

Faculty Jurisdiction Rules 2015
PETITION FOR FACULTY
in respect of
RESERVATION OF A GRAVESPACE

To the Consistory Court of The Diocese Of Chester

PARISH: _____ **CHURCH:** _____

TO BE COMPLETED BY THE PETITIONER(S)			
DETAILS OF EACH PETITIONER:			
(1) Name:			
Address:			
Tel No:		Email:	
Relationship to the deceased:			
(2) Name:			
Address:			
Tel No:		Email:	
Relationship to the deceased:			
(3) Name:			
Address:			
Tel No:		Email:	
Relationship to the deceased:			
(4) Name:			
Address:			
Tel No:		Email:	
Relationship to the deceased:			
The Petitioner(s) named above, PETITION as follows:			
The Petitioner(s) seek a Faculty to authorise the reservation of the burial plot named below in the parish and church named above:			
Burial Plot Number: _____			
in accordance with the Particulars contained or attached to this Petition.			
Any other order sought? (relating perhaps to an existing memorial or headstone)			

**SECTION 1
TO BE COMPLETED BY THE PETITIONER(S)**

PARTICULARS

1.	Are you now resident in the aforesaid Ecclesiastical Parish?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
2.	If not, are you on the Church Electoral Roll?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
3.	If you are neither resident in the Parish nor on the Electoral Roll, please state in full your connection with the Parish Church:				
4.	Please state dates of birth of applicants:				
5.	A reservation of a gravespace is to be granted for a defined period of years only. For what period do you seek the reservation?				
6.	Please give any additional information to support your application (please use a separate sheet if necessary):				
7.	Is the plot proposed to be reserved to be used for a full burial or the interment of cremated remains?	<input type="checkbox"/>	Full burial	<input type="checkbox"/>	Cremated remains
8.	Is the plot proposed to be reserved a single or double plot?	<input type="checkbox"/>	Single	<input type="checkbox"/>	Double
9.	Are you aware of anyone who is likely to oppose this request for a grave space reservation?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
10.	If so, please provide names and addresses: Please use a separate sheet if necessary.				

I/We the Petitioner(s) confirm that the statements in this Petition and answers to the questions above are true to the best of the knowledge and belief of each one of us

	Signature(s) of Petitioner(s)	Date
1.		
2.		
3.		
4.		

SECTION 2

To be forwarded by the Registrar to the Incumbent/Priest in Charge for completion

9.	Do the Applicants live in the Parish?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
10.	Are the Applicants members of your Church Electoral Roll?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
11.	Assuming the current rate of burials, when will the present churchyard be full?				
12.1	Is any further land available for consecration when the present churchyard is full?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
12.2	Does that land now belong to the Church?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
12.3	How long would the additional land enable burials to continue?				
13.	Do you and your Churchwardens consent to this Petition? If yes, please provide a written letter signed by yourself and your Churchwardens giving your reasons for consenting to this Petition	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
14.	Does the PCC consent to the Petition? If yes, please provide a duly certified copy of the PCC Resolution.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
15.	So far as you are aware, does any other person have an expectation of being buried in this plot? If yes, please give full details:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
16.	If the Applicants are not residents within the Parish and are not on the Church electoral role, please explain in a covering letter your Church policy regarding the burial in the churchyard of persons without a legal right of burial.				
17.	Taking into account ground conditions, will digging out the grave at a future date – at a time when the adjoining plots have been used and have memorials – present practical problems for the grave digger – e.g. is it necessary to use mechanical equipment to dig out a grave because of rock close to the surface?				
18.	Is the burial plot number advised by the Petitioner(s) on page 1 correct? If yes, please provide a plan identifying the location in the churchyard of the plot.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
19.	Do you consider it appropriate to protect the plot (if reserved) by some form of marker – or by the laying of a layer of sand below the ground surface? Please discuss with your normal grave digger or other appropriate person and respond in your covering letter.				
Signature of Incumbent / Priest in Charge			Date		

FEES AND CHARGES

Please note that there is a statutory fee of £342.60 upon lodgement of the petition.

This amount is the standard prescribed Court fee payable on the lodgement of a Petition for a Faculty. Court fees are laid down by annual Orders made by General Synod. This fee is payable whether or not a faculty is granted and is payable upon lodgement of the Petition.

Additional costs could be incurred should the petition become complicated, objections are received or there is a requirement for a court hearing or written representations. If this is the case you may be liable for these costs.

If the Chancellor does authorise the Faculty, he is likely to make a condition that additional parochial fees are paid to the Parochial Church Council and the Vicar/Rector of the Parish. These additional fees currently total £347 (VAT is not payable) for the reservation of a grave space or £140 for the reservation of a plot for cremated remains.

PAYMENT METHODS

Payment of the fee can be made by cheque payable to Chester DBF and returned to the address detailed below or by electronic transfer to the following account – please use the surname of the main petitioner as reference when making payment:

Acct Name: Chester Diocesan Board of Finance
Sort Code: 60-40-08
Acct No: 41930185

Once completed, please arrange payment of the fee and return the form and appropriate supporting documents to:

The Registry, Church House, 5500 Daresbury Park, Daresbury, Warrington WA4 4GE

Registrar: Lisa Moncur, LL.B

Tel: 01928 643 437

Email: lisa.moncur@chester.anglican.org

Clerk: Joanne Williams

Tel: 01928 643 430

Email: jo.williams@chester.anglican.org