

Groby Parish Council

Parish Council Office, Village Hall, Leicester Road, Groby, Leicestershire LE6 0DQ
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Parish Clerk: Beverley Greenwood. MBA. BSc (Hons). AILCM.

Application to Erect a Memorial

- Please complete all relevant areas of this application.
- Should the application be incomplete or the writing illegible, it will be returned unprocessed.

Grave Number : (this MUST be completed)	
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To be completed and signed by the Memorial Mason carrying out the work:

I have been instructed to carry out the memorial work, a full description, including materials, dimensions, inscriptions and fixing methods, is submitted with this form: the applicant has seen and approved these. All work I complete will be in accordance with the Cemetery Regulations and meet with NAMM's Code of Working Practice (2003 or any later version) and or BRAMM's requirement of BS 8415 for installation.

- I agree to be responsible and pay for any damage to Cemetery property or to surrounding memorial, turf etc, caused by negligence of myself, my workmen and /or any subcontractor employed by me
- I have Public Liability insurance to the value of £5,000,000
- I agree to remove all unused materials/rubbish, and leave the area in a neat and tidy state
- I will not work while a funeral is in progress

WORK MUST NOT COMMENCE UNTIL APPROVAL HAS BEEN GRANTED BY THE COUNCIL

Mason's Name.....Address.....

.....Post Code.....Telephone.....

Mason's Signature..... Date

Erect a new memorial	Renovate or repair existing memorial
Add an additional inscription to existing memorial	Place a Vase, urn or other similar flower container
Cut grave number on the front, right hand side of the memorial base plate	Remove memorial to workshop
	NAMM reg number
	BRAMM reg number

To be completed by the owner of the Exclusive Right of Burial (If the grave owner is deceased, the ownership must be transferred before this application can be approved.

- I understand that I am responsible for the cost of erecting and maintaining the memorial
- Should the memorial fall into a state of disrepair, or become a hazard to Health & Safety, the Council has the right to remove the memorial from the grave and I will be responsible for any expense incurred: such work may have to be carried out without me receiving prior notice
- I will inform the cemetery office of any change of name or address

I, [Registered Owner of the Grave]..... hereby apply for the Right to Erect a *memorial/additional inscription (*delete as appropriate) as defined by and subject to the Regulations for the Management of Cemeteries and enclose the fee of £ The Right to Erect for which I now apply shall expire with the Exclusive Right of Burial in the grave.

Address.....

.....Post Code.....

Signature Date

To be completed by Mason for new memorial/inscription:

Please complete the exact wording of new inscription in the box below

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Approved dimensions relating to headstones

Grave sections:

Memorial overall (including base)

3 feet (914mm) in height

3 feet (914mm) in width

The base must not exceed 2 foot (610mm) in width and 12 inches (304mm) front to back

For children's graves, these dimensions have to be reduced to a maximum of 30 inches (762mm)

Sizes – shaded areas to be completed by the Mason for new memorial/renovation:

Memorial	Length		Width		Thickness	
Concrete landing stone	Length		Width		Thickness	
Memorial height from ground level including base						
Memorial Material to be used						

NB. The exact dimensions of the proposed memorial must be given in every case. You must specify the dimension in relation to the drawing of the memorial and include your method of fixing. If necessary, you may supply the information on a separate sheet and attach it to this application.

DESIGN OF MEMORIAL

A photograph or a drawing to scale of the proposed memorial is to be shown here

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<i>Date Received</i>	<i>Application No</i>	<i>Purchased Grave No</i>
<i>Fee Received</i>	<i>Date Fee Paid</i>	<i>Receipt No</i>
<i>Approve By</i>	<i>Permit No</i>	<i>Date Advised to Mason</i>