

# PADSTOW TOWN COUNCIL



## PADSTOW CEMETERY

### Memorial Application Form [April 2024 – March 2025]

This form must be completed **in full** by the memorial mason and signed by **all** grave owners before works to new or existing 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](mailto: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 Memorial

[tick as applicable]

- a.  New headstone [max 2'6" (760mm) wide x 3'0" high (900mm)]
- b.  New cremation tablet [Permitted sizes: Flat tablet 15" x 12" (380mm x 300mm) with optional vase hole in upper left hand corner in Cremation Extension Area | Flat tablet not exceeding 14" x 9" (350mm x 220mm) in Original Cremation Area | Flat tablet not exceeding 18" x 18" (450mm x 450mm) in all other areas.]
- c.  Desk vase tablet [max 18" x 18" (450mm x 450mm) x 4" high sloping to 2" high (100mm to 50mm)]
- d.  Additional inscription      e.  Renovation/Repair/Clean
- f.  Replacement of existing memorial

#### Section 2: Description of works

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

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

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## Section 2: Description of works continued...

Material i.e granite \_\_\_\_\_

Colour & finish i.e polished \_\_\_\_\_

**Dimensions** [please use feet and inches for all sizes]

Width \_\_\_\_\_ Height \_\_\_\_\_

Base \_\_\_\_\_ Depth \_\_\_\_\_

**Details of fixings and anchorage** [All works to be in accordance with BS8415, the BRAMM Blue Book and/or the NAMM code of practice]

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**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 memorial. Where lettering is on several sections of the memorial 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 memorial this has also been attached.

## Section 3: Important information and Signatures

**The following information is deemed useful information.** Memorial 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/](http://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 memorial, 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:** Memorials placed in the cemetery are done so at the risk of the grave owner/s. Memorials do not become the responsibility of the Council and it is strongly advisable to insure memorials against damage and vandalism etc.
- iii. Ground Settlement:** A 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. Memorial Mason:** The name, address and telephone number of the memorial mason must be clearly inscribed on all memorials.

**Details of memorial mason**

Company name \_\_\_\_\_ Contact name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_

**Declaration.** I have read and understood the current regulations regarding memorials and their fixing. I will not install any memorial until I have received signed permission from Padstow Town Council. I confirm that all works to the memorial including the making, assembly and fixing of it will be undertaken in strict accordance with BS8415 and the current BRAMM Blue Book and/or the NAMM code of practice. I agree to be responsible for any damage caused to Council property or to surrounding memorials, turf etc. caused by the negligence of myself, my employees and/or any 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 \_\_\_\_\_

**Applicant Declaration (all grave owners must sign this section)**

I/we have checked the details of this form and the appended sketch/photograph and grant permission for the memorial/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 memorial remains the property and responsibility of the grave owner or their personal representative who are responsible for maintaining the condition and safety of the memorial 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 memorial. I/we note the advice in respect of insuring the memorial (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]**

<b>Checklist</b>	<b>Fees [ <input type="checkbox"/> Res <input type="checkbox"/> Non Res ]</b>	
Memorial Mason notified _____	Item 17 Permission to erect a memorial [Res £140 / Non Res £420]	£
Computer records updated _____	Item 18 Permission to erect a tablet / vase tablet [Res £85 / Non Res £255]	£
Details added to RofPGs _____	Item 19 Each additional inscription after first [Res £60 / Non Res £180]	£
LTDD updated _____	Permission to replace pre 1974 kerb memorial [Res £150 / Non Res £450]	£
<b>Notes:</b>	<b>TOTAL</b>	<b>£</b>
	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 Councils General Privacy Notice please visit [www.padstow-tc.gov.uk](http://www.padstow-tc.gov.uk) or contact the Padstow Town Council Offices for a copy.

**PADSTOW TOWN COUNCIL**

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Padstow  
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