

## DIOCESE OF LIVERPOOL

### Application to Introduce a Memorial into a Churchyard

Where a minister is unable or unwilling to give approval for the introduction of a memorial into a churchyard, this form should be completed and sent to the Diocesan Registrar, who will submit the application to the Chancellor of the Diocese for consideration. Even if the minister is able to give approval, this form can still be used as a record of the approval of the memorial given by the minister.

**Part A** *To be completed by the Applicant and the Memorial Mason*

<i>Name of Churchyard</i>	
<i>Title and Full Name of Applicant</i> <i>Address</i>	
<i>Tel. No.</i>	
<i>Name of Monumental Mason</i> <i>Address</i>	
<i>Tel. No.</i>	
<i>Type of Memorial</i>	Headstone/Cross/Cremation Plaque/Other: .....
<i>Size of Memorial and Base</i>	
<i>Type of Stone, Colour and Shade</i>	
<i>Surface Finish</i>	
<i>Description of any Carving or Decoration</i>	
<i>Wording of Inscription</i>	
<i>Type of Lettering</i>	
<i>Size of Lettering</i>	
<i>Colour of Lettering</i>	
<i>Particulars of any Vase incorporated in the Memorial</i>	
<ol style="list-style-type: none"> <li>1. I have attached to this form a sketch or design of the proposed memorial.</li> <li>2. I apply to the Minister or to the Chancellor to grant permission for the memorial herein described and I undertake that, if permission is granted, the monument will be erected in exact conformity with that description.</li> <li>3. If this application cannot be approved by the Minister and is therefore to be submitted to the Chancellor of the Diocese for consideration, I attach to this application two photographs, one showing the grave, and the other taken at a sufficient distance from the grave to show the memorials nearby.</li> <li>4. I further undertake to indemnify the both Minister and the Parochial Church Council against all costs and expenses to which they may be put in respect of any deviation from the undertaking given in 2 above.</li> </ol>	
Dated: ..... Signed: ..... Applicant	
I/We undertake to abide by the above.	
Dated: ..... Signed: ..... Monumental Mason	

**Part B** *To be completed by the Minister or Area Dean*

I am able/unable to authorise the introduction of the above memorial into the churchyard.	
Dated: ..... Signed ..... Minister/Area Dean	