**IN THE CONSISTORY COURT OF**

**THE DIOCESE OF LEEDS**

PETITION FOR A FACULTY FOR

RESERVATION OF A GRAVE SPACE

Approved by the Chancellor pursuant to rules 5.3(3)(b) and 20.6(2)(a)(ii)

of the Faculty Jurisdiction Rules 2015



**A. Details of Petitioner**

|  |  |
| --- | --- |
| Name of Churchyard  |  |

|  |  |
| --- | --- |
| Full name:  |  |
| Address:  |  |
| Date of birth:  |  |

**B. Details of other person to be interred if a double grave space is sought:**

|  |  |
| --- | --- |
| Full name of other person: |  |
| Full address of other person: |  |
| Date of birth: |  |
| Relationship of other person to Petitioner: |  |
| Reason (eg: age, infirmity etc) why the other person cannot apply himself/herself: |  |

**C. Is the Petitioner:**

 (a) resident in the Parish? YES [ ]  NO [ ]

(b) on the Church Electoral Roll?YES [ ]  NO [ ]

**D. Reasons for application and connection of Petitioner with Parish:**

 (Please state the name of the parish and church)

|  |
| --- |
|  |

**E. Does the Petitioner have a relative buried in the Churchyard?**

 YES [ ]  NO [ ]

 **If so; complete the following:**

|  |  |
| --- | --- |
| Name of relative: |  |
| Relationship to Petitioner: |  |
| Location of grave: |  |
| Date of burial: |  |

**F. Declarations:**

I hereby petition for the grant of a Faculty to authorise the reservation of a grave space for the person(s) named at Part A herein [and Part B if applicable].

I certify that the information contained in this Petition is true to the best of my knowledge and belief.

**I consent/do not consent *(delete as applicable*)** to the Chancellor determining this petition on the basis of the information contained in and attached to this Petition.

Signature of Petitioner Dated

**………………………….. ……………………………………..**

**The document should be returned to the Diocesan Registry, 2 The Embankment, Sovereign Street, Leeds LS1 4BA**

**SUPPLEMENTARY Information to be supplied by**

**Incumbent, PRIEST-IN-CHARGE (or, if unavailable, a Churchwarden):**

|  |  |
| --- | --- |
| For how many years do you think the space in the present churchyard will fulfil the needs of Parishioners? (If the answer 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?) |  |
| Has the Parochial Church Council considered this application? | Yes [ ]  No [ ]  |
| Was the application approved? *Please attach to this form a copy of the Resolution approving or disapproving the application for the reservation of a grave space* | Yes [ ]  No [ ]  |
| State the position of the grave space to be reserved either by reference to a number on the plan of the churchyard or by description of its position:*Please attach copy of relevant part of any plan* |  |
| What are the dimensions of the grave space?*An accurate plan according to scale showing the exact position in the churchyard of space to be reserved should be annexed* |  |
| Population of Parish (approx): |  |
| Number of grave spaces currently available for future burials: |  |
| Average yearly number of burials in Churchyard for last ten years: |  |
| What will be the number of this reservation in the Register of Reservations kept by the Churchwardens? |  |

**Declaration: I certify that the information provided above is true to the best of my knowledge and belief.**

**Name: ……………………………………………...**

**Signature: .......................................................................**

**Position: ………………………………………………**

**Dated: ........................................................................**

 **Notes to Intending Petitioners**

**Fees**

The current (2024) basic fee for the lodging of a Faculty Petition is £327.40 made payable to Lupton Fawcett LLP. Further fees may be due as the Petition progresses in accordance with the Ecclesiastical Judges, Legal Officers and Others (Fees) Order 2023, for example, if the Petition is opposed or a full written judgment is handed down.

**By direction of the Chancellor, if a Faculty is granted, that faculty will be made conditional upon a payment being made to the PCC Churchyard Maintenance Fund, which currently is £150.00, and Public Notices being displayed for the requisite 28 day period.**

**The Public Notice Form 4A must be completed and displayed on a noticeboard inside the church as well as being displayed somewhere prominent outside the church. Once the 28 day period has expired please send it in along with the completed certificate of publication, the completed Petition, a copy of the PCC minutes and a copy of the churchyard plan and plot number to be reserved.**

 **Marking and Recording a Reserved Space**

If a Faculty is granted, it will require the reserved space to be marked in such a way that it can be located when required. **Responsibility for marking will lie with you as Petitioner, after you have agreed the method of marking with the Incumbent**. You will be required to mark the space within **three months** of the granting of any Faculty and thereafter to ensure that the marker remains adequate for its purpose. Looking after the marker will **not** be the responsibility of the Incumbent, Churchwardens or PCC.

The normal method of marking is to place a durable wooden (or metal) stake at the head of the grave space, marked with the initials of the person to be buried, followed by the year of reservation in brackets, e.g. **"A.B.C. (14)".** Other methods may only be used if approved by the Chancellor.

Markers should not be placed before a Faculty is granted. Such markers have no legal effect and may be removed during routine Churchyard maintenance.

 **Churchyard Maintenance**

The PCC 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 PCC funds 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.

 **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.