

OCCASIONAL OFFICES CLAIM FORM 2024



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

Name of cleric officiating	
Address	
Email	
Account Number	
Sort Code	

SERVICE DETAILS

Place of service		Date of service
Name of wedding couple		
Name of deceased		
Address of deceased		
Funeral Director		

Fees relating to the 2024 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 £.

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Please turn over to complete claim details on reverse

PLEASE TICK TO INDICATE SERVICE(S) PROVIDED	Total Fee	PCC Fee	DBF Fee	PTO Fee	✓
Marriage Service in Church	£531.00	£290.00	£80.00	£161.00	
A. Funeral with Service in Church					
Funeral service in church, whether taking place before/after burial or cremation	£228.00	£104.00	£41.00	£83.00	
Burial of body in churchyard immediately preceding/following service in church	£366.00	£349.00	£6.00	£11.00	
Burial/other lawful disposal of cremated remains in churchyard immediately preceding/following service in church	£159.00	£142.00	£6.00	£11.00	
Burial of body/burial/other lawful disposal of cremated remains, in cemetery immediately preceding/following service in church	£34.00	£0.00	£11.00	£23.00	
Cremation immediately preceding/following service in church	£34.00	£0.00	£11.00	£23.00	
Burial of body in churchyard on separate occasion	£399.00	£349.00	£17.00	£33.00	
Burial of cremated remains in churchyard/other lawful disposal of cremated remains on separate occasion	£192.00	£142.00	£17.00	£33.00	
Burial of body/burial/other lawful disposal of cremated remains, in cemetery on separate occasion	£83.00	£18.00	£22.00	£43.00	
B. Funeral No Service in Church					
Funeral service (including burial of body) at graveside in churchyard	£473.00	£349.00	£41.00	£83.00	
Funeral service (including burial/other lawful disposal of cremated remains) at graveside in churchyard	£266.00	£142.00	£41.00	£83.00	
Funeral service at crem/funeral service (including burial of body/burial/other lawful disposal of cremated remains) in cemetery	£228.00	£30.00	£66.00	£132.00	
Funeral service in premises belonging to funeral director, whether taking place before/after burial/cremation	£228.00	£30.00	£66.00	£132.00	
Cremation immediately preceding/following funeral service in premises belong to funeral director	£34.00	£0.00	£11.00	£23.00	
Burial of body in churchyard, not following service at graveside (committal only)	£399.00	£349.00	£17.00	£33.00	
Burial of cremated remains in churchyard/other lawful disposal of cremated remains (committal only)	£192.00	£142.00	£17.00	£33.00	
Burial of body/burial/other lawful disposal of cremated remains, in cemetery (committal only)	£34.00	£0.00	£11.00	£23.00	
Sub Total					
Travel Expenses* (enter travel expenses if not already paid by funeral director)					
TOTAL					

Signature of claimant	Date of claim
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For convenience, fees divided between DBF and PTO clergy have been rounded to the nearest £.

* 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.