



IN THE CONSISTORY COURT OF THE DIOCESE OF CHELMSFORD

**PETITION FOR FACULTY
RESERVATION OF A GRAVE SPACE IN A CHURCHYARD**

The Petitioner must complete PART A and then ask the Incumbent or Priest-in-Charge (in a vacancy or if unavailable, a Churchwarden) to complete PART B.

The Petitioner must then return the completed form to the Diocesan Registrar at Chelmsford Diocesan Registry, Arbor, 255 Blackfriars Road, London, SE1 9AX.

The Faculty Jurisdiction Rules 2015 require public notice to be given of all relevant works or proposals requiring a Faculty. The Registrar will provide a form of Public Notice on receipt of the Petition for Faculty. Please be aware that the Public Notice period is 28 days.

The current (1st January – 31st December 2026) statutory Court fee to lodge a Petition for Faculty is £362.40. If paying by cheque, please make it payable to “Diocesan Registry”. If you wish to pay by BACS, please inform us of this when you send your application and we will provide you with the bank details.

Please read the notes on the final page before completing the form. Please answer all questions.

PARISH.....

CHURCHYARD.....

PART A

Information to be supplied by the Petitioner* [*see note at the end of Part A]

1. Full name
2. Full address
.....
.....
3. Email.....
4. Telephone number
5. Date of birth.....

6. Where the application is for a double depth grave space:
- (a) Full name of other person
 - (b) Full address of other person
.....
.....
 - (c) Date of Birth of other person
 - (d) Relationship of other person to Petitioner
 - (e) Reason (e.g. age, infirmity etc) why the other person cannot
apply himself/herself
7. Reasons for application and connection of Petitioner with Parish
.....
.....
8. Is the Petitioner
- (a) Resident in the Parish? Yes or No
 - (b) on the Church Electoral Roll? Yes or No
 - (c) a Subscriber to Church Funds? Yes or No
9. Does the Petitioner attend the Church? Yes or No
.....
10. Does the Petitioner own any property in the Parish? If so, give details.
.....
11. Does the Petitioner have any other connection with the Church?
.....
12. Does the Petitioner have a relative buried in the Churchyard? If so:
- (a) Give name of relative
 - (b) State relationship of relative to Petitioner

(c) Describe the position of the relative's grave

.....

(d) Date of burial of relative

Signature of Petitioner

Dated

NOTE:

An application for reservation of a grave space CANNOT be made on behalf of a third party except:

- (1) An application can be made by a Petitioner for himself/herself and a husband/wife.
- (2) An application can be made by a person holding a Power of Attorney.
- (3) An application can be made on behalf of a person who is registered blind person or a person unable to make an application due to age, infirmity or disability.

PART B
Information to be completed by Incumbent, Priest-in-Charge or Churchwarden

1. For how many years do you think the space in the present churchyard will fulfil the needs of Parishioners? *

.....

2. Has the Parochial Church Council approved this application? Yes or No

(Please attach to this form a copy of the Resolution approving or disapproving the application for the reservation of a grave space)

3. State the position of the grave space to be reserved either:

(a) by reference to a number on the plan of the churchyard:

or

(b) by description of its position:

.....

(Please attach to this form a copy of the churchyard plan with the exact position of the plot marked on it)

4. What are the dimensions of the grave space?

5. Population of Parish (approx.)

6. Number of grave spaces now available for future burials

7. Average yearly number of burials in Churchyard for last three years

8. What will be the number of this reservation be in the Register of Reservations?

Signature.....

Name.....

Office held.....

Dated.....

*** NOTE:**

If the answer to question 1 above is less than five years, please state whether the PCC has any plan to extend the Churchyard. If not, what provision will there be for future burials?

Notes to Petitioner

Right to Burial - Plot Reservation

You have a right to be buried in a Parish Churchyard if at the time of your death, you live in that Parish or are on its Church Electoral Roll, or if you happen to die there (always provided that there is a Churchyard with sufficient space). The only way to reserve a particular plot for a person's burial is to obtain a Faculty for that purpose. Faculties are granted at the discretion of the Consistory Court and good cause must be shown.

Seeking a Faculty

If you wish to reserve a grave space, you should first contact the Incumbent or Priest-in-Charge of the Churchyard in question and through him/her seek the support of the Parochial Church Council. Then complete Part A of the Petition form. After that take the form to the Incumbent or Priest-in-Charge (or a Churchwarden) who is in a position to complete Part B of the form. When fully completed, send the form to the Diocesan Registry, accompanied by a certified copy of the PCC resolution and a copy of the churchyard plan.

Double width grave

If you wish to reserve a double width grave (as opposed to a double depth) you will need to petition for two Faculties i.e. a separate petition form will be needed for each of the plots and this will mean two statutory Court fees. A double depth grave reservation requires only one Faculty.

Length of a Faculty

A Faculty is granted for a specified number of years, which is usually 25 years. At the end of that period of time, if a burial has not taken place, the Faculty will expire and the grave reservation will cease to be valid unless an extension to the period of validity has been formally approved by the Court. An application may be made for an extension by writing enclosing a photocopy of the Faculty, preferably in good time before the Faculty expires, to the Registrar. It is your responsibility to ensure that an extension of time is applied for if it is needed.

Churchyard Maintenance

The Parochial Church Council is responsible, so far as its funds allow, for the care and maintenance of an open Churchyard. In this Diocese, it is a customary condition of a grave space reservation that the Petitioner should make a contribution to the PCC for this purpose, on behalf of each person for whose benefit the grave space is reserved. A receipt by the appropriate Parish Officer must be endorsed on the back of the Faculty to bring it into full effect. The level of contribution is settled by the Chancellor in each case and is currently £150. (This is quite distinct from the Registry fee, which is laid down by law and covers the cost of the Faculty procedure).

Recording a Reserved Space

A detailed plan of the churchyard, recording burials and grave reservations should be kept by the parish in the safe and in the burial register.

Monuments

Reservation of a grave space does **not** authorise the placing of any monument over the grave after burial. Application must be made, when the time comes, to the Minister then in charge of the Churchyard.