

# Northleach with Eastington Town Council

## Form R: Application to Repair a Memorial

Grave number: .....

Name of the deceased: .....

Memorial mason / Company name: .....

This form must be completed in full by the memorial mason and signed by ALL grave owners (or the client in the case of no living grave owner) before the works are considered. Fill in all sections of the form to avoid delays in processing. Please read the important information overleaf before submission.

This application is for repairs or renovations to an existing memorial only, including any kerbs/landings. The council does not charge for granting permission to repair a memorial. NO ALTERATIONS or additional inscriptions to memorials are permitted using this form. If an alteration or additional inscription is required then an application to amend a memorial must be made and the correct fee paid.

Should the memorial not bear the grave number this must be added during the repair/renovation. If you are not sure of the number then please contact the office and the cemetery officer will be able to advise.

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](mailto:admin@northleach.gov.uk)

Once approved a letter granting permission will be sent 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](http://www.northleach.gov.uk/privacy).

## Details of works

**Details of works:** (tick all that apply)

- Refixing of headstone
- Repairs to headstone/kerbs/landing
- Cleaning of the memorial
- Addition of grave number (required if not currently present)

**Details of how the works will be completed:** (tick all that apply)

- The above works will be completed onsite
- The headstone and/or parts of it will be removed from site.
- If refixing is required, I confirm that the headstone will be fixed in accordance with BS8415.

### Details of Stone 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: .....

### Important Information

- Grave ownership.** Where one or more grave owner exists, then all owners must sign the form in ink. If it is not possible for them to sign this form then written permission with signature from the grave owner/s must accompany this form. Where there is no living owner the client may sign the declaration confirming that all parties have been informed of the proposed works and no objections were raised. To transfer ownership of a memorial, please contact the office for further information.
- 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.

### Grave Owners (all grave owners must sign this section)

**Declaration:** I/we have checked the details on the reverse of this form and grant permission for the memorial to be repaired or renovated as described overleaf. Where there is no living owner, I confirm that I have consulted with all family members and there is no objection to the proposed works – including the removal of the headstone from the cemetery to complete the said works if required.

**Applicant / Owner 1**  
Name: .....  
Address: .....  
.....  
.....  
Postcode: : .....  
Telephone: : .....  
Signed: : .....  
Date: : .....

**Owner 2**  
Name: .....  
Address: .....  
.....  
.....  
Postcode: : .....  
Telephone: : .....  
Signed: : .....  
Date: : .....