

Memorial Permit Application Form

Cemetery:		Grave Section and Number:	
Erect a New Headstone:		Additional Inscription:	
Replacement Headstone		Refurbishment/Cleaning/NAMM Refix:	

Applicant Details To be completed by the grave owner only. If the registered grave owner is deceased, please contact the cemetery office to complete a transfer of ownership.

Please tick boxes:

- ☐ I hereby authorise the monumental mason named below to carry out the work as detailed.
- ☐ I have read and understood notes 7 and 8 overleaf.
- ☐ I hereby confirm that the deceased has been/will be interred in the above grave.

Signature _____ Date _____

Title _____ Forename(s) _____ Surname _____

Address _____

_____ Postcode _____

Inscription:

Monumental Mason or Other Agent

Address _____

Telephone Number _____ Email _____

I hereby declare that the memorial shall be installed as indicated on this form. All work undertaken on site will be in accordance with the National Association of Memorial Masons Code of Work Practice (October 2006 revision) and use an accredited fixing method.

Signature _____ Print Name _____ Date _____

A drawing showing dimensions and manner of construction of the proposed memorial, or the structural alteration or addition to an existing memorial, must be submitted below:

Total Height: Total Width: Total Depth
Total Length if kerb set: Material:

Details of fixing (see note 3 below)

1. Foundation

Type: _____

Size: _____

2. NAMM Approved Fixing Method

Type: _____

3. Dowels

No. and Type: _____

Diameter: _____ mm Length: _____ mm

4. Dowels Holes

Diameter of hole in plate/vase/tablet:
_____ mm

Diameter of hole in base/foundation:
_____ mm

Notes as to Application for Permission for the Erection of a Memorial or other work thereto

- Before the erection of a memorial or other work in any of the Borough Council Cemeteries, a written permit must be obtained from the Cemetery Officer.
- The application form must be completed by the mason or other person who is to carry out the work and delivered to the cemetery office at least five working days before the permit is required.
- All work carried out must comply with the National Association of Memorial Masons Code of Working Practice (October 2006 Revision) and use an accredited refixing method. Full details of the methods of fixing and a drawing showing the proposed works must be submitted for all applications to erect a new or replacement memorial stone. Copies of Code of Working Practice are available from: National Association of Memorial Masons, 27A Albert Street, Rugby, Warwickshire CV21 2SG Tel: 01788 542264 www.namm.org.uk
- A headstone erected on a Lawned Grave (full burial) must not exceed 1050mm (3'6") in height, including base, 900mm (3'0") in width and 150mm (6") in thickness, with a base no deeper than 380mm (15").
 - A Kerb set erected on a Kerb set Grave (full burial) must not exceed 1070mm (3'6") in height, 910mm (3'0") in width and 1980mm (6'6") in length and 150mm (6") in thickness.
 - A headstone erected on a cremation plot must not exceed 675mm (2'3") in height, including base, 600mm (2'0") in width* and 150mm (6") in thickness, with a base no deeper than 380mm (15"). * The maximum width for a headstone erected on a cremation plot in the old cremated remains section in Marston Lane Cemetery is 460mm (1'6").
 - A headstone erected on a Children's section must comply to the size of a cremation plot.
- The Grave Number and trade name of the Stonemason must be cut on all new memorials in a position easily visible after erection.
- Masons must comply with the regulations as made from time to time by the Council and will be liable for any damage done to the surrounding memorials, turf etc. At the completion of the fixings of the memorial or other work thereto, all surplus earth, mortar, brickbats etc., must be removed by the person carrying out the work, and the memorial and surrounding ground left tidy and in good condition to the satisfaction of the Cemetery Officer.
- The right to erect a memorial on a grave is limited to the period of grant of the Exclusive Right of Burial. Any memorial erected remains the responsibility of the owner of the Right who shall at all times ensure that the memorial is in stable condition and is no danger to any person visiting the Cemetery. Failure to ensure memorial safety will lead to the Council taking appropriate action.
- If you sign this form the Council will permit the erection of a memorial or added inscription without the production of the original grave grant, but you should note that in signing this, you are giving an undertaking to bear all costs of the work and the cost of any claim which might be brought by the owner or their heirs to the owner of the grave as a result of your claiming the right to erect a memorial or to add an inscription to the deceased person mentioned above on the grave.