**Form 1: Application to introduce a Memorial or amend an Inscription**

Before completing this application form, you are required to read the Diocese of Truro “Regulations concerning Memorials and Headstones in Churchyards and Consecrated Burial Grounds” (the "Regulations"), which can be found on the Diocese of Truro's website [www.trurodiocese.org.uk/resource-collection/diocesan-advisory-committee/](http://www.trurodiocese.org.uk/resource-collection/diocesan-advisory-committee/)

If you are using this form to:

1. apply for permission to replace an existing memorial/gravestone or erect a new memorial/gravestone, please ensure each part of the form is completed.

2. add an inscription to or amend an inscription on an existing memorial/gravestone, please ensure parts A, C, D, and E only are completed.

**Once completed by the Monumental Mason – 2 copies of the application should be sent to the parish priest.**

**Permission is sought to**

replace\* / erect\* / add an inscription to\* / amend an inscription on\*

a memorial/gravestone *delete as appropriate*

 **PART A - DETAILS OF THE APPLICANT AND THE DECEASED**

Name of Churchyard………………………………………………………………………………………….

Name of Applicant……………………………………………………………………………………………

Address……………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………..

Email address…………………………………………………………………………………………………..

Telephone number(s)……………………………………………………………………………………….

Name of Deceased…………………………………………………………………………………………….

Date of burial/interment…………………………………………………………………………………..

Relationship of Applicant to the Deceased………………………………………………………..

*Continued over/*

*Continuation of Part A (to be completed by Applicant)*

**I/We apply for consent to replace\* / erect\* / add an inscription to\* / amend an inscription on\* a memorial/gravestone in the Churchyard named above and confirm that:**

 I/We have read the current edition of the Regulations.

 All the factual statements to be inscribed on the memorial/gravestone are accurate and are not misleading.

 I/We have used all reasonable endeavours to consult with all known family members of the deceased who may reasonably be expected to have an interest in the memorial/gravestone and I/we confirm that no such family member has raised an objection to the proposal.

 Save in the case of the erection of a new memorial/gravestone, I/we confirm that I/we am/are the owner of the memorial/gravestone and understand that I/we am/are responsible for its security and safety.

 Where this application is for the addition of any further inscription or the replacement of an existing memorial/gravestone, that I/we am/are the legal owner/s of the memorial/gravestone[[1]](#footnote-1).

 I/We understand that if the memorial/gravestone becomes insecure or otherwise unsafe, the Parochial Church Council may direct that the memorial/gravestone be laid flat in order to avoid the risk of personal injury and damage[[2]](#footnote-2).

**I/We agree at all times to comply with the Regulations, and acknowledge the right of the Parochial Church Council to remove items from the Churchyard that are not permitted by the Regulations.**

**I/We further understand that consent may be withdrawn as a result of failure to comply with the Regulations, or as a result of inaccurate or misleading information included in this application.**

Applicant's signature ……………………………………………………………………….

Date …………………………………………………………

**PART B - DETAILS OF MEMORIAL/GRAVESTONE**(TO BE COMPLETED BY CRAFTSMAN/MONUMENTAL MASON)

Type of memorial/gravestone…………………………………….………………………………………….

Type of stone, colour and shade…………………………………………………………………………….

Surface finish……………….………………………………………………………………………………………….

Design / shape……………..………………………………………………………………………………………….

*Please include a drawing of the memorial/gravestone, with an indication of all dimensions*

Description of any carving or decoration ………………………………………………………………….

…………………………………………………………………………………………………………………………………..

…………………………………………………………………………………………………………………………………..

**PART C - PROPOSED INSCRIPTION**

Existing inscription

*(To be completed only where there is an existing memorial/gravestone)*

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..

Proposed inscription

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Any relevant information explaining the reason for the proposed wording

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..

Please confirm the type and style of lettering.

…………………………………………………………………………………………….

…………………………………………………………………………………………….

Is the lettering of the inscription to be painted or gilded?

If so, please provide further details.

……………………………………………………………………………………………………………………………………..

**PART D - DETAILS OF CRAFTSMAN/MONUMENTAL MASON**

Name………………………………………………………………………………………….

Address…………………………………………………………………………………………..

……………………………………………………………………………………………………….

………………………………………………………………………………………………………

Email address………………………………………………………………………………………

Telephone number(s)……………………………………………………………………………

I/We confirm that:

 I/We have read the Diocese of Truro Regulations and confirm that in my/our opinion that the proposed memorial/gravestone complies with these Regulations.

 The memorial/gravestone will not be erected until written permission has been obtained from the Incumbent or the Chancellor of the Diocese of Truro.

 If approval is given, the design of the memorial/gravestone 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 BS 8415.

 I/We acknowledge that if the memorial/gravestone 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/gravestone is placed which does not comply with the application submitted and the permission granted, those placing the memorial/gravestone will be liable for the cost of its removal.

Craftsman/Monumental Mason's signature …………………………………………………

**Please return 2 copies of the completed application to the parish priest.**

Date ……………………………………..

**PART E – PARISH PRIEST'S (OR RURAL DEAN’S) CONSENT**

(*When the parish is without a priest in charge or incumbent, the rural dean must complete this section)*

Name …………………………….………………………………………………………………………………………….

Position……………………………………………………………………………………………………………………..

*(Tick only one box)*

* I believe that the memorial/gravestone (including the inscription) described in this application complies with the Regulations and hereby grant permission for its erection.

The fee for this work will be: £…………………

A cheque for this amount should be made payable to …..……………………………………PCC

* I do not believe that the memorial/gravestone (including the inscription) described in this application complies with the Diocese of Truro Regulations and for that reason, I am unable to grant permission for its erection.

For the following reason I am unable to grant permission for the erection of this memorial/gravestone.

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..........

Parish Priest (or Rural Dean) signature ……………………………………………..

Date: …………………………………………………………………………………………………….

**Please retain one copy of the application for your records.**

Notes for applicants

The size, shape, lettering, decoration and materials permitted by the Diocese of Truro are confirmed in the Regulations. If you have any questions in relation to the interpretation of the Regulations and are unsure whether your proposals meet the criteria set by the Diocese of Truro, please speak to your parish priest or rural dean in the first instance.

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 Parish Priest. [↑](#footnote-ref-1)
2. It is the owner's responsibility to insure the memorial. The Diocese of Truro will not be liable for any loss resulting from acts of vandalism, weathering or from acts of God. [↑](#footnote-ref-2)