



How Grave Space Reservations are Processed

The process illustrated below is intended to give both Parishes and those wishing to reserve a grave space a clear illustration of how the process functions.

1. Those wanting to reserve a grave space (the Petitioner) make an informal approach to the Parish concerned.
2. An application is made by the Petitioner by completing Part 1 of the application form.
3. The Petitioner contacts the Parish and asks them to Complete Part 2 – this gains the consent of the Parish Priest, Churchwardens and Parochial Church Council.
Ideally, the parish should provide a plan of the Churchyard with the grave which is intended to be reserved clearly marked.
4. The Petitioner sends the completed Form and any plan to the Registry with Payment (made by BACS, details for payment are in the Form).
5. The Diocesan Registry process the Application and may raise queries.
6. The Diocesan Registry send a Public Notice to the Parish.
7. The Parish displays the Public Notice for 28 days of the proposed reservation. After 28 days the Parish can sign the Public Notice on behalf of the petitioner.
8. Certified Public Notice is returned to Registry
9. If objections are received, the Chancellor will be asked for directions regarding the next steps.
10. If no objections are received, the Petition is referred to the Chancellor, or Deputy Chancellor, of the Diocese for judgement.
11. Chancellor makes judgement and the application is either granted or refused.