

Memorial Permit Application



Section 1: Details of grave

Cemetery	Section	Grave Number	Name of Deceased
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 2: Details of applicant

Full name of applicant: Ms ☐ Miss ☐ Mrs ☐ Mr ☐ Other:

Address:

Postcode:

Phone:

Email:

Declaration by applicant (Tick as appropriate)

- ☐ **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 a fee and to the regulations of Spelthorne Borough Council.
- ☐ **I AM NOT** the registered owner of the Exclusive Rights of Burial as recorded on the Deed of Grant and the transfer of the Exclusive Right of Burial must be completed before this application can be processed.

I understand that I am responsible for the maintenance of the memorial and that the Council may take any action they deem necessary should the memorial become unsafe or dilapidated. I will refer to the Cemetery Regulations for further information. Furthermore, I understand that Spelthorne Borough Council are not liable for any damages that occur to memorials within their cemeteries.

Signature

Date

Section 3: Details of memorial mason

Name Of Memorial Mason:

Full address including postcode:

Phone:

NAMM/BRAMM Registration Number:

Email:

Declaration by memorial mason (To be read by the Memorial Mason carrying out the work)

I have been instructed to carry out the memorial work, a full description, including materials, dimensions, and 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 current NAMM's or BRAMM's code of Working Practice.

Section 4: Details of memorial works

1. Memorial permit type (Tick as appropriate).

- | | | |
|--|---|--|
| <input type="checkbox"/> New headstone (grave) | <input type="checkbox"/> New tablet (GOR) | <input type="checkbox"/> New headstone and kerbs |
| <input type="checkbox"/> New stone vase/tablet | <input type="checkbox"/> Additional inscription | <input type="checkbox"/> Existing memorial (repair, clean, renovate) |
| <input type="checkbox"/> Replacement (Like for like) | <input type="checkbox"/> Kerb only | <input type="checkbox"/> Wooden cross/marker |

2. Memorial details

Nature of works and materials used:

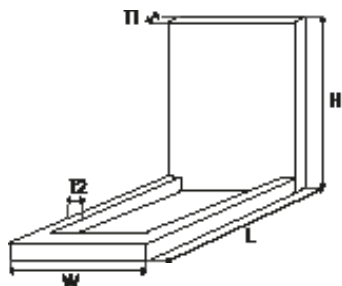
Memorial drawing:

3. Inscription

Please complete the exact wording of new inscription.

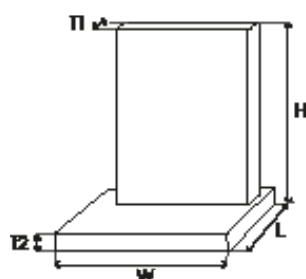
4. Memorial dimensions

Dimensions (Full Memorial)
(Please use feet and inches)



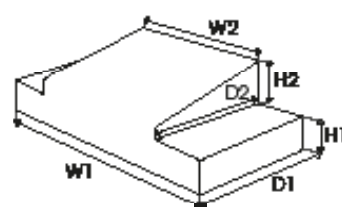
L: _____ W: _____
H: _____ T1: _____
T2: _____

Dimensions (Headstone Only)
(Please use feet and inches)



L: _____ W: _____
H: _____ T1: _____
T2: _____

Dimensions of the Tablet
(Please use feet and inches)



Base: W1: _____
D1: _____ H1: _____
Tablet: W2: _____
D2: _____ H2: _____

Memorial Regulations

Memorial in traditional sections - Max permitted		
Permitted type:	Headstones and kerbs may be installed on a grave space	
Memorial	Height*	Width
Max permitted	2130mm (84in) (7ft)	915 mm (3ft) (36in)
*Height measured from concrete foundation. Memorial exceeding 915mm (3ft) (36in) in height will incur extra charges.		
Kerbs	Length	Width
Single plot	2130mm (7ft) (84in)	915mm (3ft) (36in)
Double plot	2130mm (7ft) (84in)	2130mm (7ft) (84in)

Memorial in lawn sections - Max permitted			
Permitted type:	Headstones only permitted on the grave space		
Headstone	Height*	Thickness	Width
Max Permitted	1000mm (3ft 3in) (39in)	minimum 80mm (3in)	610mm (2ft) (24in)
Base	Height	Depth	Width
Max Permitted	230mm (9in)	300mm (12in)	690mm (2ft 3ins) (27in)
*Height from ground level including base.			

Memorial on cremated remains plot			
Permitted type:	Tablets only permitted on grave space		
Tablet	Height	Depth	Width
Max Permitted	432mm (17in)	460mm (18in)	460mm (18in)
Base	Height	Depth	Width
Max Permitted	80mm (3in)	460mm (18in)	460mm (18in)
*Height from ground level including base.			

Memorial on child's plot			
Permitted type:	Headstones and kerbs may be installed on a grave. Plot size is 4ft x 2ft.		
Headstone	Height	Depth	Width
Max Permitted	610mm (2ft) (24in)	80mm (3in)	610mm (2ft)
Kerbs	Length	Width	
Max Permitted	1200mm (4ft)	610mm (2ft)	

Wooden cross / plaque markers		
A wooden cross is permitted for a period of no more than 12 months following an interment. Wooden crosses are not permitted on cremated remains plot, but plaque markers are allowed.		
Wooden cross	Height	Width
Max Permitted	915mm (3ft)	minimum 80mm (3in)
Plaque markers	Height	Depth
Max Permitted	180mm (7in)	130mm (5in)

The NAMM code of working practice applies to all new memorials and existing memorials that are removed and then re-erected.

For further information, please contact the Cemetery Office on 01784 446379