

THE CHURCHYARD PLANS AND RECORDS REGULATIONS 1992

1. It is the obligation of every PCC of a church which has a churchyard used for burials or for interment of cremated remains (or where there have been burials in the past) to hold and keep up to date a plan of the churchyard. Any PCC which is not at present able to comply with these regulations should take appropriate steps to comply within three years, ie by 1 October, 1995.
 - (x) The position of flower beds, shrubberies and mature trees (the species should be identified on the map or in a key reference on the margin).
 - (xi) Sufficient information of adjacent land so that the churchyard, and in particular its boundaries, can be plotted on both the ground and the map.
 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 names of the surveyors clearly marked. A compass point direction also 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 entrances(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 grave spaces which are in an area of ground which has been allocated by the PCC as space for future graves.
 - (iv) All reserved gravespaces.
 - (vii) Any area(s) which have 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 all underground pipes, cables and other service conduits (where known).
 7. In the case of a churchyard which is in current use for burials or for the interment of cremated remains the PCC must also maintain and keep up-to-date a 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 the individual graves within the row, and a copy of this 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, but where they are readily accessible for reference purposes and for keeping them up to date.
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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 technical college. 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. 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. (See The Churchyards Handbook, 4th Edition).