Holbeach Parish Council

Application to erect/carry out work on a memorial.
Park Road Cemetery & Hall Gate Cemetery

This application is to be completed and signed by the Owner of the Grant of Exclusive Right of Burial and the Memorial Mason for every kind of work proposed to be carried out in relation with a memorial at the cemetery.

Please note this form constitutes an application only, no works may be undertaken until written permission is granted by Holbeach Parish Council.

Section One: To be completed and signed by the registered owner.

Name(s) of Deceased			
Memorial Type	Grave Headstone ☐	Cremation Tablet ☐	Additional Inscription ☐
Plot Location	Cemetery:	Plot Number:	
Date of Burial			
Full Name of Applicant			
Address			
Daytime Telephone			
Email			
Status of Applicant	Registered Owner ☐	Executor ☐	Other ☐ (please specify -please provide proof of ownership ie Will etc)
Memorial Mason Name & address			

- I hereby request the above-named Memorial Mason be permitted to carry out the work as detailed overleaf.
- I understand that I am responsible for the costs of erecting and maintaining the memorial.
- I understand that the memorial remains my property and as the registered owner, I am responsible for keeping the memorial in good repair.
- I agree to allow Holbeach Parish Council to undertake any necessary testing of the memorial to ensure its safety.
- If the memorial is found to be in an unsafe condition, I accept that the memorial may be laid flat, or removed, and that I will be responsible for the cost of removal and renovation/repair cost, if I choose to have the memorial reinstated.
- I will notify the Parish Clerk in writing of any change of address to enable the Clerk to inform me about any issues affecting the grave or memorial.

Signed	
Date	

Section Two: To be completed by the Memorial Mason carrying out work

Description of work: *please tick box as appropriate and provide details on separate sheet as necessary.*

- ☐ Erection of Grave Headstone (see appendix 1)
- ☐ Placing of Cremation Stone (see appendix 2)
- ☐ Additional Inscription
- ☐ Repair Work
- ☐ Wooden Cross
- ☐ Other

Description of Work:
Type and colour of stone and details of fittings:
Description of any decorative features:
Memorial Dimensions:
Inscription wording:
Day, date & time of work:

☐ Sketch/photograph of the proposed memorial attached.

I confirm that:

- The memorial will be made and erected to the National Association of Memorial Mason (NAMM) or British Register of Accredited Memorial Masons (BRAMM) standards. Including, in the case of a grave headstone, a ground anchor.
- A Certificate of Conformity to BS8415 will be issued to the grave owner and to the Parish Clerk following installation.
- We will pay for any damage caused by us to Council property or to surrounding memorials.
- We have appropriate public liability insurance in place (copy of certificate to be provided).
- We will remove all unused materials / rubbish from site and will leave the area neat and tidy.
- We agree not to carry out any work on site while a funeral is in progress.
- The applicant has seen and approved the specifications as detailed.
- We have explained to the owner of the Grant of Exclusive Right of Burial that the memorial remains their property and that they are responsible for keeping it in good and safe condition.
- We have advised the owner to consider insuring the memorial against accidental damage and vandalism.

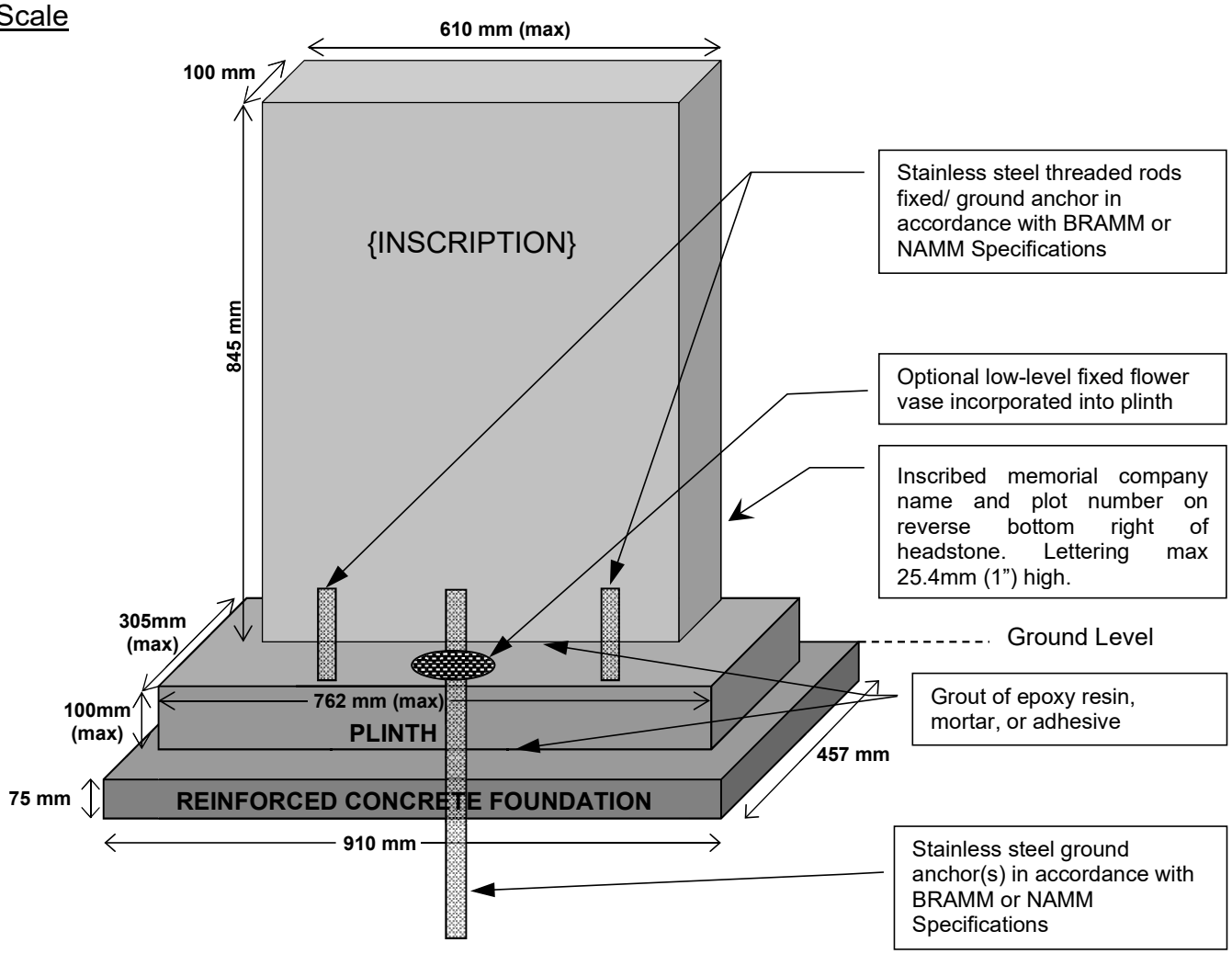
Signed	
Full Name of Signatory	
Position	
Date	
Name & Address of Company	

Please complete and return to: *The Parish Clerk, Holbeach Parish Council, Coubro Chambers, 11 West End Holbeach, PE12 7LW. Tel: 01406 426739 Email: clerk@holbeachparishcouncil.gov.uk*

Appendix 1: Grave Headstone Fixing Details

For full memorial specifications see Holbeach Parish Council Cemetery Policy. If there is a discrepancy between documents, then in all instances, the Holbeach Cemetery policy will apply

Not to Scale



Please note any changes: *(use additional sheet if required)*

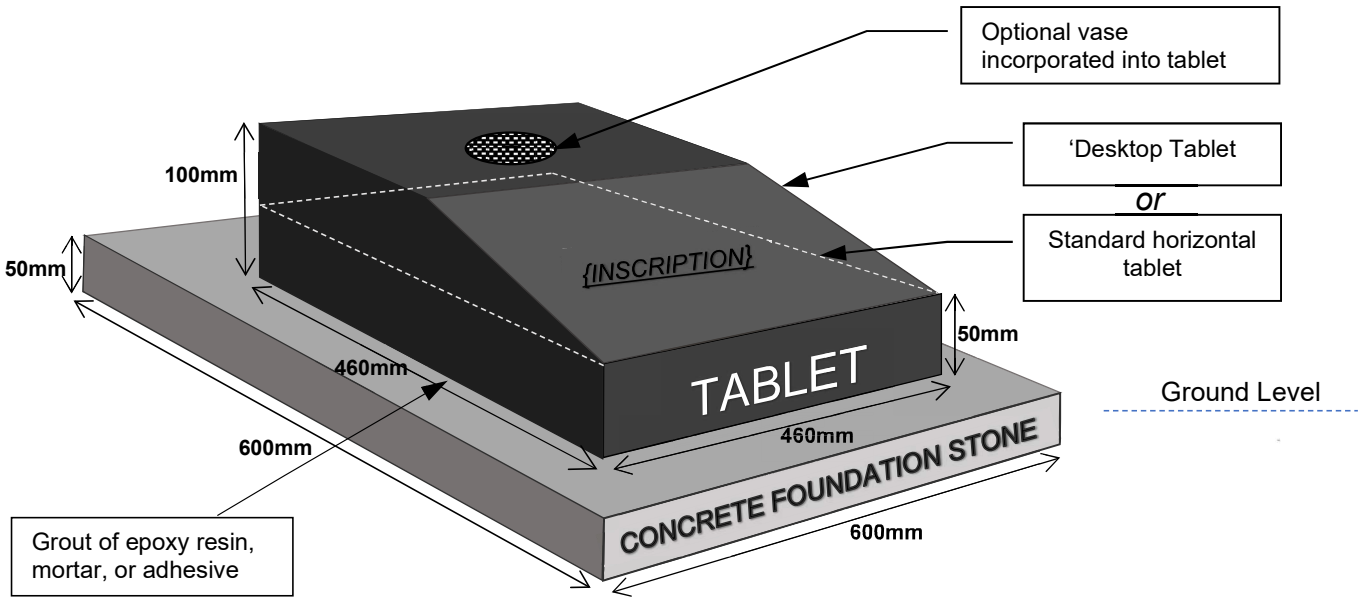
The fixing time shall be during working hours only, unless otherwise requested. Fixing outside of working hours will be by prior arrangement only.

To ensure that works do not interfere with a funeral service, it is important that the given date and times of work are adhered to. 24 hours' notice must be given prior to any change.

Appendix 2: Cremation Stone Fixing Details

For full memorial specifications see Holbeach Parish Council's Cemeteries Policy. If there is a discrepancy between documents, then in all instances, the Holbeach Parish Council's Cemeteries Policy shall apply.

Not to Scale



Please note whether desktop or standard tablet with details/changes: *(use additional sheet if required)*

The fixing time shall be during working hours only, unless otherwise requested. Fixing outside of working hours will be by prior arrangement only.

To ensure that works do not interfere with a funeral service, it is important that the given date and times of work are adhered to. 24 hours' notice must be given prior to any change.