PADSTOW TOWN COUNCIL

CHURCHYARD MEMORIAL APPLICATION
ST PETROC'S CHURCH, PADSTOW
[April 2026 – March 2027]

This **application** is to be completed and signed by the Reservation Holder and the Memorial Mason **for every kind of work** proposed to be carried out in relation to a memorial at the above burial ground. Please note – if you are the next of kin applying on behalf of the Reservation Holder we will require the signature of the Reservation Holder. Please note this form constitutes an application only and no works should be undertaken until written permission is granted by Padstow Town Council. Padstow Town Council will not be responsible for any losses incurred for works to a memorial that were not approved. **Please note an incomplete form cannot be accepted for processing**

Section One: To be completed by Applicant:

Details of Deceased

Name of Deceased:…….

Grave Number/Memorial Plot Number:……..

Date of Burial:…….

Details of Applicant

Full Name of Applicant:……

Address:…….

……Postcode:……..……Daytime Telephone:…….……

Status of Applicant (please tick appropriate box):

Reservation Holder ☐ Executor ☐

Next of Kin ☐ Please specify relationship to the deceased…….

Memorial Responsibilities:

- I understand that the memorial remains my property and as the Reservation Holder or Executor/Next of Kin of the Reservation Holder I am responsible for the costs of erecting and maintaining the memorial at all times to meet current, and any future, Health and Safety Regulations that may be applied.
- If, at any time, the memorial is found to be in an unsafe condition I accept that the memorial may be laid flat and that I will be responsible for the cost of any subsequent renovation or remedial work if I choose to have the memorial reinstated.
- I will ensure that I notify Padstow Town Council, in writing, of any change of address to enable them to notify me of any change in regulations that may affect the grave or memorial.

Signature of Applicant:……Date:……..…..

Section Two: To be completed by Reservation Holder:

Reservation Holder:
Full Name of Reservation Holder:…….

Signature of Reservation Holder: :……Date:…….
(except where Holder is deceased)

Section Three: To be completed by the Memorial Mason who will be carrying out work, of any kind, on a memorial or erecting a memorial in the Churchyard of St Petroc's Church, Padstow.

Proposed Work
Type of Work (please tick appropriate box):

Additional Work ☐ Repair Work ☐ Placing of Cremation Stone ☐

Erection of Headstone ☐ (please list style of memorial e.g. erection of book)

Description of Work:……

……..

……..

Memorial Material * Please refer to Memorial Conditions below
Type of Stone:…… Colour of Stone…….

Details of Fittings (e.g NAMM approved anchorage system etc):…….

……..

Size Including Full Dimensions of Proposed Memorial:……..

……..

NB: Memorial Conditions – Churchyard Cremation Plots. Memorials for the churchyard cremation area extension (denoted by a plot number ending "CHYD EXT") are to be stone tablets 15" by 12" in size with an integral vase hole in the upper left hand corner.

Memorials for the original churchyard cremation area (denoted by a plot number ending "CHYD" to be stone tablets 9" by 9" in size except in rows M, P, Q and R where they are to be 12" by 9".

For all areas Stone is restricted to the varieties listed in the Diocesan Churchyard Regulations namely: Granite: Preferred - Silver grey, quarried in Cornwall and Devon Permitted - Tarn (France), Karin (Finland), Marlow (Portugal) Slate: Cornish, Welsh Blue and Grey, Lakeland Green and Grey. **No other materials are permitted. In particular blue, red, black and dark grey granites, white marble, synthetic stone and plastic are not permitted.**

All memorial conditions are complicit with Faculty agreement.

Sketch/Photograph
A sketch/photograph of the proposed memorial/inscription **must be attached** to this application.

The proposed inscription must be shown as it will be spaced and located on the memorial. If the lettering is on several sections of the memorial use a numbered reference that corresponds with numbered areas on the sketch/photograph.

The sketch/photographs must show all relevant measurements.

I enclose a sketch/photograph of the proposed memorial ☐

Memorial Mason's Declaration
I confirm that:

- The memorial will be manufactured and erected in accordance with the current code of practice as prepared by the National Association of Memorial Masons.
- All work carried out on the memorial (e.g. removal for additional inscription or other repair work) will meet with the current code of practice as prepared by the National Association of Memorial Masons.
- I/We agree to be responsible for any damage caused to Council property or to surrounding memorials, turf etc. caused by the negligence of myself, my workmen and/or any subcontractor employed by me and confirm we have appropriate public liability insurance in place.
- I/We agree to remove all unused materials/rubbish and to leave the area in a neat and tidy state.
- I/We agree not to carry out any work on site while a funeral is in progress.
- I/We confirm that the applicant has seen and approved the specifications as detailed in this application.
- I/We have explained to the Reservation Holder Executor/Next of Kin of the Reservation Holder (details overleaf) that the memorial remains their property and that they are responsible for keeping it in a good and safe condition in accordance with the current code of practice as prepared by the National Association of Memorial Masons at all times.
- I/We have advised the owner to consider insuring the memorial against accidental damage and vandalism.

Signed……. Dated…….

Full Name Of Signatory:……

Name of Company: :……Address...…….

……Telephone……..……..

Section Four: To be completed by Proper Officer for Padstow Town Council

Approval
I give permission for the memorial/inscription on Grave Space …….
In accordance with the particulars submitted to me.

Town Clerk …… Date ……

Section 5: To be completed by fee payer

Fees

In accordance with the current schedule of fees set out by Padstow Town Council I/we enclose payment of the following fees:

Item	Fee	Amount Due
Cremation Plot Tablet 9" x 9" (Original Cremation Area only)	£85.00	……
Cremation Plot Tablet 12" x 9" (Original Cremation Area, Rows M, P, Q & R only)	£85.00	……
Cremation Plot Tablet 15" by 12" with an integral vase hole in the upper left hand corner. (Cremation Area Extension only)	£85.00	……
Additional Inscription. For the right to place on any gravestone or Monument any inscription after the first	£60.00	……
	TOTAL DUE	……

All cheques to be made payable to "Padstow Town Council" and sent with completed paperwork to The Town Clerk at the address below.

Office Use Only

Invoice Number: …….

Amount: ……

Receipt and Date: …….

This work was carried out on: ……

Signature: …….

Station House
Station Road
Cornwall
PL28 8DA
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Email: enquiries@padstow-tc.gov.uk
Website: www.padstow-tc.gov.uk