



# LEICESTER DIOCESAN REGISTRY

Boundary House, 91 Charterhouse Street, London EC1M 6HR

020 7796 1007 [registry@stoneking.co.uk](mailto:registry@stoneking.co.uk)

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## Guidance note: applying to reserve a grave space

### Introduction

Anyone who lives or dies in a parish, or is on that parish's electoral roll, has a right to be buried in the churchyard of that parish provided that the churchyard is not closed for burials, and that there is sufficient space.

That right does not extend to being buried in a particular spot in the churchyard. If you want to reserve a particular space, you need to apply for a faculty for a grave space.

A faculty is permission from the Chancellor of the Diocese to put into effect an alteration to a church building, its contents, or in this case, its immediate surroundings such as the churchyard.

A grave space is a space in a churchyard where someone can be buried. It can be single depth – for one person; or double-depth – for two persons.

### Who can apply?

Applicants are usually:

- the husband or wife who wants to be buried next to their spouse;
- children who want to be buried near their parents;
- parishioners who want to be buried in a particular spot in their local church;
- people who may live away but have some connection with the church or village.

Note that you can only apply for a grave space on behalf of someone else if they are:

- your spouse;
- a registered blind person;
- unable to apply themselves due to age or infirmity.

### The application process

1. To reserve a grave space you must first complete an application form – called a petition. Please ask us for a copy, or download it from the [Diocesan Website](#). The form is in two parts:
  - part A must be completed by the applicant; and
  - part B is to be completed by the priest of the parish where the grave space is to be reserved.
2. The church council (called the PCC – Parochial Church Council; or in some circumstances, the DCC – District Church Council), will need to approve the application as part of the process.

The sort of factors that the church council will consider are how full the churchyard is and whether you live in the parish, or if not, what your connection with the parish is.

3. Once parts A and B have been completed, you will need to send the form, along with a copy of the church council resolution, to us at the Registry. This can be sent by post to:

Leicester Diocesan Registry, c/o Stone King, Boundary House, 91 Charterhouse Street, London EC1M 6HR

or by email to:

[registry@stoneking.co.uk](mailto:registry@stoneking.co.uk)

4. A fee, currently £311.20, is payable on submission of the form to the Registry. Cheques should be made payable to "Stone King LLP". The payment can be made electronically if you wish – email [registry@stoneking.co.uk](mailto:registry@stoneking.co.uk) for more details.
5. The reservation of a grave space may also, depending on the church's policy, be subject to the condition that a single payment of £200 must be paid to the church council as a contribution towards maintenance of the churchyard.

You can ask about this when you send the form to the priest with your request for them to complete Part B.

6. Grave space applications need to be publicised so that there is an opportunity for interested persons (if any) to object. There is a standard form notice – please ask us for a copy when you submit your form.

You will need to liaise with the church to ensure that the notice is completed and displayed in the church and the churchyard for 28 days (not including the day it is put up and taken down).

A certificate of publication (usually on the reverse of the notice) then needs to be completed after the end of the 28 day period and sent to us with a copy of the notice.

7. Once all the above stages are in place, we will send your application to the Chancellor and in the usual course of events, if there are no objections, a faculty will be issued.

A sealed copy will be sent to you as the applicant.

A copy will also be sent to the church to ensure they record the reservation on their churchyard plan and register of reservations. The church ought also to mark the space in a discreet way to indicate that it has been reserved.

**Please note the following.**

- Grave spaces are reserved for a limited period. It is the Chancellor's policy to grant faculties based on the amount of space left in the churchyard and the average number of burials per year, to a maximum faculty length of 25 years, unless there are exceptional circumstances.
- Reserving a grave space does not entitle a monument to be erected on that space following burial. The erection of a memorial is subject to Churchyard Regulations of the Diocese of Leicester and any memorial contrary to such regulations will require a faculty. A separate guidance note is available to help with this.
- Once granted, the faculty is personal to those to whom it is granted and relates to the burial of a particular individual or individuals. It cannot be transferred to anyone else without the consent of the individual(s), if still living, or their family, if the individual(s) have been buried elsewhere, and the grant of a new faculty.

If you have any queries, please do not hesitate to contact us:

[registry@stoneking.co.uk](mailto:registry@stoneking.co.uk)

**Lee Coley** Diocesan Registrar

**Frances Reynolds** Assistant to the Diocesan Registrar

**Leicester Diocesan Registry January 2021**