# COUNTESTHORPE PARISH COUNCIL

Countesthorpe Village Hall, Station Road, Countesthorpe, Leicester. LE8 5TB
Telephone: 0116 277 9518
Email: manager@countesthorpeparishcouncil.co.uk
Web site: www.countesthorpeparishcouncil.co.uk
Mrs C Samuels Parish Council Manager and Clerk of the Burial Board


## Application to Erect a Memorial/Additional Inscription

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

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|---|---|
| **Grave Number** (this MUST be completed): | |

**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 application: the applicant has seen and approved these. All work I complete will meet with the current version of NAMM's Code of Working Practice and BS 8415.

- 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 agreed 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**

| | | |
|---|---|---|
| Masons' Name: | | |
| Address: | | |
| Contact Email: | | |
| Telephone: | | |
| Member of NAMM / BRAMM | | YES / NO |
| Date: | | |
| Mason's Signature: | | |

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|---|---|
| Erect a new memorial | |
| Add an additional inscription to existing memorial | |
| Renovate or repair existing memorial | |
| Place a vase, urn or other similar flower container | |
| Remove memorial to workshop | |

**To be completed by the owner of the Exclusive Right of Burial** (If the owner of the Exclusive Right of Burial 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
- I understand that memorials will be periodically inspected. 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 Parish Council 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.

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| Name: |
| Address: |
| Signature: |
| Date: |

**To be completed by Mason for new memorial/inscription:**

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

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**Memorial dimensions and fees relating to headstones**

| **Memorial on a grave** | **Fee** |
|---|---|
| Headstone – not exceeding 2'6" high.<br>Can be mounted onto a plinth max. of 4". Slab 2'6" long x 1'6" | £109.00 |
| Monument in the form of a portable iron or stone vase – not exceeding 1' in height and occupying a space not exceeding 1' x 1' | £80.00 |
| Additional inscription | £28.00 |

| **Memorial on a cremation plot** | |
|---|---|
| A combined portable tablet, vase and base – not exceeding 14" in height and occupying a space not exceeding 14" x 14" | £80.00 |
| Additional inscription | £28.00 |

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. All memorials erected in the cemetery must be erected vertically, in line with the memorial stones of adjoining graves within that section of the cemetery.

**DESIGN OF MEMORIAL**

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

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|---|---|---|---|
| Office use only: | | | |
| Date application received: | | | |
| Fee received | | Receipt No. | |

Approved by……..……..Date…….

The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the "GDPR) and other legislation relating to personal data and rights such as the Human Rights Act.

Countesthorpe Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Please refer to our General Privacy Notice and Policies on our website http://www.countesthorpeparishcouncil.co.uk or you can request hard copies using the above contact detail.