

PADSTOW TOWN COUNCIL



PADSTOW CEMETERY Monument/Memorial Application Form

This form must be completed **in full** by the monumental mason and signed by **all** grave owners before works to new or existing monuments/memorials in Padstow Cemetery are considered. Any incomplete forms are not able to be processed and will be returned.

Please read the notes overleaf before submitting. Please send the completed form by post to Padstow Town Council at the address on page 4. Legible paperwork of good quality may be accepted by email to: enquiries@padstow-tc.gov.uk. Fees are payable upon submission of the application by BACS to Padstow Town Council, sort code 30 98 98 / account number 00620229. Alternatively, cheques made payable to Padstow Town Council can be sent to the Council Offices. In both instances, please state the grave number as reference.

Section 1: Application details

Grave Information

Full name of deceased _____

Resident Non-resident [see Cemetery Fees for definition or contact the Council Offices for confirmation]

Date of interment _____ Grave number _____

Proposed Monument/ Memorial [tick as applicable]

- a. New headstone [max 2'6" wide x 3'0" high]
- b. New cremation tablet [in cremation extension area, only permitted tablet is 15" x 12" with integral vase hole in upper left hand corner. In other cemetery areas permitted tablet is flat tablet not exceeding 14" x 9"]
- c. Additional inscription d. Renovation/Repair/Clean
- e. Replacement of existing monument/memorial
- f. Other, please specify _____

Section 2: Description of works

Description [Please note the monumental mason's name must be clearly but discreetly inscribed on the monument base]

Write a full description of works in the space below, e.g type of headstone, photo memorial, method of lettering:

Material i.e granite _____

Colour & finish i.e polished _____

Section 2: Description of works continued...

Dimensions [please use feet and inches for all sizes]

Length _____ Width _____
Height _____ Base _____

Details of fixings and anchorage [All works to be in accordance with BS 8415 and the NAMM code of practice]

Sketch / photograph [tick to confirm and then append]

A sketch/photograph of the proposed works showing **all** relevant measurements has been appended to this application. The inscription has been depicted as it shall be spaced and in the position it shall be, on the finished monument. Where lettering is on several sections of the monument a numbered reference that corresponds with numbered areas on the sketch/photograph has also been included. Where a photograph is to be included on the monument this has also been attached.

Section 3: Important information and Signatures

The following information is deemed useful information. Monumental masons must check and adhere to the regulations regarding memorials and their finishing in the current revision of the cemetery regulations available at www.padstow-tc.gov.uk/your-council/council-services/ or by contacting the Council Offices.

- i. Grave ownership.** If this application is for a new monument, works to alter/add to an existing stone or tablet, or the addition of a name and/or inscription for a non-owner then all living owners must sign this form in ink.

Where an additional inscription of an owner of the grave is required, any living owners must sign the form.

Where the owner's inscription is required and there are no living owners (full name and dates of birth and death only) the applicant for the interment must sign. Should any other work be required where there is no living grave owner the ownership of the grave will need to be legally transferred. Please ask the client to contact the office. The form may not be signed or submitted until the transfer has been completed.

- ii. Insurance:** Monuments/memorials placed in the cemetery are done so at the risk of the grave owner/s. Monuments/memorials do not become the responsibility of the Council and it is strongly advisable to insure monuments/memorials against damage and vandalism etc.
- iii. Ground Settlement:** A monument/memorial cannot be erected/replaced until 6 months after the burial to allow the ground to settle. The exception to this is cremation tablets where they can be placed immediately, subject to approval.
- iv. Monumental Mason:** The name, address and telephone number of the monumental mason must be clearly inscribed on all monuments.

Details of monumental mason

Company name _____ Contact name _____

Address _____

Postcode _____ Telephone _____

Email _____

Declaration. I have read and understood the current regulations regarding monuments and their fixing. I will not install any monument until I have received signed permission from Padstow Town Council. I confirm that all works to the monument including the making, assembly and fixing of it will be undertaken in strict accordance with BS 8415 and the current NAMM code of practice. I agree to be responsible for any damage caused to Council property or to surrounding monuments, turf etc. caused by the negligence of myself, my employees and/or subcontractor employed by me. I confirm all unused materials/rubbish will be removed and the area left in a neat and tidy state. I agree not to carry out any work on site while a funeral is in progress.

Signed _____ Date _____

Grave owner/s (all grave owners must sign this section)

Declaration. I/we have checked the details of this form and the appended sketch/photograph and grant permission for the monument/tablet to be erected on the grave (indicated on page 1). Where there is no living owner (see **i.** above) I/we confirm that all family members have been consulted and there is no objection to the proposed works – including the removal of the stone from the cemetery to complete said works. I/we understand that the monument remains the property and responsibility of the grave owner or their personal representative who are responsible for maintaining the condition and safety of the monument in accordance with the current cemetery regulations and any future health and safety regulations. I/we accept that if, at any time, the memorial is found to be in an unsafe condition it may be laid flat and that the grave owner or their personal representative will be responsible for the cost of any subsequent renovation or remedial work to reinstate it. I/we will notify Padstow Town Council, in writing, of any change of address for their use in contacting me/us regarding any change in regulations which may affect the monument. I/we note the advice in respect of insuring the monument (see **ii.** above).

Owner 1/Applicant (see i. above)

Name _____

Address _____

_____ Postcode _____

Telephone _____

Signed _____

Date _____

Owner 2 (if applicable)

Name _____

Address _____

_____ Postcode _____

Telephone _____

Signed _____

Date _____

Section 4: Permission**For completion by Padstow Town Council**

Application relates to grave space _____

Application details reviewed and compliant with current revision of Padstow Cemetery Regulations.

Officer _____ Date _____

Permission granted for works to be undertaken in accordance with the particulars submitted.**Town Clerk** _____ **Date** _____**[Office use only]**

Checklist	Fees [<input type="checkbox"/> Res <input type="checkbox"/> Non Res]	
Memorial Mason notified _____	Item 17 Permission to erect a monument [Res £125 / Non Res £375]	£
Computer records updated _____	Item 18 Permission to erect a tablet [Res £75 / Non Res £225]	£
Details added to RofPGs _____	Item 19 Each additional inscription after the first [Res £30 / Non Res £90]	£
Notes:	Permission to replace pre 1974 kerb memorial [Res £150 / Non Res £450]	£
	TOTAL	£
	Receipt No or Date of BACS	_____

Privacy Statement: Personal data will only be used for the purpose of complying with the Council's legal obligations in respect of burials and memorials. To view Padstow Town Council's General Privacy Notice please visit www.padstow-tc.gov.uk or contact the Padstow Town Council Offices for a copy.