

APPENDIX 1 CHURCHYARD RULES

PART I

- 1 I Nothing shall be erected or placed, and no work shall be done, in the churchyard without the consent of the Chancellor of the Diocese or of the Incumbent (including Priest in Charge) of the Parish acting within the authority delegated to him/her by the Chancellor. The extent of that authority is set out in Part II below. Where there is a Vacancy the permission of the Rural Dean should be obtained.
- II Any consent given by the Incumbent shall be in writing. Any consent given by the Chancellor will normally be by Faculty and will always be in writing.
- III Every application for consent shall be made in the first instance to the Incumbent on the form prescribed by the Chancellor. The application shall be accompanied by a cheque to cover the appropriate fee. If the application is not within his/her power to grant, or if he/she does not think fit to grant it, he/she will inform the applicant, who may then apply to the Registrar of the Diocese with a view to petitioning the Chancellor for a Faculty.
- IV No action shall be taken in respect of any such application until a faculty or consent has actually been given.

PART II INTRODUCTION OF MONUMENTS etc

- 2 The Chancellor has delegated to the Incumbent power within his/her sole discretion to permit the introduction into his churchyard of monuments falling within the following provisions:-
 - I The Chancellor has delegated to the Incumbent power within his/her sole discretion to permit the introduction into his churchyard of monuments falling within the following provisions:-
 - II.A A base forming an integral part of the design of a headstone is permitted. It shall be properly secured to the headstone, preferably by two non-ferrous metal dowels, and these should be at least 100mm (4ins) in length. All joints should be firmly fixed. The base shall not project more than 50mm (2ins) beyond the headstone in any direction (except where a vase is incorporated when the base may extend a maximum of 200mm (8ins) in front of the headstone). The base shall itself be fixed on a foundation slab (which may be reinforced concrete) which should be positioned just below the turf so that a mower may pass freely over it. The foundation slab shall extend beyond the base by between 75 to 124mm (3 and 5 ins) all round.
 - B For free standing memorials the headstone should be set in the soil, to a minimum depth of 381mm (15 ins) or, alternatively, the stone should be fixed using two jockey blocks at least 381mm x 152mm x 76mm (15ins x 6ins x 3ins) set below ground level.
 - III Natural stone vases which are permitted shall be not more than 300 x 200 x 200mm (12ins x 8ins x 8ins) in size. A vase may be incorporated into the base of the headstone. Glass containers are prohibited
 - IV **Memorials for Young Children**

Representations have been made to the Chancellor that in some cases the size of these memorials might be reduced to below the minimum dimensions contained in the Churchyard rules set out above. For pastoral reasons he is sympathetic to those representations although he is also concerned that memorials should be large enough to be easily seen so that they are not damaged inadvertently and that they should be strong enough to survive accidental knocks. He therefore delegates to an incumbent power within his sole discretion to permit the introduction into his churchyard of a simple memorial for a young child with a minimum size of 460mm high x 300mm wide x 75mm thick (1ft 6ins x 1ft x 3ins) This discretion may be exercised in respect of memorials to young children who have

died under the age of 10 years.

V Cremated Remains

A The burial of cremated remains may, subject to b. below, be commemorated by tablets or plaques (including wedge shaped tablets) not exceeding 535mm (1ft 9ins) square. A vase may be incorporated into the tablet. Such tablets or plaques may be upright or flush with the turf.

B Where a part of the churchyard has been specially set aside by Faculty for the burial of cremated remains, no tablet, plaque, monument or vase shall be introduced into that area except in accordance with the terms of the faculty setting the area apart.

VI Monuments shall be of natural stone (including slate and grey granite) but not black, red or Scottish granite, or marble, which are prohibited. Monuments may also be of teak or oak. Stones traditionally used in local buildings or closely similar to them in colour and texture are to be preferred. The stone including the lettering surface shall not be mirror polished (i.e. highly polished so as to reflect). No monuments (or vases) shall be of synthetic stone or plastic.

VII No monument shall include any raised kerb, railings, stone or other chippings, statuary or book or bird bath. Every monument shall be simple in shape.

VIII No advertisement or trade mark shall be inscribed on the monument, but the name of the mason may be inscribed at the side or on the reverse of a headstone in unpainted and unleaded letters no more than 15mm (1/2in) in height.

3 The approval of the Diocesan Advisory Committee must be obtained for a Cross and any application for one must be submitted to the DAC. A cross is the supreme Christian symbol and if a permanent memorial in this form is required, it should not be unduly repeated and should be individually designed.

4 If the incumbent objects to the proposed wording, he should advise the applicant he/she must apply for a Faculty.

**PART III
MANAGEMENT REGULATIONS**

5 Under the Parochial Church Councils (Powers) Measure 1956 the duty to care for and maintain the churchyard is laid upon the Parochial Church Council which has all powers necessary for that purpose.

The Chancellor and the Diocesan Advisory Committee recommend that every Parochial Church Council shall make rules for the proper exercise of those powers and duties and to assist them the Chancellor has laid down the following guidelines which in the absence of specific rules being passed by a PCC shall be deemed to apply to the churchyard:-

I The surface of the churchyard shall be kept, as far as possible, level and free of grave mounds. The Parochial Church Council may level any mound at its discretion at any time more than twelve months after the latest interment in the grave.

II Bulbs and small annual plants may be planted in the soil of a grave being within the area previously excavated. Plants or flowers may be placed in a removable sunken container (preferably of unpolished aluminium); but unless they are kept tidy the Parochial Church Council may treat the grave as part of the turf and mow over it.

III Wreaths or cut flowers may be laid direct on any grave or in any vase authorised by these regulations. Where a vase incorporated into the headstone has ceased to be used, the Parochial Church Council may insert a matching core.

- IV No artificial flowers (other than "silk" flowers ie having a mixture of polyester/cotton) may be placed in the churchyard and if they are so placed the Parochial Church Council may remove them.
- V The Parochial Church Council may remove flowers of whatever kind and wreaths at their discretion having regard to their state.
- VI Any power exercisable by the Parochial Church Council under these regulations may be delegated by the Council to a person or persons deputed to care for the day to day upkeep and maintenance of the churchyard.

Any query on the interpretation of these Rules should be referred to:-

Diocesan Registrar
20/32 Museum Street,
Ipswich,
IP1 1HZ.

01473 232300

APPENDIX 2

Sample application form

**DIOCESE OF ST. EDMUNDSBURY AND IPSWICH
APPLICATION TO INCUMBENT FOR PERMISSION TO
INTRODUCE MEMORIAL INTO A CHURCHYARD**

The Chancellor of the Diocese has delegated to the Incumbents the power to authorised without Faculty:-

1. Simple headstones of natural stone (including slate and grey granite) but not black or red or Scottish granite, or marble. The stone, including the lettering surface, shall not be mirror polished.
2. The headstone shall not be more than 1200mm (4 ft) high 900mm (3 ft) wide and 150mm (6ins) thick and not less than 762mm (2ft 6ins) high, 450mm (1ft 6ins) wide and 75mm (3ins) thick.

(Full details of the extent of the authority granted are contained in the Churchyard Rules obtainable from the Diocesan Registrar. Reference should be made to the rules for further guidance.)

Name of Churchyard

Name of Applicant

Address

Name of Monumental Mason

Headstone or Cross

Size of Memorial

Type of stone to be used

Surface Finish

Description of any Carving or Decoration

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Wording of Inscription

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Type of Lettering

Colour of Lettering

Size of Lettering

Particulars of any Vase incorporated in the Memorial.....

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Full Sketch of Memorial showing ground level

1. I have read the current edition of the Notice relating to the Churchyards issue by the Chancellor of the Diocese and agree to abide by its terms.
2. I claim that under the terms of such Notice the Incumbent has power to permit the introduction into his churchyard of the monument described herein.
3. On behalf of the Applicant I apply to the Incumbent to grant permission accordingly.
4. I undertake that if permission is granted by the Incumbent the monument will be erected in exact conformity with its description in this application. I will, if requested in the future, provide a suitable core for an unused vase incorporated into the headstone.
5. I further undertake to indemnify the Incumbent against all costs and expenses to which he may be put in respect of any deviation from the undertaking I have given.
6. I will notify the Incumbent beforehand when the memorial is to be installed.
7. I enclose the prescribed fee.

Dated Signed
(Stonemason)

I authorise the stonemason to make the above application on my behalf and I undertake to abide by the terms on which consent is given.

Dated Signed
(Applicant)

For use by the Incumbent

If the Incumbent is able and willing to authorise the introduction into the Churchyard of the monument described herein the Incumbent should sign the form, returning one copy to the stonemason and retaining the other.
The fee payable of £ has been paid.

Dated Signed
(Incumbent)

Further copies of this form can be obtained from:
Churchgates House,
Cutler Street,
Ipswich,
IP1 1UQ

(01473 298533).