

Removal of headstones and kerbstones



The following is the procedure when applying for a Faculty to remove kerbstones and headstones in a Churchyard:

1. A statement needs to be prepared, describing by reference to a plan of the Churchyard, the headstones and kerbs to be removed, and the names, dates and inscriptions thereon so far as they are still decipherable. The statement and plan should be prepared in duplicate so that a copy may be deposited at the County Records Office by the Petitioners.
2. The intention to apply for a Faculty needs to be advertised in a local newspaper once the statement and plan are ready and published in three successive weekly issues of the paper. A copy of the advertisement should be placed on the Church notice board for a period of two months.
3. At the end of the two months period the following should be sent to the Diocesan Registrar:
 - (a) The Faculty petition (if not already submitted).
 - (b) A certified copy of the PCC's resolution as to removal of memorials and the proposed laying out of the ground, including proposals for the disposal of the headstones and kerbs.
 - (c) Copies of, or cuttings from, the newspapers containing the advertisements.
 - (d) The statement and plan.
4. At the same time an application should be made for a DAC certificate in the usual manner.

All the above will then be submitted by the Registrar to the Chancellor after the advice of the Diocesan Advisory Committee has been obtained.

See overleaf for draft advertisement

Draft advertisement to be used when an application is being made for the removal of kerbs and headstones in a churchyard

CHURCHYARD OF

NOTICE IS HEREBY GIVEN that the Incumbent and Churchwardens of the Parish of intend to apply to the Consistory Court of Carlisle for a Faculty to remove or change the position of certain headstones, kerbs and memorials standing or lying in the Churchyard of, and that a statement describing each headstones by reference to a plan of the said Churchyard and the proposals in regard to the same have been deposited at where they may be inspected on any weekday between the hours of 10.00am and 12 noon during the two months commencing the day of 20.....

Any person desirous of objecting to the execution of the said proposals should give notice in writing of his or her name and address and grounds for objecting on or before the day of 20 addressed to