

**DIOCESE OF LICHFIELD  
INSTALLATION OF A CHURCHYARD MEMORIAL**

**NOTES FOR GUIDANCE**

1. The consecrated churchyards of the Church of England are under the care of the individual parochial church councils who are responsible for maintaining them in decent order. The Chancellor of the diocese has authority over all consecrated lands within the diocese and things may only be done in a churchyard with his permission.
2. There is no common right to place a headstone or other memorial in a churchyard. The Chancellor gives a limited authority to the parish priest to permit certain types of memorial. Anyone wishing something outside the guidelines must apply to the Chancellor for permission.
3. Permission is applied for by way of a “petition” which sets out the details of the memorial and the reasons why the applicant desires this particular type.
4. Because the Parochial Church Council is responsible for maintaining the churchyard, the Chancellor will also want to know whether the application is supported by the Council.
5. Since the memory of the deceased person is such a precious thing, and because the words inscribed on the memorial will be there for a long time, it is important that the Chancellor knows whether the family are in accord with what is being asked for.
6. The memorial will be a very visible item in the churchyard. As far as possible, the memorial should, without being anonymous, blend in with the surroundings. It helps the Chancellor to come to a decision if he knows where in the churchyard the memorial will be in relation to the church. For this reason, the petition should be accompanied by a plan of the churchyard, showing the position of the church and the place of the desired memorial.
7. Please refer to the enclosed notes for guidance with respect to the procedure and fees. The fees payable at this stage are £227.00 + VAT and £55.00.

**Please note in particular that if the Chancellor issues a formal Judgment in relation to your Petition, then, because the Consistory Court is a public, civil, Court, the Judgment will be published on the diocesan web site and that of the Ecclesiastical Law Association, and may well be published in law reports, and other places.** Members of the public including the media have access to the Judgments of the Consistory Court, and are free to publish details which appear in the Judgment. The purpose of publication of Judgments is to explain to the public how decisions have been reached in particular cases and so as to assist the public in understanding the legal issues at stake; it also ensures transparency.

**WHAT TO DO:**

- Complete the form attached to this Note.
- Attach any drawings or photographs which you wish to submit
- Attach a copy of any resolution made by the Parochial Church Council about your application
- Return all the documentation to the diocesan Registry together with your cheque for £272.40 (£227.00 + VAT) made payable to FBC Manby Bowdler LLP, and another cheque payable to “LDBF” in the sum of £55 (no VAT). This is to cover the Registry’s and Chancellor’s costs in dealing with your application whether or not the petition is successful.

*These notes, correct as of 1st January 2024 are issued on the authority of the Diocesan Registrar and may be updated from time to time.*

*Fees increase each year on 1<sup>st</sup> January.*