark and light pink/buff veining	UK
Forest of Dean		Cream (similar to Yorkstone)	UK
Peakmoor		Buff/yellow/pink occasional iron intrusions	UK
Scotch Buff		Cream with slight brown speckling	UK
Stoneraise Red		Salmon pink with quartz sparkle	UK
Wattscliffe Lilac		Lilac/grey	UK
West stone		Light grey/green/buff	UK
Yorkstone		Cream to bluish grey	UK (Yorkshire)
Other stone types	Grey Granite (very hard igneous rock)	Grey and grey/speckled	Mostly China or India some UK
	Slate (metamorphic rock)	Dark grey, grey/plum and grey/green	UK (Wales, Cumbria, Cornwall)