

RESERVATION OF GRAVE SPACES

It is possible for a grave space to be legally reserved by authority of a faculty, the jurisdiction to do so resting wholly in the judicial discretion of the Consistory Court. A petition for faculty must be lodged by sending it to the **Diocesan Registrar, Diocesan Registry, Minster Chambers, 42/44 Castle Street, Salisbury, Wilts SP1 3TX.**

The following details must be included in a petition:

- 1) Full name (including all forenames), address **and age** of each petitioner and if more than one petitioner, their relationship, e.g. husband and wife.
- 2) Normally each person desiring to be buried in the plot should be a petitioner. However, if that is not possible for some special reason, then written consent to the petition or copy of any Power of Attorney, if applicable, should be attached to the petition.
- 3) Details of any plot numbers or, if none are available, identifying features of the landscape such as paths, walls and adjacent burials in order to help identify the plot in the future.
- 4) Whether the space to be reserved is to be used for a single-depth grave or a double-depth grave for full burial, or for the burial of cremated remains. (In order to maximise use of space in a churchyard, it is usual for double spaces to be double-depth rather than side by side.) **If the spaces are to be side by side then two separate petitions and two separate fees are required.**
- 5) The number of burial spaces still available for use in the churchyard together with average annual number of interments (you will need to ask a church officer to help you with this information). **If space is limited then a faculty is likely to be refused. Please ring the registry for advice.**
- 6) The amount of money the petitioner undertakes to pay to the Parochial Church Council towards the upkeep and maintenance of the churchyard. This is usually a one-off payment of £80, not an annual payment, which becomes payable only when a faculty is issued.

The following documents must accompany a petition:

- 1) A plan of the churchyard (or a portion of it) showing the exact position of the space to be appropriated and giving measurements and distances from the boundaries of the churchyard or some permanent conspicuous point, and ideally the row and grave number. The plan need not be elaborate but it must be sufficient to enable the plot to be identified at the time the petition is lodged and in the future.
- 2) The written consent of the PCC in the form of a PCC resolution agreeing to the proposed reservation should be obtained by speaking with the vicar or churchwardens (or Rural Dean if no vicar). The resolution should be signed by the Chairman or Secretary, supporting the petitioner's request, naming the applicant and identifying the grave space.
- 3) If the PCC resolution is not signed by the Vicar then the separate written consent of the Vicar of the parish, or during a Vacancy the Rural Dean, is also required.
- 4) Any other document or statement which the petitioner may consider to be relevant to his/her request and may assist the Court.

A faculty is limited to a number of years, **usually to a maximum of 20 years**, decided by the Court partly out of consideration of the age of each applicant and partly out of consideration for how many spaces are left for burial in the churchyard. In exceptional circumstances a longer period may be allowed. It is the responsibility of the petitioner, or their family if appropriate, to extend or renew the faculty permission at the end of the reservation period if there is still a desire to use the space. Under the Faculty Jurisdiction Rules 2015 it is now a requirement that a public notice, detailing the proposed space to be reserved, is displayed at the church for 28 days prior to a reservation being granted. This notice will be sent out to the parish officers on receipt of the petition at the Registry and this forms part of the court process.

The faculty fee payable by cheque to Winchester Diocesan Registry changes at the beginning of each New Year. **The fee is £296.20 (inc VAT) from 1st January 2019.** The fee is non-refundable and should a grave space reservation be refused for any reason the fee will not be reimbursed. Please send a cheque made payable to "Winchester Diocesan Registry" to the Registry with your completed petition and accompanying papers. If you have any questions, please telephone Sarah Hart on 01722 432390.