

Guidance Notes – How to make a Faculty Application for Exhumation

(updated 1st January 2024)

1. It is a principle of Christian burial that the interment of human remains should be seen as permanent; as a symbol of our entrusting the person to God for resurrection. Only in exceptional circumstances is an application for the exhumation of human remains likely to be granted. Details of what can be considered “exceptional” can be found on the Norwich Diocese website under Exhumation: <https://www.dioceseofnorwich.org/churches/buildings/churchyards/exhumation>
2. If, having reviewed the criteria, the family still wish to make an application they should complete the application form called a “Petition” and submit it to the Registry with supporting documents. Under “Schedule of Works” they should provide full details regarding who they wish to exhume, their relationship to that person, where their remains are interred at present and what they wish to do with the remains once exhumed. Please also provide any other relevant information such as the deceased's expressed wishes regarding burial, and why the applicant now wishes to move the deceased.
3. Letters from **all** other close family members of the deceased i.e. spouse, civil partner, sons, daughters, siblings, parents, confirming their consent to the proposals should be included with the application. In the event that this is not possible, contact details for all such close family members must be provided.
4. Written consent to exhumation from the Incumbent, PCC or Council representative where the remains are currently interred will also need to be provided.
5. Where the remains are to be re-interred in a different cemetery or churchyard, the written consent of the receiving incumbent or Council will also need to be provided. Removal of remains from consecrated ground into un-consecrated ground is generally not permitted.
6. When submitting the completed Petition please also provide payment of the application fee in the sum of **£327.40**. This can be either by cheque made payable to “Birketts LLP”, for card payments please telephone 01473 299113, or by bank transfer:

Account Name: Birketts LLP Client Account

Sort Code: 12-16-39

Account Number: 00136604

Reference: 131401.0519 (and as much of your surname as you can fit in)

Please note that these fees are payable in respect of the administration costs of the Registry and the Chancellor and are non-refundable if the petition is later withdrawn or refused.

The amount of the application fee is revised annually in January by statute “The Ecclesiastical Judges, Legal Officers and Others (Fees) Order”. If it becomes necessary for the Chancellor to prepare a written Judgment or form of Order then he may charge an additional fee. For further information on procedure and fees please refer to the additional set of Guidance Notes for Faculty applications and Consistory Court proceedings.