



Environmental Health and Housing

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Application for the Right to Erect a Memorial

Application for Right to Erect a Memorial at.....Cemetery

Grave Section.....Number

In memory of.....

General Conditions

A memorial may only be erected or re-erected by, a monumental mason who is covered by Public Liability Insurance to a value of £10 million; who will issue a 10 year guarantee of workmanship and material, including stability of the memorial, to the purchaser; and will fix in accordance with the NAMM code of working practice.

The section and number of the grave must be cut in lettering five-eighths inch (15mm) high plainly on the reverse of the memorial or on the outside of the head kerb where only a kerbset is placed on a grave before it is erected or re-erected in the cemetery.

All memorials, inscribed vases and kerbsets shall be maintained in a good and safe condition at all times at the expense of the person, or their heirs, causing the same to be erected.

The Council reserves the right of ordering, in writing to the registered address of the grave owner, any work to be carried out necessary to make a memorial safe or to prevent the encroachment on an adjoining grave of any plant; tree; shrub; vase or memorial, to recharge the grave owner the cost of carrying out such work if the grave owner fails to comply with the request, and to refuse to permit the opening of any grave or vault until all sums due for such work are paid, or to remove after seven days' notice, forwarded in writing to the registered address of the grave owner any memorial, inscribed vase or edging which the Council considers to be unsafe.

Data Protection

The Borough Council of King's Lynn and West Norfolk will use the information you have provided on this form for the purposes of Memorial Register administration. The information you have provided will not be disclosed to third parties unless the Council has legal authority for so doing. Completion and return of this form indicates your consent to the Council processing this data where necessary. You have the right to apply for a copy of your information (for which the Council will charge a fee) and to have inaccuracies corrected.



To be completed by the Monumental Mason

Company Name

Address

Phone Number

Public Liability Insurance to £10,000,000 Yes Certificate No.....

Copy attached Yes Insurance Company.....

Type of Memorial *Headstone/Book/Ledger Stone/Cremation Tablet/Additional Inscription
(*delete as appropriate)

Detail of material to be used (eg Polished Grey Granite)

Dimensions of memorial	Height (above ground level) mm
	Width (side to side over foundation)mm
	Depth (front to back over foundation) mm
	Thickness of material mm

All memorials shall be secured to withstand a measured force of 35kg at all times without falling or moving. Fixing in accordance with the NAMM Code of Working Practice.

Detail of all fixings to be used

Type of Inscription to be cut (e.g. Incised silver enamel)

Inscription requested (Indicate location of text and any designs)

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.....

Diagram of memorial to be shown on next page

The monumental mason will issue a 10 year guarantee of workmanship and material, including stability of the memorial, to the purchaser. A copy of the guarantee specific to this application shall be attached to this application. The Council may invoke the guarantee of workmanship on behalf of the purchaser if the memorial proves to be unstable.

FOR OFFICE USE ONLY

Application Approved by Date.....

Receipt Number Date

Diagram(s) of memorial showing exact dimensions and location of ALL Fixings

Signed

Print name

on behalf of

Date

To be completed by the owner of the Exclusive Right of Burial

I hereby apply for the Right to Erect a *memorial/additional inscription (*delete as appropriate) as defined by and subject to the Regulations for the Management of Cemeteries and enclose the fee of £ The Right to Erect for which I now apply shall expire with the Exclusive Right of Burial in the grave.

Where an inscription or design has been cut without approval of the Council the grave-owner shall cause the inscription or design to be erased, in a proper and workmanlike manner and so that the appearance of the memorial is not impaired, at his/her own expense on being ordered in writing to the registered address of the grave owner to do so by the Council.

I understand that responsibility for ensuring that the memorial applied for is maintained in a good and safe condition at all times is mine or my heirs and that the Borough Council will from time to time test the stability of the memorial.

The Council reserves the right of ordering, in writing to the registered address of the grave owner, any work to be carried out necessary to make a memorial safe or to prevent the encroachment on an adjoining grave of any plant; tree; shrub; vase or memorial, to recharge the grave owner the cost of carrying out such work if the grave owner fails to comply with the request, and to refuse to permit the opening of any grave or vault until all sums due for such work are paid, or to remove after seven days' notice, forwarded in writing to the registered address of the grave owner any memorial, inscribed vase or edging which the Council considers to be unsafe.

I give my consent for the Borough Council to invoke a claim under the Memorial Masons 10 year stability and material guarantee on my behalf.

Signed

Print name

Address

.....

Date