

DIOCESE OF YORK

RESERVATION OF A SINGLE GRAVE SPACE

A grave space may only be reserved in a Church of England churchyard with faculty permission of the Consistory Court of the Diocese. Technically, the application to reserve a space is a court application.

It is only very rarely that a court hearing will be necessary, usually only if someone objects to the proposed reservation. The space may only be reserved by the person making the application and is not transferrable to any other person.

The steps in the process are:

- 1.** Please download the petition for the reservation of a single grave space. This is the form of application. The person applying for the faculty is described as the Applicant.
- 2.** You (the Applicant) must complete pages 1 and 2. You will need to talk to the Minister in charge of the parish in order to be able to complete some of the form. The Minister will be able to agree with you the space that is to be reserved and provide you with a plan to accompany the application. If there is no parish priest in post, you will need to contact the Area Dean. Please make sure you complete question 5 on page 1, which asks you why you want to reserve this space. This information may be important if someone objects to your application.
- 3.** The Minister in charge of the parish (or Area Dean) must answer all questions on pages 3 and 4, which provides information about the parish and the churchyard as the Chancellor likes to take everything into consideration before making a decision. Before completing these pages, the Minister will arrange for your application to be discussed by the Parochial Church Council (the PCC) and resolve whether or not to support the application. If the PCC does not support your application, you may still apply for faculty permission to reserve the grave space, but it may be necessary for there to be a court hearing. Should this situation arise, the Diocesan Registrar or Faculty Secretary will be able to advise about the steps required.
- 4.** Once the Petition is complete, you or the Minister must send the completed form to the Faculty Secretary with three separate cheques attached made out as follows:
 - For £362.40 made payable to **Flint Bishop Limited**. This fee relates to the court costs of dealing with your application and is not returnable in the event that the faculty is not granted
 - For £95.00 made payable to **York Diocesan Board of Finance Limited**. This fee will be returned to you if the faculty is not granted.
 - For £188.00 made payable to the **PCC** of the relevant parish. The Minister will be able to tell you who this cheque should be made out to. This fee will be returned to you if the faculty is not granted.

Alternatively, we can take payment by BACS. Please call the Registry on the number below and we can provide you with the payment information. Please note that separate BACS information will be provided for the York DBF and the PCC.

Please note that these fees change annually. If there is any delay in lodging the Petition, please contact the Faculty Secretary for details of the current fees.

5. When the completed Petition and relevant fees are received, the Faculty Secretary will send your application to the Chancellor of the Diocese, who will decide whether or not to grant faculty permission to you to reserve the space.
6. On the return of the Petition from the Chancellor, and providing the Chancellor has granted Faculty permission, the Faculty Secretary will send to the Minister public notice of your application to be displayed at the church for 28 days. As well as telling the public about your application, this tells the public what to do if they have any objection to it. Objections are rare, but may arise where space in the churchyard is limited or where someone else wants to reserve the same space. If an objection is received the Petition will be returned to the Chancellor for her further consideration.
7. Once the 28-day notice period is expired, the Minister will send the public notice to the Faculty Secretary with a certificate that the notice has been displayed for the required period.
8. If faculty permission is granted, the Faculty Secretary will write to you to send you the original faculty document sealed by the Court. You should keep this in a safe place as proof that you have reserved the space. A copy of the faculty will be sent to the Minister for noting in the parish records. The faculty will expire on 1st January following your 100th birthday. Application may be made to renew an expired faculty, if required.
9. Within three months of the faculty being issued to you, you must mark the space you have reserved on the ground. This is a condition of faculty permission being issued to you. Details of the way in which the space must be marked are set out in paragraph 6 on page 2 of the Petition. By signing the Petition, you agree to comply with these requirements. These requirements will also be set out in the original faculty document sent to you.

If you have any queries about any aspect of the faculty process or completion of the forms, please contact the Senior Registry Clerk, Alice Bracken, on 01904 561435 or registryyork@flintbishop.co.uk.

Louise Connacher

Registrar of the Diocese of York