

**PETITION FOR FACULTY  
TO RESERVE A GRAVESPACE**

**In the Consistory Court of the Diocese of York**

**Parish of .....**

**To the Worshipful the Chancellor of the Diocese**

Name of Applicant(s).....

Address.....

.....

.....

I/we apply for a faculty authorising the reservation of a gravespace in  
the Churchyard of .....

for the burial therein of .....

**PART A**

The reply should be written adjacent to each question.

1. Full name of person next  
to whom it is desired to  
be buried:  
  
Date of Death:  
  
Date of Burial:
  
2. What is the relationship of the  
Applicant(s) to the person buried  
in the grave identified in the  
answer to Question 1 above.  
(Please answer in the form "The  
Applicant(s) is/are the e.g mother/father  
(and mother/son/daughter) of the  
person in that grave".
  
3. What is the exact location of  
the gravespace for which a  
faculty is requested:-  
number of row  
number of gravespace in row

**Note:** A good sketch of the relevant part of the churchyard with the gravespace marked on it should be attached to the application.

4. Is the Applicant a resident of the ecclesiastical parish? YES/NO
5. Is the Applicant on the electoral roll of the ecclesiastical parish? YES/NO
6. If the answer to questions 4 and 5 is 'no' what is the reason for wishing to be buried in this particular churchyard?

If a Faculty is granted it will be subject to conditions. **The Applicant(s) hereby undertake to comply with the following conditions as to marking the ground**

- i. The site of the gravespace in the churchyard shall be marked in such a way that it can be located at the time when it will be required for use. The responsibility for such marking shall be that of the Applicant. The Applicant should discuss the method of marking with the Incumbent or Priest-in-charge and agree it with him, and then carry out the marking. One of the following methods of marking must be used unless, upon written application to him, the Chancellor otherwise directs:
- (a) A metal or hardwood stake placed at the head of the gravespace. The stake must be marked with the initials of the name of the person for whom the grave is intended followed in parenthesis by the year in which the faculty for the reservation is issued;
- (b) A horizontal bar not less than 18" long, in metal or hardwood, with a vertical stake beneath it, so that the stake can be driven into the ground at the head of the space and the bar lie flat on the ground (for ease of mowing) and marked as in (a);
- (c) A stone marker, not larger than 12" by 8" by 6", placed at the head of the space, and marked as in (a);
- (d) Any other method currently in use in the churchyard and complying with the general requirement as to durability, and marked as in (a)

The responsibility for marking the site of the gravespace in the churchyard and for ensuring that the marker remains adequate for its purpose shall be that of the Applicant, and not that of the Incumbent or the Parochial Church Council.

- ii. The reserved space shall be marked as required by these conditions within 3 months of the date of this faculty.

Signature:

Date:

**Please ensure that you have answered all relevant questions; otherwise the petition may have to be returned to you for completion thus causing delay**

**PART B**

**This section to be completed by Incumbent/Priest-in-charge or during a vacancy by the Chairman of the PCC**

- 1. Are the answers and information given by the applicant true and accurate so far as you are aware YES/NO
  
- 2. Noting the answer given by the applicant to question 3 in Part A, does the Incumbent/ Priest-in-charge (or Chairman of the PCC) confirm that this gravespace is presently vacant and is not reserved by a faculty. YES/NO
  
- 3. Does the Incumbent/Priest-in-Charge or the PCC have any objection to the gravespace location requested by the applicant being reserved by Faculty? YES/NO
  
- 4. Does the PCC support the application? YES/NO

5. If yes, please complete the following:

The Parochial Church Council at it's meeting on passed (\* unanimously) (\* without dissent) \* (by a majority of to of those present and voting) a resolution relating to the application.

A copy of such resolution signed by the (Chairman) (Secretary) is attached to this Application Form.

- 6. For how long is it anticipated that the present accommodation in the churchyard will serve the needs of the Parish?
  
- 7. Is there any other information which you would like the Chancellor to be aware of or take into account?  
Please use a separate sheet if necessary.

If faculty is granted it will be subject, inter alia, to a condition that the PCC marks the churchyard plan; the condition being in the following terms:

“The position of the gravespace shall be marked on the churchyard plan and identified by name and the date of the faculty. The responsibility for this shall rest upon the Parochial Church Council”.

Signature.....Date:.....  
(Incumbent/Priest-in-charge /PCC Chairman)

Return form together with three cheques attached, including the cheques payable to the Incumbent and PCC to: The Diocesan Registrar, Diocesan Registry, Stamford House, Piccadilly, York YO1 1PP

On grant of faculty the cheques for the Incumbent and the PCC will be forwarded to the parish; if a faculty is refused then these two fees will be returned to the Petitioner by the Registry.