

## **DIOCESE OF YORK: RESERVATION OF A PLOT FOR CREMATED REMAINS IN CLOSED CHURCHYARD**

Notes of guidance for the burial of cremated remains in a family grave or a churchyard closed for burials.

The steps in the process are:

- 1.** Please complete the enclosed petition for the burial of the cremated remains in a family grave or a churchyard closed for burials. 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 plot 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 6, which asks you why you want to reserve this plot. This information may be important if someone objects to your application.
- 3.** The Minister in charge of the parish (or Area Dean) must complete Part B, which provides information about the parish and the churchyard.
- 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 the Registry 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 plot.

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 plot. If an objection is received the Petition will be returned to the Chancellor for his 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 plot. A copy of the faculty will be sent to the Minister for noting in the parish records.
9. When the cremated remains have been buried, a Certificate of Completion should be completed and returned to the Registry for noting in the records.

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](mailto:registryyork@flintbishop.co.uk).

**Louise Connacher**

*Registrar of the Diocese of York*