

DIOCESE OF ST ALBANS

RESERVATION OF A PLOT IN A GARDEN OF REMEMBRANCE

Notes to Intending Petitioners

1. Thank you for your recent enquiry about reservation of a plot in a Garden of Remembrance. Please read these notes carefully before you decide to proceed, and then complete the Petition form on the pages following. Please keep these notes after lodging the Petition.

Right to Interment – Plot Reservation

2. You have a right to be interred in a Parish Garden of Remembrance if, at the time of your death you live in that Parish, or are on its Church Electoral Roll, or if you have died in the Parish (always provided that there is a Garden of Remembrance with sufficient space). The only way to reserve a particular plot for a person's interment is to obtain a Faculty for that purpose. Faculties are granted in the discretion of the Consistory Court, and good cause must be shown. If you are acting on behalf of a minor, a person who is registered blind or disabled and for whom you hold a Power of Attorney, please indicate so clearly.

Seeking a Faculty

3. If you wish to reserve a plot, you should first contact the Incumbent or Priest-in-Charge responsible for the Garden of Remembrance in question and through him/her seek the support of the Parochial Church Council. Then complete Part A of the Petition Form and after that take the form to the Incumbent or a Churchwarden, who is in a position to complete Part B of the form. When fully completed, send the form to the Diocesan Registry, accompanied by a certified copy of any PCC resolution in support. A fee will be payable (currently £302); and you will be asked for this your Petition has been lodged.

Marking and Recording a Reserved Plot

4. If a Faculty is granted, it will require the reserved plot 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.
5. The normal method of marking is to place a durable wooden (or metal) stake on the plot, marked with the initials of the person to be buried, followed by the year of reservation in brackets; e.g. 'A.B.C. (01)'. If some other method of marking was in use in the churchyard in question previously, that method may be used provided it constitutes a permanent record and gives the same details. Other methods may only be used if approved by the Chancellor.
6. Markers should not be placed before a Faculty is granted. Such markers have no legal effect and may be removed during routine churchyard maintenance.

7. The Registry will write to the Parish Officers in due course about the making of an appropriate record on the Garden of Remembrance Plan.

Churchyard Maintenance

8. The Parochial Church Council is responsible, so far as its funds allow, for the care and maintenance of a Garden of Remembrance. In this Diocese it is a customary condition of a plot reservation that the person(s) for whose benefit the plot is reserved should make a contribution to PCC funds for this purpose. A receipt by the appropriate Parish Office must be endorsed on the back of the Faculty to bring it into full effect. The level of contribution is settled by the Chancellor in each case, but £150 for one person and £225 for a married couple are the current standard figures. (This is quite distinct from the Registry fee mentioned at 3 above, which is laid down by law and covers the costs of the Faculty procedure).

Monuments

9. Reservation of a gravespace does not authorise the placing of any monument on the plot after interment. Application must be made, when the time comes, to the Incumbent then in charge of the Garden of Remembrance.

TO THE CONSISTORY COURT OF THE DIOCESE OF ST ALBANS

PARISH OF: _____

**PETITION FOR FACULTY FOR THE
RESERVATION OF A PLOT IN A GARDEN OF REMEMBRANCE**

*Petitioner(s) must complete PART A and then ask the Incumbent or Priest-in-Charge
(or if unavailable a Churchwarden) to complete PART B*

*Petitioner(s) must then return the completed form to the Joint Diocesan Registrar
at Minerva House, 5 Montague Close, London SE1 9BB*

I/WE, _____ the Petitioner(s)

Apply for a Faculty authorising the reservation of a plot in the Garden of Remembrance

of _____

PART A

Information to be supplied by the Petitioner(s)

1. Full name(s):
- Address:
- Age(s):
2. Relationship of Petitioner(s) to each other:
(If you are applying on behalf of someone else please state why the person concerned is unable to apply him/herself)
3. Reasons for the application and connections of Petitioner(s) with the Parish
.....
.....
4. Is the Petitioner(s):
 - (a) Resident in the Parish ? YES/NO:
 - (b) On the Church Electoral Roll ? YES/NO:
 - (c) Attend the Church ? YES/NO:
 - (d) Subscribes to Parish funds ? YES/NO:

5. Does the Petitioner(s) have any other connection with the Church ? If so, please give details:

.....

6. Does the Petitioner(s) own property in the Parish, if so please give details:

.....

7. Does the Petitioner(s) have a relative interred in the Garden of Remembrance ? If so :

(a) Give name of relative:

(b) State relationship of relative to the Petitioner(s):

(c) Give position of grave of the relative:

The statements in this Petition and the answers to the questions above are true to the knowledge and belief of each one of us.

Signature of Petitioner(s)

.....

.....

.....

Date

PART B

Information to be supplied by Incumbent, Priest-in-Charge or a Churchwarden

1. For how many years do you think the space in the present Garden of Remembrance will fulfil the needs of Parishioners?
(If the answer to this question is less than 5 years, please state whether the PCC has any plan to extend the Garden of Remembrance, or if not, what provision will be made for future interments)

2. Does the Parochial Church Council support this application ? YES/NO

(Please attach a copy of the relevant PCC Resolution, indicating whether it was passed unanimously or by a majority (with voting figures) and the total number of members of the PCC).

3. State the position of the plot to be reserved either:

 (a) by reference to a number on the Garden of Remembrance Plan.....
 or

 (b) by a description of its position.....
 (please attach a copy of the relevant part of the Churchyard Plan)

4. What will be the number of this reservation in the Churchyard Plan?.....

5. What are the dimensions of the plot ?

6. What is the population of the Parish (approx) ?

7. What are the number of plots now available for future interments: ?

8. Please give the average yearly number of interments in the Garden of Remembrance for the last three years:

Signature of Incumbent/Priest-in-Charge/Churchwarden* :
***(delete as applicable)**

Date: