

Northleach with Eastington Town Council

Form M: Memorial Application Guidance Notes

This application is for installation of a new memorial or amendments to an existing, including additional inscriptions. This form must be completed and signed by the memorial mason and ALL grave owners before the works are considered. Where the grave owner is the deceased buried in the grave then the application may be submitted by the executor or administrator of the deceased's estate.

Before completing this application, please ensure that you have read and understood the Northleach Cemetery Regulations as they relate to memorials as this may affect your choice of memorial. The council reserves the right to reject an application for any memorial that it deems unsuitable.

To avoid delays in processing, please ensure that you have:

- (a) completed all sections of the form
- (b) have the legal right to place and maintain a memorial on the grave and
- (c) enclose the correct fee.

Send the completed form to the address below.

FAO: Cemetery Officer
Northleach with Eastington Town Council
Westwoods Centre
Bassett Road, Northleach
Cheltenham GL54 3QJ

Tel: 01451 885349

Email: admin@northleach.gov.uk

Once approved a letter granting permission will be sent to the applicant and to the memorial mason.

Data protection: Northleach with Eastington Town Council is the data controller for the purposes of applicable data protection legislation in relation to memorial applications. Full details about how your personal data is used and your rights are available at www.northleach.gov.uk/privacy.

Important information

1. **Memorial ownership:** Only the owner of the Exclusive Right of Burial for the grave has the right to erect and maintain a memorial on the grave. If the registered owner is the deceased buried in the grave, then following the funeral it is the responsibility of the executor or administrator of the deceased's estate or nearest surviving relative to arrange a transfer of the ownership to a person with legal entitlement. Please contact the office for further information about this process.
2. **Insurance:** Memorials are placed in the cemetery at the risk of the grave owner/s. Memorials do not become the responsibility of the council or its contractors and the council accept no responsibility for damage to memorials or property left on the grave howsoever caused. Memorials often have great personal and financial value and owners may wish to insure against loss or damage.
3. **Charges:** A fee is payable in accordance with the Council's schedule of fees for processing the memorial application. Such fees may be paid by a memorial mason on their client's behalf. However, the Council will not refund such payment to a mason in the event of their client defaulting on payment of their bill. It is recommended, therefore, that memorial masons ask their clients for separate payment of cemetery fees direct to Northleach with Eastington Town Council. Fees due for memorial installation and related works are payable by the client directly to the memorial mason.

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Northleach with Eastington Town Council

Form M: Memorial Application

Grave number:

Name of the deceased:

Applicant declaration (tick one box only)

- I am the owner of Exclusive Right Of Burial in the above grave.
- I have provided the written permission of the owner of Exclusive Right Of Burial in the above grave.
- I wish to arrange the transfer of the Exclusive Right Of Burial in the above grave to allow me to make this application

I REQUEST THAT A PERMIT BE ISSUED TO THE MEMORIAL MASON NAMED BELOW to allow the erection, inscription, or replacement of a memorial on a grave as described in this application. I confirm that I have read and understood the cemetery regulations and have attached the correct fee.

Applicant / Owner 1

Name:

Address:

.....

Postcode: :

Telephone: :

Signed: :

Date: :

Owner 2

Name:

Address:

.....

Postcode: :

Telephone: :

Signed: :

Date: :

Details of Memorial Mason

Company name:

Contact name:

Address:

.....

Postcode:

Telephone:

Email:

Declaration: I have read and understood the current Northleach Cemetery regulations regarding memorials and their fixings. I will not carry out any works until I have received written permission from the council office and will adhere to its terms and conditions. I confirm that I hold public liability insurance to the value of at least £2 million and will provide a copy on request.

Signed: Date:

Details of works

Type of works: (select one) <input type="checkbox"/> New memorial <input type="checkbox"/> Replacement <input type="checkbox"/> Additional inscription <input type="checkbox"/> Alteration (please describe below)	Type of memorial: (select one) <input type="checkbox"/> Headstone <input type="checkbox"/> Flat stone or tablet <input type="checkbox"/> Flower vase <input type="checkbox"/> Plaque for memorial garden
Materials: (including colour)	Dimensions: (overall height, width and depth)
Existing inscription: (if applicable)	Proposed inscription:

Sketch of proposed memorial

A sketch of the memorial and ground fixing method showing all dimensions and jointing **MUST** be drawn on this page or details provided on an attachment with the application. New or replacement memorials **MUST** be securely fixed in accordance with BS8145:2018 and discretely carry the grave number in a visible place on the lower rear side of the memorial.

OFFICE USE ONLY: Permission granted: Y/N	Payment received:	(Officer signature)	(date)
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