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Memorial Application

DETAILS OF GRAVE

Cemetery	Section	Grave Number	Deed of Grant Number

DETAILS OF APPLICANT

Full name of applicant:	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Mr <input type="checkbox"/>	Other:
Address:					
Postcode:		Email:			
Telephone:					

DECLARATION BY APPLICANT (Tick as appropriate)

- A. **I AM** the registered owner of the Exclusive Rights of Burial as recorded on the Deed of Grant and hereby apply for a memorial permit to be issued subject to the regulations of Enderby Parish Council.
- B. **I AM NOT** the registered owner of the Exclusive Rights of Burial as recorded on the Deed of Grant. I am a relative of the person buried in the grave but it is impractical for me to trace the rightful owner and I hereby apply for a memorial permit to be issued to place and maintain, or add an inscription on a memorial on the grave. I further declare that should the rightful owner be traced I agree to remove the memorial at my expense if requested.

I understand that I am responsible for the maintenance of the memorial and that the Council may take any action it deems necessary should the memorial become unsafe or dilapidated. I also understand that the memorial may be removed temporarily to allow burials in adjacent graves of this grave.

Signature:	Date:

DETAILS OF MEMORIAL MASON

Name of Memorial Stonemason	
Full address including postcode:	
	Email:
	NAMM/BRAMM Registration Number:
Telephone:	

DETAILS OF MEMORIAL WORKS

1. Memorial Permit Type (Tick as appropriate)

New Headstone (Burial Plot) <input type="checkbox"/>	New Headstone (Cremation Plot) <input type="checkbox"/>
New Moveable Vase (Max size 10" x 10" x 10") <input type="checkbox"/>	Existing Memorial (Modification or Inscription) <input type="checkbox"/>

2. Memorial Details

Nature of works and materials used

Inscription

Memorial Drawing (to include dimensions)

3. Memorial Dimensions

	Height	Width	Depth
Memorial			
Memorial Base			
Foundation			

For Office Use Only

Fee Paid:	
Date Received:	
Permit No:	
Permit Issue Date:	

GUIDANCE NOTES

Memorial permits

If you purchase a grave you will have the right to apply for a permit to erect a memorial on the grave.

All fixed memorials shall be securely fixed to the concrete bases provided. Only stonemasons who work to industry standards and are registered with either the National Association of Memorial Masons (NAMM) or the British Register of Accredited Memorial Masons (BRAMM) are allowed to work in Enderby New Cemetery.

No work may be carried out on a memorial without:

- The authority of the person who holds the Exclusive Rights of Burial to the grave
- The Memorial Stonemason submitting an application form and fee to the Council
- The Council issuing a permit (permits may be refused and memorial stonemasons are advised to await receipt of the memorial permit prior to commissioning any work).

All memorials will be in line. Plans and inscriptions for memorials must be submitted to the Clerk to the Council for approval before the memorial is sited.

Memorials remain the responsibility of the grave owner and must be maintained in good order at all times. The Council is not liable for damage, however caused, and it is the grave owner's responsibility to organise insurance, if required.

Burial Plots

A headstone shall be no more than 3' 6" in height and a maximum width of 2' 6".

Cremation Plots

Smaller memorials are allowed on cremation plots. These must be a maximum height of 2' 1" and a maximum width of 2' 0".

Memorial Vases

Only one fixed memorial is allowed per burial/cremation plot. One small, moveable memorial vase of no more than 10" x 10" x 10" may be sited on graves, in addition to a fixed memorial. These must not be fixed down and must be easily moveable to allow any necessary grounds maintenance to be carried out. A fee is charged for the placing of a memorial vase on a grave. Enderby Parish Council defines memorial vases as: *a vase of marble, granite, slate or stone construction bearing a carved personalised inscription.*

Memorial Only Plots

Graves or cremation plots may be purchased, at the current price, for the siting of memorials only, without having been or intending to be, for an interment.

Memorial Safety

Enderby Parish Council has a statutory duty under the Local Authorities Cemeteries Order 1977 and Health and Safety at Work Act 1974 to ensure that risks within the Council's cemeteries are properly managed. In order to fulfil this requirement all memorials are subject to safety inspections.

Any memorial installed in the Council's cemeteries will be inspected and tested every 5 years to ensure that it is safe. This will include a test to ensure the memorial can withstand a reasonable pressure without falling over.

Where an inspection reveals a memorial to be unsafe, the Council is legally required to make safe any hazard. This may involve laying flat the headstone. Please note the Council will not carry out any repairs.

Owners of unsafe memorials will be notified in writing of the situation at their last known address. Owners are then responsible for contacting a qualified memorial stonemason to carry out any necessary repairs.

Any repairs must be carried out by the purchaser on being informed of a problem by the Council. If repairs are not carried out within a reasonable period, the memorial may be removed by order of the Burial Authority.

Unauthorised memorials

In accordance with the Local Authorities Cemeteries Order 1977, the Council reserves the right to remove from its Cemeteries any unauthorised memorial. The Council may remove unauthorised items at any time without giving further notice.