

**APPLICATION TO THE PARISH COUNCIL FOR THE INTRODUCTION OF A
MONUMENT OR LEDGER STONE IN LONGWORTH BURIAL GROUND**

This application may be made by the legal personal representative or an executor (usually, but not always, a close relative) of the deceased

Parish:	Longworth
Plot number:	
Name of Applicant:	
Address of Applicant:	
Telephone number of Applicant:	
Email address of Applicant:	
Last address of the deceased:	

1. I make this application for authorisation to introduce a monument ledger stone in the burial ground of the above parish.
2. I am the _____ (relationship to the deceased) of _____ (name of deceased) and/or the administrator/executor (or state any other legal authority of his/her estate).
3. I acknowledge that I have been given a copy of the Adopted Regulations 2018 (“the Regulations”) and understand them.
4. I understand that:
 - a. the only monument or ledger stone that may be introduced if the application is granted is this one;
 - b. it falls entirely within the Regulations of Longworth Parish Council and the Diocese of Oxford and is as described in the attached Schedule;
 - c. the authorisation given to me to in the first instance only permits the monument or ledger stone to remain in the graveyard for a period of 50 years and that this period of time may be shortened, or extended, by the Parish Council or a faculty granted the Consistory Court of the Diocese of Oxford (“the Court”);
 - d. a breach of the Regulations (now or at some future time) or a failure to maintain the monument or ledger stone may result in it being removed by the Parish Council;
 - e. neither I nor anyone else is permitted to remove the monument or ledger stone unless the Parish Council authorises its temporary removal under regulation 48

of the Regulations or I am granted a faculty by the Court authorising me to do so;
and

- f. the Parish Council/Court has sole jurisdiction in interpreting and applying these arrangements.

Signed: _____

Date: _____

Schedule

The applicant must insert an accurate description of the proposed monument or ledger stone. The description must include details of its size, design, materials, finish and inscription (including the style of lettering to be used).

The applicant must also provide:

- i. a sketch, plan or marked-up photograph of the churchyard showing the position of the plot, and
- ii. a sketch of the design of the proposed monument or ledger stone.

In the case of a monument, the applicant must provide details of the depth to which the monument will be inserted into the ground to ensure its stability (unless it is to be supported by a pre-cast concrete shoe situated below the ground).

This page is for the use of the Parish Council only and should be left blank by the applicant

PARISH COUNCIL'S DECISION ON APPLICATION

I, Parish Clerk of Longworth Parish Council, confirm that the Longworth Parish Council has decided to:

a. Grant your application

and in exercise of the authority delegated to me, I authorise you to introduce a monument ledger stone which conforms with the details set out in the Schedule to the application.

This authorisation permits the memorial to remain within the churchyard for a period no longer than 50 years from the date of this decision.

b. Refuse your application dated

On the basis that:

Signed:

Parish Clerk on behalf of the Parish Council

Date:

Please return the completed form either by post to:

Parish Clerk
Longworth Parish Council
Village Hall
High Street
Longworth
OX13 5DU

Or by email to: clerk@longworth-pc.gov.uk