

**APPLICATION TO RESERVE SPACE IN THE COLUMBARIUM
AT THE CATHEDRAL CHURCH OF ST JOHN THE BAPTIST, NORWICH
ROMAN CATHOLIC DIOCESE OF EAST ANGLIA**

Please complete this page if you wish to reserve a Columbarium niche for yourself and/or a spouse or other person who is still living.

If you wish to reserve a Columbarium niche for a member of your family or another person who is already deceased, please turn to page 2. In addition to completing this form, you will also be required to sign a formal licence for use of the Columbarium.

The numbers refer to the notes on page 3.

YOUR DETAILS: PLEASE WRITE IN BLOCK CAPITALS	
Title (Miss, Ms, Mrs, Mr, Dr, Prof, Rev, Lord, Lady, etc)	
Family name	
Forenames	
House name	
House Number/Street	
Village	
City/Town	
Postcode	
Telephone number (include STD code)	
Parish	
Year of birth	
Please give a name and postal address of a contact in respect of the Columbarium after your death. Please see notes. ¹	
Type of niche (Standard or Memorial) ²	
Are you either an active member of the Cathedral Parish or a Cathedral Friend? Please see notes ³	
Payment method. Please see notes. ⁴	
IF YOU ALSO WISH TO RESERVE AN ADJACENT NICHE FOR YOUR SPOUSE OR ANOTHER PERSON, PLEASE GIVE DETAILS HERE.⁵	
Family name	
Forenames	
House name	
House Number/Street	
Village	
City/Town	
Postcode	
Telephone number (include STD code)	
Parish	
Year of birth	

Signed.....**Date**.....

In addition to completing this form, you will also be required to sign a formal licence for use of the Columbarium and to complete a form telling us how you would like to pay for the niche.

APPLICATION FOR A COLUMBARIUM NICHE FOR THE ASHES OF A DECEASED PERSON

Please complete this page if you wish to apply for a licence for a Columbarium niche in respect of a person who is already deceased. Please use BLOCK CAPITALS.

DECEASED DETAILS	
Title	
Family Name	
Forenames	
Year of Birth	
Year of Death	
Last known address	
Your relationship to the deceased	
Please give date and place of the funeral	
Location of the urn to be interred (please give address of the Funeral Director if applicable)	
Type of niche (Standard or Memorial) ³	
Was the deceased either an active member of the Cathedral parish ² or a fully subscribed Cathedral Friend? ² If yes, please give dates.	

**I/we certify that we are the personal representatives of
and that we are authorised to make arrangements for the interment of their remains in the
Cathedral Columbarium.**

Signed.....Date

In addition to completing this form, you will also be required to sign a formal licence for use of the Columbarium and to make arrangements for the payment of the licence fee.

Once these details are finalised, you will be contacted by the Cathedral Office to make arrangements for the interment service at the Cathedral.

Notes

1. The contact should be the person named as the executor of your Will or a close relative.
2. Standard niches are priced at £2,000 (£1,750 for fully subscribed Cathedral Friends and for active members of the Cathedral parish as defined in Note 3). There are spaces for special Memorial Urns, sited on the top of the Columbarium Cabinets. Memorial urns are priced at £6,000 each and may be used for the cremated remains of two persons. All prices are subject to annual review.
3. The term 'active member of the Cathedral parish' is defined here as a person registered on the Parish Census or known to be/have been a regular worshipper at the Cathedral or, if infirm, regularly ministered to by the Cathedral clergy. The term 'fully subscribed Cathedral Friend' is defined here as someone who pays/paid an annual subscription to the Friends or who is/was a Life Member. The Cathedral Dean will act as final arbiter in cases of doubt.
4. There are three payment methods for those reserving a standard niche in the Columbarium during their lifetime – 1 - full fee in advance; 2 – by instalments in accordance with a bank Standing Order Mandate. The options available under this method are described in the enclosed payment form; 3 *post mortem*, with a non-returnable booking fee of £200 and the remainder to be charged to your estate following death. Memorial urns must be paid for in advance as there is only a small number available. Standard niches for those already deceased must be purchased prior to interment.
5. Those who wish may reserve adjacent niches for spouses or other persons. Additional niches may either be paid for in full, by instalments, or reserved by a booking fee.

NB Spaces reserved but not paid for in full may attract a higher price at a later date. The licence fees for the Columbarium will be subject to annual review so as to keep pace with inflation.