IN THE CONSISTORY COURT OF THE DIOCESE OF LICHFIELD

**A PETITION FOR a Faculty to authorise**

**the introduction of a memorial**

**OR AN INSCRIPTION ON A MEMORIAL (2025)**

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|  |  | **To the Consistory Court of the Diocese of Lichfield** | Please write your answers in THIS COLUMN:  Where possible please answer ‘yes’ or ‘no’ by deleting the inapplicable; but you may wish to give additional information by typing in the boxes provided  Where you are asked to supply documents, please confirm in this column what documents have been supplied  Where suggested wording is provided in this column please amend it so as to suit your particular circumstances. |
|  |  | **Churchyard of:** |  |
|  |  | **In the parish of:** |  |
|  |  | **Name of the person(s) to be commemorated on the memorial** |  |
|  |  | **Your full name and address**  **Your date of birth**  **Your email details**  **Your telephone number** |  |

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| 1 | a) | I apply to the Court for a Faculty to authorise the following:-  *You will need to complete the standard memorial application form and provide a plan showing the exact location of the grave within the churchyard* | *Within the Churchyard, the introduction of a memorial as described on the memorial application form forming part of this Petition in memory of*  *the above named person[s] who is/are buried in the churchyard in the location shown on the plan attached to this Petition*  *[and/or]*  *The authorisation of an inscription on the memorial* |
|  | b) | *Is the petition about the memorial alone, or the inscription on it, or other matters?* | *Delete as appropriate*  The petition seeks authorisation for:   * The introduction of a memorial * The introduction of a memorial and the authorisation of an inscription on it * the authorisation of an inscription on a memorial * OR…   which the incumbent has not been able to approve |
| 2 | a) | What is your relationship to the person to be commemorated?  Are you their next of kin? | Yes/No |
|  | b) | When was the person commemorated buried? |  |
| 3 |  | Is the churchyard a formally Closed  churchyard?  If it is formally Closed, has the responsibility for maintenance been transferred to a local authority?  *The incumbent will be able to tell you the answers to these questions. But if responsibility has been transferred you must ask the local authority whether they are content for the memorial to be introduced* | Yes/No  Yes/No |
| 4 |  | **Other family members:**  You will need to complete the Memorial Family Details Form and provide a letter or consent form signed by each person now living named on that form.  *If consents are not available for all members please amend the answer adjacent accordingly and explain why you consider the Chancellor should make the order notwithstanding the lack of consent.* | I attach a completed Memorial Faculty Details Form which sets out the name and address of all living family members of the Deceased.  I attach letters or consent forms signed by each of the living family members identified on the form |

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| 5 |  | **PCC Resolution** |  |
|  |  | If the petition relates to a Churchyard, you should ask your incumbent to bring the matter to a PCC meeting so that the PCC can express a view on your proposal.  *(A supportive PCC resolution is not essential but it is important that the Incumbent and PCC have the opportunity to express their views)*  *If the PCC has not passed a resolution, please put a line through the box that asks for details of the resolution, but provide details of the reasons for not approaching the PCC.* | EITHER  The Parochial Church Council at its meeting on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ passed a resolution [supporting/opposing] the [introduction of the proposed memorial]  [proposed inscription on the memorial]  unanimously/ by a majority of ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_ among those present and voting  There are \_\_\_\_\_\_\_\_\_\_ members of the council.  A copy of the resolution signed by the chair/secretary is included with this petition.  OR:  *set out your reasons for not approaching the PCC:* |

Please read the Memorial Guidance Notes, The Churchyard Regulations, any Parish Policy for the churchyard concerned, The Guidelines including fees for non-parochial Faculty Petitions, and Costs of Faculty Petitions. You will be responsible for the Registry’s fees and may be responsible for other costs and fees in addition.

In the box below, set out your reasons for seeking the introduction of this memorial. *The box will accept ‘free text’ and will expand to fit your statement.*

Please ensure that you explain the full circumstances that you wish the Chancellor to take into account. In particular you should consider whether there are good reasons to depart from the Churchyard Regulations or any parish policy on memorials, and if your case does not accord with them, please explain why they should not be followed. You should also consider how the memorial will sit in relation to the particular aesthetics of the churchyard itself.

The standard memorial application form contains space for you to set out any inscription on the proposed memorial and if this inscription is not agreed by the incumbent, you should explain your reasons for suggesting that it is appropriate. (Inscription, for this purpose, includes any design or lettering or carving on the memorial)

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Please be aware that your Petition and documents supplied may be served on family members to enable them to comment on it, or to object. Please also note that the information you provide to the Court may be made public in any judgment issued by the Court. If you consider that there is some reason why information should be withheld you may explain your reasons, but the Court is not bound to follow your wishes, and will not do so unless there is a special reason to override the normal principle of transparency in judicial proceedings

Petition and Statement of Truth

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|  |  | For the reasons set out above, I therefore Petition the Court that a Faculty should issue to authorise the introduction of the memorial [and/or] the inscription proposed.  The contents of my above Petition and of the details provided on the accompanying Forms and Documents are true |
|  |  | Signature\*:  Print your full name: |
|  |  | Date: |

\*signatures can be typed if this document is being submitted by email but you must confirm in your email that you have sent the relevant fees to the Registry by cheque (£238 +VAT = £285.60) made payable to ‘*FBC Manby Bowdler (Midlands) Limited’* and £57 payable to ‘*LDBF*’.

Please note fees increase each year on 1st January and the new fee applies to petitions received by the Registry from that date.

**When you have completed this form** you should send it to the Registrar at the address below. The Registrar will forward it to the Chancellor who will make a decision as to whether or not to grant the Faculty. It is not possible to provide a time estimate in relation to the procedure.

The Registry Assistant, Lichfield Diocesan Registry

FBC Manby Bowdler (Midlands) Limited

6-10 George Street

Snow Hill

Wolverhampton

WV2 4DN

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