



**IN THE CONSISTORY COURT  
OF THE DIOCESE OF CHICHESTER**

**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

**PARISH OF:** \_\_\_\_\_

**A. Details of Petitioner**

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:**

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

YES       NO

**If so; complete the following:**

Name of relative:	
Relationship of 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 gravespace 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

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The document should be returned by email to the Diocesan Registry, [ChichesterRegistry@wslaw.co.uk](mailto:ChichesterRegistry@wslaw.co.uk)  
Alternatively, hard copies can be posted to Chichester Diocesan Registry, Winckworth Sherwood LLP,  
Arbor, 255 Blackfriars Road, London SE1 9AX

**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?)	
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Has the Parochial Church Council considered this application?    Yes     No

Was the application approved?    Yes     No

*Please attach to this form a copy of the Resolution approving or disapproving the application for the reservation of a grave space*

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: <i>Please attach copy of relevant part of any plan</i>	
What are the dimensions of the grave space? <i>An accurate plan according to scale showing the exact position in the churchyard of space to be reserved should be annexed</i>	
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 and that I have sent a copy of this supplementary information to the Petitioner**

**Name:** .....

**Signature:** .....

**Position:** .....

**Dated:** .....

## Notes to Intending Petitioners

### **Fees**

The current (2023) basic application fee for the lodging of a Faculty Petition is £327.40. Further fees may be due as the Petition progresses in accordance with the current Ecclesiastical Judges, Legal Officers and Others (Fees) Order, for example, if the Petition is opposed or a full written judgment is handed down. If paying by cheque, please make it payable to “Chichester Diocesan Registry”. If you wish to pay by BACS, please inform us of this when submitting your application and we will provide you with the details.

By direction of the Chancellor, if a Faculty is granted, a payment is generally required to be made to the PCC Churchyard Maintenance Fund. This sum is currently £225.

### **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 Parochial Church Council 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.