

# OCCASIONAL OFFICES CLAIM FORM 2023



To be used by clergy holding the Bishop's Permission to Officiate (see [Who Can Claim Fees](#)). Once complete the form should be submitted to the PCC Treasurer of the Parish concerned.

For current fees, see: <https://www.churchofengland.org/more/clergy-resources/national-clergy-hr/life-events-parochial-fees-and-guidance>

In the Diocese of Winchester, the Bishops Council has endorsed the "two thirds/one third" division of the DBF fee in relation to retired clergy holding a Winchester PTO taking services within this diocese. *(These rules may be different in other dioceses.)*

## CLERIC'S DETAILS

<b>Name of cleric officiating</b>	
<b>Address</b>	
<b>Email</b>	
<b>Account Number</b>	
<b>Sort Code</b>	

## SERVICE DETAILS

<b>Place of service</b>		<b>Date of service</b>
<b>Name of wedding couple</b>		
<b>Name of deceased</b>		
<b>Address of deceased</b>		
<b>Funeral Director</b>		

***Please turn over to complete claim details on reverse***

Fees relating to the 2023 Parochial Fees Table. Please ensure you are working on the most up to date fees table.  
For convenience, fees divided between DBF and PTO clergy have been rounded to the nearest £.

<b>PLEASE TICK TO INDICATE SERVICE(S) PROVIDED</b>	<b>Total Fee</b>	<b>PCC Fee</b>	<b>DBF Fee</b>	<b>PTO Fee</b>	<b>✓</b>
<b>Marriage Service in Church</b>	<b>£505.00</b>	£276.00	76.00	153.00	
<b>A. Funeral with Service in Church</b>					
Funeral service in church, whether taking place before/after burial or cremation	<b>£217.00</b>	£99.00	£39.00	£79.00	
Burial of body in churchyard immediately preceding/following service in church	<b>£348.00</b>	£332.00	£5.00	£11.00	
Burial/other lawful disposal of cremated remains in churchyard immediately preceding/following service in church	<b>£151.00</b>	£135.00	£5.00	£11.00	
Burial of body/burial/other lawful disposal of cremated remains, in cemetery immediately preceding/following service in church	<b>£32.00</b>	£0.00	£11.00	£21.00	
Cremation immediately preceding/following service in church	<b>£32.00</b>	£0.00	£11.00	£21.00	
Burial of body in churchyard on separate occasion	<b>£379.00</b>	£332.00	£16.00	£31.00	
Burial of cremated remains in churchyard/other lawful disposal of cremated remains on separate occasion	<b>£182.00</b>	£135.00	£16.00	£31.00	
Burial of body/burial/other lawful disposal of cremated remains, in cemetery on separate occasion	<b>£78.00</b>	£17.00	£20.00	£41.00	
<b>B. Funeral No Service in Church</b>					
Funeral service (including burial of body) at graveside in churchyard	<b>£450.00</b>	£332.00	£39.00	£79.00	
Funeral service (including burial/other lawful disposal of cremated remains) at graveside in churchyard	<b>£253.00</b>	£135.00	£39.00	£79.00	
Funeral service at crem/funeral service (including burial of body/burial/other lawful disposal of cremated remains) in cemetery	<b>£217.00</b>	<b>£30.00</b>	£62.00	£125.00	
Funeral service in premises belonging to funeral director, whether taking place before/after burial/cremation	<b>£217.00</b>	<b>£30.00</b>	£62.00	£125.00	
Cremation immediately preceding/following funeral service in premises belong to funeral director	<b>£32.00</b>	£0.00	£11.00	£21.00	
Burial of body in churchyard, not following service at graveside (committal only)	<b>£379.00</b>	£332.00	£16.00	£31.00	
Burial of cremated remains in churchyard/other lawful disposal of cremated remains (committal only)	<b>£182.00</b>	£135.00	£16.00	£31.00	
Burial of body/burial/other lawful disposal of cremated remains, in cemetery (committal only)	<b>£32.00</b>	£0.00	£11.00	£21.00	
<b>Sub Total</b>					
<b>Travel Expenses*</b> (enter travel expenses if not already paid by funeral director)					
<b>TOTAL</b>					

<b>Signature of claimant</b>	<b>Date of claim</b>
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\* The standard parochial fee does not include travel expenses but you can claim any expenses necessarily and reasonably incurred.  
See paragraph 42 of the [Guide to Church of England Parochial Fees](#).

Please check all claims for accuracy before submitting your fees return to the DBF.