

Groby Parish Council



Parish Council Office, Village Hall, Leicester Road, Groby, Leicester. LE6 0DQ
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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
- I agree the current fee must be paid prior to the placement of the memorial

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

Name of Memorial Mason:		Mason's Signature:	
Address including postcode:			
Telephone:	Email:	Date:	
NAMM Registration Number:		BRAMM Registration Number:	

DETAILS OF MEMORIAL WORKS: MEMORIAL PERMIT TYPE (tick as appropriate)			
ERECT A NEW MEMORIAL (Headstone)	()	RENOVATE OR REPAIR EXISTING MEMORIAL	()
EXISTING MEMORIAL (add an additional inscription)	()	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	()

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.....

Approved dimensions relating to grave memorials

Foundation/ concrete landing stone: (must be set level with grass)

Max width (Side to Side): 3ft (36")
 Max depth (front to back): 2ft (24")
 Max height: 3"

Memorial Base:

Max width (Side to Side): 2ft 6" (30")
 Max depth (front to back): 1ft 6" (18")

Memorial Headstone:

Max width (Side to Side: 2ft 2" (26")
 Max depth /thickness): 4"
 Max height: 2ft 9" (33")

Memorial Headstones cannot exceed 3ft high (36") including the memorial base

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

Sizes – shaded areas to be completed by the Mason for new memorial:						
Foundation/Landing Stone (concrete)	Width (side to side)		Depth (front to back)		Height	
Memorial Base	Width (side to side)		Depth (front to back)		Height	
Memorial (Headstone)	Width (side to side)		Depth (Thickness)		Height	
Memorial: total height from foundation/landing stone						
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

To be completed by Mason for new memorial/inscription Please complete the exact wording of new inscription in the box below:	MEMORIAL DRAWING & DIMENSIONS: A photograph or drawing to scale of the proposed memorial to be shown here

FOR OFFICE USE ONLY

Date Received	Date Fee Paid
Fee Received	Receipt No
Approved By	Permit No