

Reservation of a Grave Space or Cremation Plot

The only way to reserve a grave space in a churchyard or a Church of England burial ground for the burial of a body or ashes is by obtaining a faculty from the Consistory Court.

Reservation of a Grave Space or Cremation Plot

To reserve a grave space in a churchyard or a Church of England burial ground for the burial of a body or ashes a Petition for the Reservation of a Grave Space form must be completed.

The Chancellor of the Diocese decides whether a petition shall be granted but the parochial church council ('P.C.C.') may adopt a policy about who the council will support in making a petition to reserve a space.

Where to start

Before completing the petition discuss with the Minister (the Rector, the Vicar or the Priest-in-Charge) your request for the reservation of a grave space/cremation plot.

They can provide:

- A plan showing the churchyard. It must indicate precisely the position of the space you wish to reserve. The position should be marked in red on the plan. The plan should also show the direction of the North.
- If the spaces in the churchyard are numbered, the plan must show the number of the space you wish to reserve.
- If the spaces in the churchyard are not numbered, the plan must show precise distances from the plot you wish to reserve to at least two fixed points.

If the minister is unable to provide a plan, please prepare one yourself.

You will need to complete the petition as carefully as you can. Handwriting is often very difficult to read. Answer all of the questions and complete all of the blanks. Your petition will be delayed if it is not properly completed.

Completion of the Petition

When completing the Petition, please take particular note of the following guidance.

Page 1

- Your full name should be shown where indicated, in your capacity as the petitioner.
- The size of the space should be provided where indicated. If there is a designated number, please also provide this.
 - If the spaces in the churchyard are not numbered the plan must show precise distances from the plot you wish to reserve to at least two fixed points.
- Sign the petition at the bottom of the page.

Page 2

- Complete all questions and sign at the bottom of the page.

Page 3

- Hand the petition to the Minister. They will complete the questions and sign to show their consent.

Page 4

- Complete your full name(s) at the top and add your signature.
- Take the petition to the minister for signature.

Page 5

The Minister will present the petition to the next meeting of the Parochial Church Council and the P.C.C. will pass a resolution approving or disapproving of your petition. The Minister will then complete the form to record the resolution and will return that and the petition to you.

Page 6

Sign the declaration headed 'Declaration concerning the Churchyard Regulations'.

The completed form will then need to be sent to the Diocesan Registrar, Narrow Quay House, Narrow Quay, Bristol BS1 4QA, marked for the attention of Sarah Outram. The form must include:

- The fully-completed petition with the plan attached to it and;
- The form recording the P.C.C. resolution and;
- Payment (please see below for further information).

Costs

For the reservation of a grave space:

- The Faculty fee of £312 plus VAT for a normal application and no VAT on a grave space application (as required by The Ecclesiastical Judges, Legal Officers and Others (Fees) Order 2018) is to be sent to the Diocesan Registry directly (cheques made payable to '**Veale Wasbrough Vizards LLP**'). The maximum PCC fee of £231 should be paid directly to the P.C.C, the fee to be set by each individual PCC

For the reservation of a cremation plot:

- The Faculty fee of £312 is to be sent to the Diocesan Registry directly (cheques made payable to '**Veale Wasbrough Vizards LLP**'). The PCC fee of £116 should be paid directly to the PCC.

What happens next?

The Registrar will send you the Public Notice in duplicate (or the minister, if you would prefer - please specify this when you submit your application) and you will need to arrange for them to be displayed inside and outside the church for a continuous period of not less than 28 days. This gives to the public notice of your petition and allows the public the chance to make objections should they so wish. At the end of the 28 day period, the signed, completed and certified Public Notices should be returned to the Registrar.

The Registrar will then forward the petition to the Chancellor of the diocese. If approved, the Registrar will issue the Faculty and send it to you. He will also send a copy to the minister.

After the faculty has been issued you must then mark the space in the manner you have specified in your answer to the question on page 2 of the petition.

It is very important that the petition is properly completed, the space precisely identified by the plan and subsequently physically marked. If this is not done, mistakes and confusion can occur which may create great upset.

More information

If you have any questions about the completion of the petition, contact:

Mr Jos Moule, Diocesan Registrar

T. 0117 314 5420

E. truroregistry@vww.co.uk

P. Veale Wasbrough Vizards, Narrow Quay House, Narrow Quay, Bristol BS1 4QA