OCCASIONAL OFFICE CLAIM FORM 2025

To be used by clergy holding the Bishop’s Permission to Officiate (see [Who Can Claim Parochial Fees](https://winchester.anglican.org/parish-resources/finance/parochial-fees/)). Once complete the form should be submitted to the PCC Treasurer of the Parish concerned. For current fees, see: [Life events parochial fees and guidance | The Church of England](https://www.churchofengland.org/resources/clergy-resources/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 (ONE SERVICE PER CLAIM FORM)**

|  |  |  |
| --- | --- | --- |
| **Place of service** |  | **Date of service** |
| **Name of wedding couple** |  |
| **Name of deceased** |  |
| **Address of deceased** |  |
| **Funeral Director** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PLEASE INDICATE SERVICE(S) PROVIDED** | **Total Fee** |  | **PCC Fee** | **DBF Fee** | **PTO Fee** | **P** |
| **Marriage Service in Church**  | **£544.00** |  | £297.00 | £82.00 | £165.00 |   |
| **A. Funeral with Service in Church** |   |   |   |   |   |   |
| Funeral service in church, whether taking place before/after burial or cremation | **£234.00** |  | £107.00 | £42.00 | £85.00 |  |
| Burial of body in churchyard immediately preceding/following service in church  | **£375.00** |  | £357.00 | £6.00 | £12.00 |   |
| Burial/other lawful disposal of cremated remains in churchyard immediately preceding/following service in church  | **£164.00** |  | £146.00 | £6.00 | £12.00 |   |
| Burial of body/burial/other lawful disposal of cremated remains, in cemetery immediately preceding/following service in church  | **£35.00** |  | £0.00 | £12.00 | £23.00 |   |
| Cremation immediately preceding/following service in church  | **£35.00** |  | £0.00 | £12.00 | £23.00 |   |
| Burial of body in churchyard on separate occasion | **£409.00** |  | £357.00 | £17.00 | £35.00 |   |
| Burial of cremated remains in churchyard/other lawful disposal of cremated remains on separate occasion  | **£198.00** |  | £146.00 | £17.00 | £35.00 |   |
| Burial of body/burial/other lawful disposal of cremated remains, in cemetery on separate occasion  | **£86.00** |  | £19.00 | £22.00 | £45.00 |   |
| **B. Funeral No Service in Church** |   |   |   |   |   |   |
| Funeral service (including burial of body) at graveside in churchyard  | **£484.00** |  | £357.00 | £42.00 | £85.00 |   |
| Funeral service (including burial/other lawful disposal of cremated remains) at graveside in churchyard  | **£273.00** |  | £146.00 | £42.00 | £85.00 |   |
| Funeral service at crem/funeral service (including burial of body/burial/other lawful disposal of cremated remains) in cemetery  | **£234.00** |  | £35.00 | £66.00 | £133.00 |   |
| Funeral service in premises belonging to funeral director, whether taking place before/after burial/cremation  | **£234.00** |  | £0.00 | £78.00 | £156.00 |   |
| Cremation immediately preceding/following funeral service in premises belong to funeral director  | **£35.00** |  | £0.00 | £12.00 | £23.00 |   |
| Burial of body in churchyard, not following service at graveside (committal only)  | **£409.00** |  | £357.00 | £17.00 | £35.00 |   |
| Burial of cremated remains in churchyard/other lawful disposal of cremated remains (committal only)  | **£198.00** |  | £146.00 | £17.00 | £35.00 |   |
| Burial of body/burial/other lawful disposal of cremated remains, in cemetery (committal only)  | **£35.00** |  | £0.00 | £12.00 | £23.00 |   |
| ***Sub Total*** |  |  |  |  |  |  |
| ***Travel Expenses\**** (enter travel expenses if not already paid by funeral director) |  |  |  |  |  |  |
| ***TOTAL*** |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Signature of claimant** | **Date of claim** |

\* The standard parochial fee does not include travel expenses but you can claim any expenses necessarily and reasonably incurred: [Microsoft Word - 2014 12 9 Guide to Church of England Parochial Fees (2015)](https://www.churchofengland.org/sites/default/files/2017-11/guide-to-church-of-england-fees.pdf)

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