

Groby Parish Council



Parish Council Office, Village Hall, Leicester Road, Groby, Leicester. LE6 0DQ
Tel: 0116 2876 985 www.grobyparishcouncil.gov.uk Email: admin@grobyparishcouncil.gov.uk

Application to Erect a Memorial

Grave Number:		Registered Grave Owner:	
----------------------	--	--------------------------------	--

To be completed and signed by the Memorial Mason carrying out the work:

- All work I complete will be in accordance with the Cemetery Regulations and meet with NAMM's Code of Working Practice (2003 or any later version) and or BRAMM's requirement of BS 8415 for installation.
- I agree to be responsible and pay for any damage to Cemetery property or to surrounding memorial, turf etc, caused by negligence of myself, my workmen and /or any subcontractor employed by me
- I have Public Liability insurance to the value of £5,000,000
- I agree to remove all unused materials/rubbish, and leave the area in a neat and tidy state
- I will not work while a funeral is in progress
- I agree the current fee must be paid prior to the placement of the memorial

WORK MUST NOT COMMENCE UNTIL APPROVAL HAS BEEN GRANTED BY THE COUNCIL

Name of Memorial Mason:		Mason's Signature:
Address:		
Telephone:	Email:	Date:

DETAILS OF MEMORIAL WORKS: MEMORIAL PERMIT TYPE (tick as appropriate)			
Erect a new memorial (Headstone)	()	ON SITE: Renovate, repair or clean existing memorial	()
Add an additional inscription to existing memorial	()	REMOVE TO WORKSHOP: Renovate, repair or clean existing memorial	()

Approved dimensions relating to grave memorials

Foundation/ concrete landing stone: (must be set level with grass)

Max width (Side to Side): 3ft (36")
Max depth (front to back): 2ft (24")
Max height: 3"

Memorial Headstone:

Max width (Side to Side: 2ft 2" (26")
Max depth /thickness): 4"
Max height: 2ft 9" (33")

Memorial Base:

Max width (Side to Side): 2ft 6" (30")
Max depth (front to back): 1ft 6" (18")

Memorial Headstones cannot exceed 3ft high (36") including the memorial base

For children's graves, these dimensions have to be reduced to a maximum of 30 inches

Sizes – shaded areas to be completed by the Mason for new memorial:						
Foundation/Landing Stone (concrete)	Width (side to side)		Depth (front to back)		Height	
Memorial Base	Width (side to side)		Depth (front to back)		Height	
Memorial (Headstone)	Width (side to side)		Depth (Thickness)		Height	
Memorial: total height from foundation/landing stone						
Memorial Material to be used						

DESIGN OF MEMORIAL

To be completed by Mason for new memorial/inscription Please complete the exact wording of new inscription in the box below:	MEMORIAL DRAWING & DIMENSIONS: A photograph or drawing to scale of the proposed memorial to be shown here

To be completed and signed by the applicant:

I, _____ hereby apply for the Right to Erect a memorial/additional inscription (delete as appropriate). The Right to Erect for which I now apply shall expire with the Exclusive Right of Burial in the grave.

- I agree to adhere to Groby Parish Cemetery Rules & Regulations
- I understand that I am responsible for the cost of erecting and maintaining the memorial
- Should the memorial fall into a state of disrepair, or become a hazard to Health & Safety, the Council has the right to remove the memorial from the grave and I will be responsible for any expense incurred: such work may have to be carried out without me receiving prior notice.
- I will inform Groby Parish Council office if my contact details change

Signature:..... Date.....

Printed name:

Address:.....

Phone: Email:.....

☐ A. I am the registered owner of the Exclusive Rights of Burial as recorded on the Deed of Grant and hereby apply to erect/carry out work on a Memorial.

☐ B. I am NOT the registered owner of the Exclusive Rights of Burial as recorded on the Deed of Grant. I am a relative of the person buried in the grave and I hereby apply to erect/carry out work on a memorial. I understand that making this application does not give me ownership of the Exclusive Right of Burial. I agree that should a rightful owner of the Exclusive Right of Burial be traced, I will remove the memorial at my expense if requested to do so.

FOR OFFICE USE ONLY

<i>Date Received</i>	<i>Date Fee Paid</i>
<i>Fee Received</i>	<i>Receipt No</i>
<i>Approved By</i>	<i>Permit No</i>