

Sketch of Proposed Monument showing ground level:

To be completed in duplicate

**DIOCESE OF BATH AND WELLS**

**APPLICATION TO INCUMBENT FOR PERMISSION TO  
INTRODUCE A MEMORIAL INTO A CHURCHYARD**

The Chancellor of the Diocese has delegated to Incumbents and Priests in Charge or Team Vicars (or in the case of a vacancy in the benefice the Area Dean, but not to Churchwardens or Sequestrators) authority to permit, in writing but without a faculty, the introduction of monuments into churchyards so long as they comply with certain specifications. Such specifications appear in the printed Churchyard Rules which have been circulated to Incumbents and Priests in Charge and to Monumental Masons and ordered to be placed on all Church Notice Boards. Applications outside this authority delegated by the Chancellor of the Diocese should be made through the Incumbent / Priest in Charge / Team Vicar / Area Dean (hereinafter together referred to as the Incumbent) to the Archdeacon of the appropriate Archdeaconry.

*For full details please see the current edition of the Churchyard Rules.*

Name of Churchyard .....

Name of Applicant .....

Address .....

Name of Monumental Mason .....

Address .....

Where this is an application to the Archdeacon, there should be given the fullest possible particulars (including a clear plan) of the situation in the Churchyard and in which the applicant proposes to place the monument.

Further copies of this form can be obtained from the Diocesan Registry, 14 Market Place, Wells, BA5 2RE (01749 674747) [bathandwellregistry@harris-harris.co.uk](mailto:bathandwellregistry@harris-harris.co.uk)

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1. I have read the current edition of the Churchyard Rules issued by the Chancellor of the Diocese.
2. I am duly authorised by the family and/or personal representatives of the deceased person to make this application.
3. (a) I claim that under the terms of such Rules the Incumbent has power to permit the introduction of his / her churchyard of the monument described overleaf; *or*

3. (b) I accept that the Incumbent has no power to permit the introduction into his / her Churchyard of the monument described overleaf but this application is submitted for approval by him/her and his/her Parochial Church Council and for onward transmission to the Archdeacon of his/her Archdeaconry.

*Please delete either (a) or (b) above as appropriate.*

4. I apply to the Incumbent or Archdeacon to grant permission accordingly

5. I will undertake that if permission is granted by the Incumbent or Archdeacon the monument will be erected in exact conformity with its description in this application.

6. I further undertake to indemnify the Incumbent or Archdeacon against all costs and expenses to which he/she may be put in respect of any deviation from the undertaking numbered 5 above

7. I do not object to the Monumental Mason's name being incised upon the monument (provided such incision meets the requirements for the Churchyard Rules).

8. I acknowledge that the monument may be removed 100 years after the death of the person whom it commemorates, or within that period if it ceases to be in good repair.

Date ..... Signed .....(Applicant)

We undertake to observe and be bound by the above. We certify that the type of stone named overleaf is not polished or reflective.

Date ..... Signed .....(Applicant)

**FOR USE BY THE INCUMBENT OR ARCHDEACON**

The Incumbent or Archdeacon will indicate by his/her signature below that he/she authorises the introduction into the Churchyard of the monument described overleaf and, having signed the forms, will return one copy to the applicant and retain the other for himself/herself.

Date ..... Signed .....(Incumbent/Archdeacon)

The incumbent hereby acknowledges the receipt of the fee of £.....

Date .....Signed .....

Description of Memorial .....

Size of Memorial .....

Type of Stone or Wood to be used .....

Surface Finish .....

*NB The Incumbent/Priest in Charge/Archdeacon may wish to see a sample of the stone and its finish*

Description of any carving or decoration .....

Wording of inscription .....

Type of lettering .....

Size of lettering .....

Colour of lettering .....

Please draw a full sketch of the proposed Monument showing ground level overleaf.