

## **Application for a Memorial to be placed in ST. NICHOLAS' CHURCHYARD, CODSALL**

The church welcomes with love those who have been bereaved. It seeks to ensure that its churchyards will be fitting resting places for the mortal remains of their departed loved ones both now and in the future.

Decisions about what may be placed in a churchyard cannot be a matter of private choice. Written permission from the parish priest or the diocesan chancellor is needed before any memorial can be placed in a churchyard. The Chancellor's churchyard regulations explain what can and what cannot be authorised by a parish priest. The Parish Churchyard Regulations for St. Nicholas' Churchyard, Codsall, agreed by the Chancellor, adapts these regulations for the local situation.

Before completing this application form you are strongly recommended to read the Parish Churchyard Regulations for St. Nicholas' Church, Codsall, which can be found on the parish website: [www.stnicholascodsall.org.uk](http://www.stnicholascodsall.org.uk) or obtained from the parish office (01902 847786)

*APPLICATION **MUST** BE MADE IN DUPLICATE*

NAME OF APPLICANT .....

ADDRESS .....

.....POST CODE .....

TELEPHONE.....

RELATIONSHIP TO THE DECEASED.....

NAME OF DECEASED .....

DATE OF BURIAL .....

*Note: To allow proper time for reflection no application for permission to erect a memorial can be made within six months of the date of burial.*

**I apply for consent to introduce the memorial described in this application into the churchyard and declare that:**

- all the statements to be inscribed on the memorial are accurate
- if consent is given the design of the memorial will not be altered before it is erected
- I/we acknowledge that I/we will be responsible for the upkeep of the memorial

The Churchyard Regulations do not permit **any items** to be placed on a grave or on a gravestone or base, apart from flowers which are placed in an integral flower holder. St. Nicholas' Churchyard Committee has a policy of clearing the churchyard of dead flowers, old wreaths and discoloured artificial flowers twice a year. At this time, any objects which have been placed on graves or headstones will be removed, and be available for collection. The regulations state that graves may not be artificially raised, given a border or have plants set within them.

**I agreed to abide by the Churchyard Regulations. I understand that the only monument that is permitted in St. Nicholas' Churchyard is the memorial headstone or tablet. I agree to the right of the Churchyard Committee to remove all items that are not permitted by the regulations from the Churchyard.**

APPLICANT'S SIGNATURE ..... DATE .....

# MEMORIAL DETAILS

HEADSTONE  ADDED INSCRIPTION  PLAQUE FOR CREMATED REMAINS PLOT

MATERIAL ..... COLOUR .....

Normally permitted stones are: limestone, sandstone, slate, nabresina, serena, granite, slate

SURFACE FINISH ..... *(polish to a shine is not permitted, apart from the face to be inscribed & the top surface of the plinth below this)*

HEIGHT..... WIDTH .....THICKNESS.....

Height: No more than 2'6" (750mm)

Width: No more than 2' (610mm)

Thickness: No more than 4" (100mm)

*The headstone may stand on a stone base, provided that the base is an integral part of the design, and does not project beyond the upright stone more than 4" any direction, unless a vase hole is included, when it may project 8" in front and 4" behind the upright stone.*

or CREMATED REMAINS TABLET  Width: 15" (375mm) Length 18" (450mm) 'portrait' orientation

*unless to replace existing tablet of a different shape: width ..... length .....*

LETTERING COLOUR ..... incised / relief *please indicate*

FLOWER HOLDER? Yes / No *Only flower holders which are integral to memorials are permitted in the churchyard.*

DESCRIPTION OF ANY DESIGN .....

Design must be mono in colour to match lettering, or etched eg. a symbol of the person's life.

**A DRAWING OF THE SHAPE OF THE STONE AND A DRAWING OF ANY DESIGN MUST BE ATTACHED.**

## INSCRIPTION DETAILS

Inscriptions should be simple, reverent, and appropriate to a churchyard. They should commemorate accurately the life of the person who has died. They must also be consistent with orthodox Christian belief. NB. No inscriptions are permitted on the back of the memorial, apart from the mason's name in letters not exceeding 1/2" in height.

## PROPOSED INSCRIPTION

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

Any relevant information explaining the reason for the proposed wording:

.....

**NAME OF MEMORIAL MASON** .....

**ADDRESS** .....

..... **POST CODE**.....

**TELEPHONE**..... **EMAIL** .....

I/WE CONFIRM THAT I/WE HAVE READ THE CODSALL CHURCHYARD REGULATIONS AND BELIEVE THAT THE PROPOSED MEMORIAL COMPLIES WITH THIS POLICY.

I/WE ARE REGISTERED/ACCREDITED WITH THE FOLLOWING REGISTRATION/ACCREDITATION SCHEME;

SCHEME .....

REGISTRATION/ACCREDITATION NUMBER .....

I/we confirm that the memorial will not be erected until written permission has been obtained from the incumbent or the diocesan chancellor.

I/we confirm that if approval is given the design of the memorial will not be altered before it is erected.

I/we confirm that we will ensure that the grave and its immediate surroundings are left neat and tidy and level following the completion of the work.

The proposed method of fixing of the memorial is set out in the document attached hereto.

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

MEMORIAL MASON'S SIGNATURE .....DATE .....

PRINT NAME & STATUS .....

**TO BE FILLED IN BY THE INCUMBENT OR OTHER DESIGNATED PERSON:**

NAME .....

POSITION .....

I believe that the memorial described in this application complies with the Parish Churchyard Regulations and grant permission for its erection.

or I do not believe that the memorial described in this application complies with the Parish Churchyard Regulations and for that reason refuse permission for its erection.

For the following reason I am not prepared to grant permission for the erection of this memorial.

.....

Fee paid: £

SIGNED: ..... DATED: .....