

DIOCESE OF OXFORD

**APPLICATION TO MINISTER FOR INTRODUCTION OF MONUMENT
OR LEDGER STONE IN CHURCHYARD**

This application may be made by the legal personal representative or an executor (usually, but not always, a close relative) of the deceased

Parish of

Archdeaconry of

Plot Number: (on attached plan)

Name of applicant:

Address, telephone number and email address of applicant:

.....
.....
.....

1. I make this application for authorisation to introduce a monument ledger stone in the churchyard of the above parish.
2. I am the *state relationship to the deceased of name of deceased* and/or the administrator/executor *or state any other legal authority* of his/her estate. The deceased lived at *address*.
3. I acknowledge that I have been given a copy of the Churchyard Regulations 2016 (“the Regulations”) and understand them.
4. I understand that—
 - (a) the only monument or ledger stone that may be introduced if this application is granted is one that—
 - (i) falls entirely within the Regulations, and
 - (ii) is as described in the attached Schedule;
 - (b) the authorisation that is given to me to in the first instance only permits the monument or ledger stone to remain in the churchyard for a period of 50 years and that this period of time may be shortened, or extended, by a faculty granted the Consistory Court of the Diocese of Oxford (“the Court”);
 - (c) a breach of the Regulations (now or at some future time) or a failure to maintain the monument or ledger stone may result in its being removed by the church authorities
 - (d) neither I nor anyone else is permitted to remove the monument or ledger stone unless the minister authorises its temporary removal under regulation 48 of the Regulations or I am granted a faculty by the Court authorising me to do so;
 - (e) the Court has sole jurisdiction in interpreting and applying these arrangements.

Signed _____
Applicant

Date _____

This page is for the use of the minister only and should be left blank by the applicant

MINISTER'S DECISION ON APPLICATION

I, *name of minister being state office held*

***Grant your application dated**

and in exercise of the authority delegated to me authorise you to introduce a **monument ledger stone which conforms with the details set out in the Schedule to the application.**

This authorisation permits the memorial to remain within the churchyard for a period no longer than 50 years from the date of this decision.

***Refuse your application dated**

because *insert summary reasons*

Signed _____
Minister

Date _____

**Delete as applicable*

Schedule

The applicant must insert below an accurate description of the proposed monument or ledger stone. The description must include details of its size, design, materials, finish and inscription (including the style of lettering to be used).

The applicant must also provide–

- (a) a sketch, plan or marked-up photograph of the churchyard showing the position of the plot, and*
- (b) a sketch of the design of the proposed monument or ledger stone.*

In the case of a monument, the applicant must provide details of the depth to which the monument will be inserted into the ground to ensure its stability (unless it is to be supported by a pre-cast concrete shoe situated below the ground).