

Guilford Borough Council Section 215 Application Form

# Section 1: Church/PCC Details

## Full name of church:

## Church address:

## Lead officiant contact name:

## Officiant contact number:

## Officiant contact email:

## Parish office contact name/s:

## Full name of Parish:

## Parish contact number:

## Parish contact email:

## Additional parties:

If there are any additional parties involved in running the church, please provide their name and full contact details.

# Section 2: Section 215 Application

## Question 1

Has the church/PCC been closed and a close burial order been received? (Yes/no)

If not, that has to be completed before an application can be made. See [apply to close a churchyard](https://www.gov.uk/government/publications/apply-to-close-a-churchyard) for more information.

## Question 2

Has the parish council rejected the transfer of churchyard maintenance? (Yes/no)

Note: if no parish council, then this is not relevant.

## Question 3

If questions 1 and 2 have been completed, is your intention to submit a section 215 application to Guildford Borough Council to transfer close churchyard maintenance? (Yes/no)

## Question 4

Do you have any trees with TPO (tree protection orders)? (Yes/no)

If the church/PCC wants to retain some maintenance of grounds, such as grass cutting, shrubs and hedge trimming then please refer to section 3.

## Question 5

Does the church hold complete grave location records? (Yes/no)

## Question 6

Does the church hold complete internment records? (Yes/no)

## Question 7

Does the church hold boundary maps for the church yard site? (Yes/no)

# Section 3: Retaining maintenance

*Note: Once a churchyard is closed, there is a responsibility to maintain in decent order/repair. Churchyard maintenance includes boundary walls, fences, paths, safety of memorials, grass, shrubs, trees etc. When completing your application to close a churchyard please be clear if you want to retain responsibility or not and if you do it does include all mentioned above.*

If applicable, list functions the church/PCC want to retain and frequency.

**The council will consider this, and if approved will provide an agreement of responsibilities between parties.**

# Section 4: Miscellaneous

What is the approximate number of graves (not including created remain plots) within the closed churchyard?

What is the approximate number of memorials in the closed churchyard?

Is there any other information you want to provide relevant to this application?

# Section 5: Documents to include

This section is for information and guidance on what documents you need to include with your application:

* Copy of Closed Burial Order
* Written rejection from the Parish Council (if relevant)
* Name, address, roles, and contact information of those who will be party to the agreement
* Copy of church site boundary along with what is included

# Section 6: Return information

Return your application with the associated paperwork to:

FAO: Chief Executive & copy Legal Department at

Guildford Borough Council

Millmead House

Guildford

GU2 4BB

Copy Bereavement Services at [Crematorium@guildford.gov.uk](mailto:Crematorium@guildford.gov.uk)

# Section 7: Signatures

First signee name and role:

Signature:

Date:

Are you authorised to sign on behalf of the church/PCC? (Yes/no)

Second signee name and role:

Signature:

Date:

Are you authorised to sign on behalf of the church/PCC? (Yes/no)

# Section 8: What happens next

Once we have received your application we will:

* Acknowledge receipt by email
* Review policy conditions which are highlighted in the policy to ensure meet criteria
* Book an inspection visit with the appropriate officers within the Council such as Asset, Legal, Grounds, Tree officers and Bereavement Services Lead
* Review any risk assessments and maintenance reports you have
* Review terms of agreements
* Agree a date to take over the maintenance of the Churchyard and arrange for inspection of the site and grave records

***Should you have any questions related to this application please contact Bereavement Services on*** [***Crematorium@guildford.gov.uk***](mailto:Crematorium@guildford.gov.uk)***.***