

**APPLICATION TO MINISTER FOR INTRODUCTION OF MONUMENT  
OR LEDGER STONE IN CHURCHYARD  
PARISH OF ST MICHAEL AND ALL ANGELS, SANDHURST, DIOCESE OF OXFORD**

**Plot Number (on attached plan)** \_\_\_\_\_

*NB This application may be made by the legal personal representative or an executor (usually, but not always, a close relative) of the deceased.*

**Name and Address of Applicant**

Title \_\_\_\_\_ First Name(s) \_\_\_\_\_ Surname \_\_\_\_\_  
(e.g. Mr/Mrs/Miss)

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Tel. \_\_\_\_\_ e-mail \_\_\_\_\_

**Name of Deceased**

Title \_\_\_\_\_ First Name(s) \_\_\_\_\_ Surname \_\_\_\_\_  
(e.g. Mr/Mrs/Miss)

Former Address \_\_\_\_\_

Postcode \_\_\_\_\_

**Declaration by Applicant**

1. I make this application for authorisation to introduce a memorial/ledger stone in the churchyard of the Parish of St Michael and All Angels, Sandhurst, or for an added inscription
2. I am (*please tick one or more*):
  - a relative of the Deceased (*please state relationship*) \_\_\_\_\_
  - and/or  the administrator/executor of his/her estate
  - or  (*state other legal authority*) \_\_\_\_\_
3. I acknowledge that I have been given a copy of the Churchyard Regulations 2016 (“the Regulations”) and understand them.
4. I understand that
  - a the only monument or ledger stone that may be erected as a result of this application is one that
    - i. falls entirely within the Churchyard Regulations and
    - ii. is as described in the attached Schedule.
  - b no additional material, e.g. edgings, chippings, ornaments, lights, shrubs, artificial grass, etc, may be introduced on the grave without the written permission of the Incumbent or the Diocesan authorities.
  - c the authorisation that is given to me in the first instance only permits the monument or ledger stone to remain in the churchyard for a period of 50 years and that this period of time may be shortened, or extended, by a faculty granted the Consistory Court of the Diocese of Oxford (“the Court”);
  - d a breach of the Regulations (now or at some future time) or a failure to maintain the monument or ledger stone, may result in its being removed by the church authorities.
  - e neither I nor anyone else is permitted to remove the monument or ledger stone unless the minister authorises its temporary removal under regulation 48 of the Regulations or I am granted a faculty by the Court authorising me to do so;
  - f the Court has sole jurisdiction in interpreting and applying these arrangements.

Signed by the Applicant \_\_\_\_\_ Date \_\_\_\_\_

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**THE SCHEDULE**

**1. This application is for:**

- a headstone (standing erect)
- a tablet/ledger stone (lying flat)
- an additional inscription on an existing memorial

**2. Details of Monumental Mason**

Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Tel. \_\_\_\_\_ Email \_\_\_\_\_

**3. Description of proposed Monument and Inscription**

Height \_\_\_\_\_(mm) Width \_\_\_\_\_(mm) Thickness \_\_\_\_\_(mm)

Type of stone or other material \_\_\_\_\_

Colour \_\_\_\_\_ Surface finish \_\_\_\_\_

Style and size  
of lettering \_\_\_\_\_ colour \_\_\_\_\_

*Please note the regulations 12-45 concerning the design of memorials and inscriptions, including those covering size, materials and colour of stone and inscription (regulations 15-16, 26, 41)*

**4. Wording of Inscription and sketch of Monument**

(use a separate sheet if necessary)

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*This page is for the use of the minister only and should be left blank by the applicant*

**MINISTER'S DECISION ON APPLICATION**

To \_\_\_\_\_ (the Applicant)

I, \_\_\_\_\_ being \_\_\_\_\_

**\*Grant your application dated \_\_\_\_\_**

and in exercise of the authority delegated to me authorise you to introduce **a monument or ledger stone which conforms with the details set out in the Schedule to the application.**

This authorisation permits the memorial to remain within the churchyard for a period no longer than 50 years from the date of this decision.

**\*Refuse your application dated \_\_\_\_\_**

because \_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Minister

*\*Delete as applicable*