

# Application for the removal, erection, refurbishment or amending an inscription of a memorial

Part A – To be completed by the Applicant and Memorial Mason

Name of Churchyard		Alvaston Parish Church Churchyard			
Full name of Deceased					
Application <sup>1</sup>	New Memorial <input type="checkbox"/> Additional inscription <sup>1</sup> <input type="checkbox"/> Replace <sup>1</sup> <input type="checkbox"/> Refurbish <sup>1</sup> <input type="checkbox"/>				
Date of death		Date of burial(s)			
Grave plot ID		Previous interment <sup>2</sup>			
Relationship of applicant to deceased					
Preferred contact <sup>4</sup>		Post <input type="checkbox"/> Tel <input type="checkbox"/> E-Mail <input type="checkbox"/> Restricted Contact <input type="checkbox"/>			
Size of Memorial inc Base <sup>2</sup>		Tall	Wide	Deep	Thick
Stone Type <sup>2</sup>		Stone Colour <sup>2</sup>		Finish <sup>2</sup>	
Wording of inscription <small>Please attach dimensional images as a separate page showing Soil level, base and any engraving.</small>					
Lettering: Type <sup>3</sup>		Shade <sup>3</sup>			
I have attached a dimensioned sketch and/or photograph of the proposed memorial Yes / No <sup>1</sup>					
This application conforms to the Alvaston Parish Church Regulations and General Regulations for the Erection of Memorials and Gravestones in Churchyards for the diocese of Derby(2021) Which I have read. Yes / No <sup>1</sup>					
We apply to the Incumbent or their deputy to grant permission for the memorial and undertake that if permission is granted it will be erected in exact conformity with this description. We undertake to indemnify the Incumbent and Parochial church council against all costs and expenses which they may incur in respect of any deviation from the above. This application is made, signed and dated jointly by					
	Applicant			Mason	
Full Name					
Address					
Postcode					
Tel					
e-mail					
Signature					
Dated					

Part B – To be completed by the Incumbent or area dean

Authorised by (Office use)	
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<sup>1</sup> Please delete as applicable

<sup>2</sup> In the case of additional inscriptions write 'Existing' in each field and provide name of previous interment

<sup>3</sup> Note Metal (poured beaten or leaf), is not permitted

<sup>4</sup> Indicate preference, see note re GDPR, NO Contact is not absolute, No right to be forgotten.

# Application for the removal, erection, refurbishment or amending an inscription of a memorial

Notes:

The Chancellor of the Diocese of Derby has delegated to the Incumbent power within his/her sole discretion to permit the introduction into his churchyard of monuments falling within the provision of the churchyard regulations. This form is to be filled in and submitted, the fee is payable on application. Work may not commence until the copy has been returned duly authorised.

**Payment: Quoting invoice ref no as payment ref. Cheques payable to 'PCC St. Michaels Alvaston ' or by BACS to 60-12-01 89947037 Please submit application and an invoice will be raised for payment.**

Once cleared payment is received If your application is approved by the incumbent a copy of the form will be returned to you duly signed. If your application is not approved or does not comply with the churchyard regulations, you may resubmit a modified application within 28 days.

If your application is not approved because it falls outside the Diocesan guidelines and you do not wish to modify it to comply you may submit a Faculty Application to the Diocese of Derby.

The granting of a faculty is not automatic, and the registrar will require you to show a good reason for departing from the regulations. In some cases, a hearing will be necessary. Details of the further fees for a faculty application and the hearing can be obtained from the office of the registrar.

NB.

Foundations (where permitted) must be within the dimensions of a permitted base, and their upper surface must not be visible. Installation & removal of monuments must be by qualified personnel as per regulations. All items not covered by the faculty must be removed from the plot at the same time or prior to the installation of the memorial. (Including temporary grave markers, flower pots, metal or plastic frames and any items not covered by churchyard regulations)

General Data Protection Regulations 2018

Please note the public registers of Baptism, Banns, Wedding and Burial are exempt from the right to be forgotten (Erasure). We do not pass contact details to third parties unless required by law. If you want to be included in our mailing list for events (including memorial services) please tick preferred contact boxes. The data controllers are the PCC & Incumbent of the parish who can be reached on [office@alvaston.church](mailto:office@alvaston.church) or 01332 571 143. If you want to be excluded from all non-statutory processing please tick No Contact.