THE CHURCH OF ENGLAND

OXFORD DIOCESAN REGISTRY

Darren Oliver BA LLB
Registrar of the Diocese

Helen Lambourne
Registry Clerk

FORM OF PETITION FOR MEMORIAL OUTSIDE THE CHURCHYARD REGULATIONS

The diocesan churchyard regulations set out guidelines for memorials in churchyards. An Incumbent or priest-in-charge may authorise any memorial which falls within these guidelines; however, any proposal which is different to those guidelines should be applied for by way of formal petition to the Chancellor of the Diocese.

Enclosed is a form of Petition which should be used for such an application. The Petitioner(s) should complete pages 1 and 2 and attach any relevant stonemason's drawing or specification before passing the Petition to the Incumbent or priest-in-charge so that he or she can complete page 3.

Please then submit the completed Petition to the Diocesan Registry together with the payment of the statutory application fee. **The fee for 2026 is £362.40**. This can be made by cheque or electronic bank transfer – payment details are set out at page 2.

The Diocesan Registry will arrange consultation with the Diocesan Advisory Committee to assist the Chancellor of the Diocese in considering the application.

The Diocesan Registry will then prepare and send a form of Public Notice to the Incumbent/priest-in-charge or churchwarden to be displayed at the church for a period of 28 days. After this period the Chancellor will come to a decision.

2 Chawley Park, Cumnor Hill, Oxford OX2 9GG
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Darren Oliver is a Partner in Winckworth Sherwood LLP

The Diocesan Registry's bank details:

Bank:	HSBC Bank plc
Account Name:	Winckworth Sherwood LLP Client Registry Account
Sort Code:	400520
Account Number:	43690547
Reference:	*[Parish name/your surname]*

Please immediately notify Helen Lambourne by email (hlambourne@wslaw.co.uk) that this payment has been made.

Alternatively, the fee can be paid by cheque made payable to 'Winckworth Sherwood' and should accompany your Petition.

Please send these to:- Ms Helen Lambourne
Oxford Diocesan Registry
2 Chawley Park
Cumnor Hill
Oxford
OX2 9GG