

# Form No.1

**REGULATIONS FOR THE ADMINISTRATION OF CHURCHYARDS VESTED IN THE  
REPRESENTATIVE BODY OF THE CHURCH IN WALES**

## **APPLICATION FOR PERMISSION TO ERECT A MONUMENT OR GRAVESTONE IN A CHURCHYARD**

**PRINT OFF ALL PAGES AND BIND USING A STAPLE  
TO BE SUBMITTED IN DUPLICATE**

### **DATA PROTECTION ACT 2018**

*The information contained in this form will be held on parish registers for the purpose of maintaining proper records of churchyard maintenance.*

The Representative Body of the Church in Wales takes Data Protection seriously. Information on how your data is held and how it is processed can be found at: [www.churchinwales.org.uk/privacy-notice](http://www.churchinwales.org.uk/privacy-notice). If you have any queries or require additional information, please contact the Legal Department [legal@churchinwales.org.uk](mailto:legal@churchinwales.org.uk) or by telephone on 029 2034 8200.

**May 2003 AMENDMENT**  
EXTRACT FROM THE REPRESENTATIVE BODY'S  
REGULATIONS FOR THE ADMINISTRATION OF CHURCHYARDS

**14.**

(1) All applications for permission to erect or modify a monument or gravestone, or to alter or add to an inscription, including those relating to cremated remains, shall be made to the Incumbent on the form prescribed by the Representative Body and signed by the applicant, and shall contain the wording of the proposed inscription and the proposed style of lettering.

(2) Save as otherwise ordered by a Court of the Church in Wales all costs incurred in connection with an application to erect a monument or gravestone, or to make, alter or add to an inscription, shall be borne by the applicant.

**15.**

(1) There may be admitted to a churchyard on the written approval of the Incumbent a gravestone which

(a) consists of either:

- (i) an appropriate headstone no more than 4' (1219mm) high, *or*
- (ii) an appropriate cross no more than 4' (1219mm) high, *or*
- (iii) a simple flat slab, set below ordinary ground level, *or*
- (iv) a ledger stone to mark an individual plot in which cremated remains have been deposited, not more than 12" (305mm) by 12" (305mm) set below ordinary ground level or a vertical headstone not more than 18" (457mm) high by 12" (305mm) wide or by ledger stones not more than 18" (457mm) long by 12" (305mm) wide by 4" (102mm) high at the head.

(b) is not made wholly or partly of reconstructed stone, metal or ceramics, *and*

(c) bears one or more of all the following:

- (i) a simple cross
- (ii) a simple and appropriate inscription;
- (iii) an appropriate motif.

(2) There may be admitted to a churchyard on the written approval of the Archdeacon:

(a) a gravestone within the foregoing description, but which the Incumbent has declined to approve;

(b) a gravestone not complying with regulation 15(1) hereof but nevertheless consisting only of a headstone, cross or flat slab, with suitable inscription and not made wholly or partly of reconstructed stone, metal or ceramics;

(c) a gravestone incorporating a simple and appropriate engraving or photograph of the deceased.

(3) Otherwise no monument or gravestone, including those relating to cremated remains, shall be admitted to a churchyard without a Faculty.

(4) In a case where the approval of the Archdeacon is sought for a gravestone as described in regulation 15(2) hereof, the Archdeacon shall, within twenty-eight days, signify his approval or otherwise, in writing, to the person seeking approval and to the Incumbent.

(5) No part of any concrete foundation shall be above ordinary ground level.

**16**

(1) An application for the replacement or renewal of a monument or gravestone shall be dealt with under regulations 14 and 15.

(2) The removal of a monument or gravestone from its place in a churchyard to a different place in that churchyard, or to any other churchyard, shall be the subject of a fresh application to erect or modify within regulations 14 and 15.

**17**

Save for silk flowers and Remembrance Day poppies, no artificial wreaths or flowers, shrubs, permanent flower vases or containers, ornaments, chippings, gravel, paving stones or kerbs shall be placed on or around any grave or area set aside for cremated remains in a churchyard.

## TO BE SIGNED BY APPLICANT

1. The applicant hereby declares that he / she is the owner of the monument or gravestone or will become so before or soon after its erection. Without prejudice to the provisions of clause 4 hereof and for the avoidance of doubt it is hereby agreed that the property in the monument or gravestone shall when erected in the churchyard continue to be vested in the Applicant and shall not be or become vested in the Representative Body.

2. The Applicant hereby agrees to keep the monument or gravestone in good repair and condition at all times and to indemnify and keep indemnified the Representative Body against any loss or liability arising from a failure to do so.

3. The Applicant hereby agrees to observe the regulations made from time to time by the Representative Body for the administration of churchyards.

4. In the event of the monument or gravestone erected in the Churchyard at any time becoming ruinous or substantially out of repair or unsafe or unsightly the Parochial Church council shall be entitled to Petition the Diocesan Court for a faculty entitling the Parochial Church Council to amend or reposition or remove such memorial or gravestone and upon such Petition the Diocesan Court may order such amendment to or repositioning of or the removal of such memorial or gravestone or make such other order relating to the said memorial or gravestone its repair or disposal as the Diocesan Court may think fit and by this application for permission to erect such monument or gravestone the Applicant on behalf of himself/herself and the heir or heirs at law of the person or persons in whose memory the monument or gravestone is to be erected submits to the jurisdiction of the Diocesan Court for the purposes of such Petition and Order as aforesaid and declares that the property in such monument or gravestone vested in and descending from and through the Applicant shall be subject to the right of the Parochial Church Council so to Petition the Diocesan Court and of the Diocesan Court effectively so to order.

<b>Name of Applicant(s)</b>	
<b>Address</b>	
<b>Telephone No.</b>	
<b>Email</b>	

<b>Signature of Applicant(s):</b>	
<b>Date:</b>	

**THE CHURCH IN WALES  
APPLICATION FOR PERMISSION TO ERECT A MONUMENT  
OR GRAVESTONE IN A CHURCHYARD**

To

<b>The Incumbent of:</b>	
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I / We apply for permission to erect a monument or gravestone in accordance with the design and particulars, including the inscription, submitted herewith.

<b>CHURCHYARD:</b>				
<b>GRAVE OF:</b>				
REFERENCE No. <i>(If known):</i>				
<b>PARTICULARS OF MONUMENT OR GRAVESTONE PROPOSED.</b> <i>(Note: The design to be submitted separately.)</i>				
<b>FORM OF MEMORIAL:</b>				
<b>TYPE OF MATERIAL:</b>				
<b>DESIGN:</b>				
<b>DIMENSIONS:</b>	LENGTH:	HEIGHT:	WIDTH:	THICKNESS:
<b>INSCRIPTION:</b>				
<b>STYLE OF LETTERING:</b>				

<b>Memorial Masons or Agents:</b>			
<b>Address:</b>			
<b>Telephone No.</b>			
<b>Email:</b>			
<b>Date:</b>		<b>Signature:</b>	

The foregoing application is approved and permission is hereby granted to erect a monument or gravestone in accordance with the design, particulars and inscription submitted, subject to the following alterations (Delete if not required):

<b>Signature of Incumbent / Archdeacon:</b>	
<b>Date:</b>	

**Duplicate to be retained by Incumbent/Archdeacon**