

THE DIOCESE OF ST EDMUNDSBURY AND IPSWICH

**APPLICATION TO INCUMBENT FOR PERMISSION TO INTRODUCE A MEMORIAL INTO  
A CHURCHYARD – NOTES FOR COMPLETION**

The attached notes should be read in conjunction with the Application to Incumbent for Permission to Introduce a Memorial into a Churchyard.

1. Headstones falling within the churchyard rules need not have a separate faculty. Such memorials can be introduced by completing a application form.
2. Please complete the form leaving no spaces blank. Either submit a sketch of the memorial in the box provided or attach a separate sheet.
3. Once completed, please send **two** copies of the form and any attachments to the incumbent of the benefice, or, during an interregnum, the rural dean.
4. The incumbent, or rural dean, if content with the proposals will sign one copy and return it to the stonemason and keep the other for their own records.

For more information please contact the DAC Secretary on 01473 298533.

James Halsall  
February 2010