



Monument Plaque Application Form

1) Name of company or individual making application	
Address of company or individual making application	
2) Name of applicant for grant of memorial plaque	
Address of applicant for grant of memorial plaque	
Name of deceased	
Duration of plaque and fee	50 years - £80.00
3) Inscription applied for	

This form is for anyone that wishes to erect, place inscription on or complete works to a monument in a Parish Council operated cemetery. Please note that monuments are covered by the adopted Memorial Management Policy, the cemetery byelaws, the adopted rules & management policies, data protection policies as well as UK law. All plaques are to be installed by Parish Council staff. By signing the application below, you are acknowledging that you have had chance to read and understand the rules by which it is governed and/or explained these to your customer before completing any works. The Parish Council reserve the right to take all reasonable action with any monument found to be erected outside of the grant, or should it have been worked upon without prior authorisation or notification to the Clerk. Only those with the proper grant of memorial may authorise works to, or installation of, any memorial in the Parish Councils cemeteries.

Signed (family or on behalf of applicant): _____

Date: _____

Notes for completing this form:

1. This is the name of the stonemason or the person filling out the form
2. The name inserted here is the one that the grant will be made out to
3. Use this box to put your preferred inscription here. The plaque is to be made of brass and black lettering only, no pictures or embellishments. The plaque is to have brass fixings as per the example photo above. The plaque is to be a rectangle, with the longest edge being the base of the memorial and to be 150mm (6 inches) long, the shortest edge to be 100mm (4 inches) tall. Wording is to be approved via the memorial application process by the Parish Council. No profanity will be tolerated. Full rules and regulations are found in the cemetery rules on the Parish Council website or at the offices.
4. Due to the nature of living organisms, although any request for a certain type, style and colour of rose will be acknowledged it is not always possible to achieve. The Parish Council retains all ownership of roses purchased for the garden to ensure their longer term care. No additional plaques, inscriptions or embellishments are allowed in the rose garden or on or around the rose itself.
5. Memorials must be erected by a member of the Parish Council staff and installed to UK regulations in force at the time of the application. No liability will be held by Holbeach Parish Council with respect to any memorials installed by anyone other than those qualified. Holbeach Parish Council reserves the right to manage headstones as per its policies and any laws in situ, or to remove unauthorised memorials.