

DIOCESE OF YORK

THE CHURCHYARD PLANS AND RECORDS REGULATIONS 1992

(In force from 1 September 1992)

1. It is the obligation of every PCC of a church which has a churchyard which is used for burials or for the burial of cremated remains (or where there have been burials in the past) to hold and to keep up to date a plan of the churchyard.
2. The plan must be drawn to scale. A scale of not less than one unit on the plan to 250 units on the ground is the smallest scale permitted to comply with these Regulations and a larger scale of 1:100 is preferred.
3. The plan must be labelled with the name of the church and the parish, and have the scale, the date of the survey and the names of the surveyors clearly marked. A compass point direction needs to be included.
4. The plan should be drawn on durable material in permanent ink. Any addition or deletion should also be made in permanent ink.
5. The area of land forming the churchyard should be edged in red.
6. The plan must show the correct location of the following structures and other details:
 - (i) the dimensions of the churchyard, its boundaries and entrance(s)
 - (ii) the church building and any other buildings
 - (iii) all paths within the churchyard
 - (iv) all known existing graves
 - (v) the sites of all proposed graves which are in an area of ground which has been allocated by the PCC as space for future graves
 - (vi) all reserved grave spaces
 - (vii) any area which has been set aside by faculty for the interment of cremated remains
 - (viii) any places in the churchyard where cremated remains have been interred otherwise than in an area set aside by faculty
 - (ix) the line of any underground pipes, cables and other service conduits (where known)
 - (x) the position of flower beds, shrubberies and mature trees (the species should be identified on the plan or in a key reference at the side)
 - (xi) sufficient information of adjacent land so that the churchyard, and in particular its boundaries can be plotted both on the ground and on the plan.
7. In the case of a churchyard which is in current use for burials or the burial of cremated remains the PCC must also maintain and keep an up-to-date list showing the names of the persons so buried or interred by reference to the graves or places of interment shown on the plan, using a suitable reference system such as letters for rows of graves and numbers for individual graves within the row, and a copy of the list shall be placed with or attached to the churchyard plan. An additional cross-reference should also be kept in the burial register.
8. The churchyard plan and the list (if appropriate) must be kept in a secure place (which would preferably be in the church) where they are readily accessible for reference purposes and for keeping them up to date.

The Feast of St Michael and All Angels 2009

**HIS HONOUR CANON PETER COLLIER QC
CHANCELLOR OF THE DIOCESE**

These Churchyard Plans and Records Regulations were first published in 1992 and were adopted and re-issued on the 29 September 2009 by His Honour Canon Peter Collier QC, Chancellor of the Diocese

Note

1. The church architect may have a suitable base plan of the churchyard or at least of the church, which will be a base from which to work. It is not easy to produce a detailed accurate plan, especially if the churchyard is large or slopes steeply. If possible, expert assistance should be sought from the local museum, archaeological unit or university surveying or archaeology department. The last may be able to carry out the plan as a student surveying exercise, but it is necessary to ensure that the final result is sufficiently accurate.
2. It is recommended that the plan is drawn on plastic drafting film or other suitable durable material. The final result can be inked in using a drawing pen, and dye-line copies can then be produced and further annotated if necessary. The church architect may be able to supply materials and produce copies. It is desirable, however, to update regularly the original on the drafting film so that new burials are not recorded only on a relatively impermanent dye-line. The Churchyard Handbook 4th Edition published by Church House Publishing has useful advice on churchyard plans.