

Potterne Parish Council Memorial Application for Brownleaze Cemetery, Potterne

This **application** is to be completed and signed by the Owner of the Grant of the Exclusive Rights of Burial and the Memorial Mason **for every kind of work** proposed to be carried out in relation with a memorial at Brownleaze Cemetery.

Please note this form constitutes an application only and no works should be undertaken until written permission is granted by Potterne Parish Council. Potterne Parish 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: For Grant Owners Use

Name of Deceased					
Grave Number					
Date Of Burial					
Full Name of Applicant					
Status of Applicant <i>Please tick relevant box</i>	Registered Owner of the Grant of Exclusive Right of Burial		Executor		Next Of Kin – please specify relationship to the deceased (i.e. Son)
Request that <i>(Please enter the name and address of the Memorial Mason who will be carrying out the work on your behalf)</i>	be permitted to carry out the work as detailed overleaf.				
<ul style="list-style-type: none"> I understand that I am responsible for the costs of erecting and maintaining the memorial I understand that the memorial remains my property and as the registered owner/executor/next of Kin/ of the holder of the Grant of Exclusive Rights of Burial I am responsible for keeping the memorial in good repair at all times to meet current and any future Health and Safety Regulations or Rules that may be applied. I understand that if I fail to do so the memorial may be laid flat/removed without prior notice, I agree to allow Potterne Parish Council to authorise random testing of memorials to National Association of Memorial Mason standards (or any relevant Health and Safety standards) to ensure that I am complying with my obligations as the registered owner/executor/next of Kin/ of the holder of the Grant of Exclusive Rights of Burial of this grave/plot. If the memorial is found to be in an unsafe condition, at any time, I accept that the memorial will be laid flat/removed and that I will be responsible for the cost of removal and renovation/repair cost if I choose to have the memorial reinstated. I will ensure that I notify the current Parish Clerk in writing of any change of address to enable them to notify me of any change in rules or regulations that may effect the grave or memorial. 					
Signed				Date:	
Address including postcode					
Daytime Telephone No.					

Section Two:

To be completed by the Memorial Mason who will be carrying out work, of any kind, on a memorial, or erecting a memorial at Brownleaze Cemetery

Description of work: *Please tick box as appropriate and provide details*

- Additional Inscription
- Repair work
- Erection of Headstone (please list style of memorial e.g erection of book)
- Placing of Cremation Stone

Description:

Memorial Material:

It is the policy of Potterne Parish Council to maintain the cemetery as economically as possible and to this end only monumental headstones are now allowed to be placed on grave sides.

Type and colour of stone and details of fittings e.g. granite, NAMM approved anchorage system etc)	
Type of decorative features if any e.g. vase, photograph	
Size please give full dimensions of proposed memorial	

- I enclose a sketch / photograph of the proposed memorial / inscription**
Proposed Inscription – to be shown as it will be spaced and located on the memorial
***Please note** - If the lettering is on several sections of the memorial use a numbered reference that corresponds with numbered areas on the sketch / photo of the memorial that must be attached to this application showing all relevant measurements.*

I confirm that (please tick all relevant boxes):

- The memorial will be manufactured and erected to the current minimum National Association of Memorial Mason (NAMM) standards. In the case of headstones this will include a NAMM approved anchor system.
- All work carried out on the memorial (e.g. removal for additional inscription or other repair work) will meet current minimum NAMM standards and in the case of a headstone will include a NAMM approved anchor system.
- 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 owner of the Grant of Exclusive Rights of Burial (details overleaf) that the memorial remains their property and that they are responsible for keeping it in good and safe condition to current industry and general Health and Safety standards at all times.
- I/we have advised the owner to consider insuring the memorial against accidental damage and vandalism.

Signed	
Full Name of Signatory	
Date	
Name & Address of Company	

Section Three:

Monuments, Gravestones, Tablets and Monumental Inscriptions Fees

Section 34 of the Burial Act 1852

Local Government Act 1972

Article 15 of the Local Authorities Cemeteries Order 1977

In accordance with the current schedule of fees set by Potterne Parish Council I / we enclose payment of the following fees:

Headstone and Inscriptions	Parishioner Fee	Non Parishioner Fee
For the right to erect or place on a grave in respect of which the exclusive Right of Burial has been granted any or all of the following: - a) One headstone with base not exceeding 3' in height, base not exceeding 2' x 1½' b) One vase to stand on the base, not exceeding 1' in height c) One headstone, for cremated remains, not to exceed 2' 6" in height x 1' 6" wide, base 2' x 1'. This fee includes the first inscription	£50.00	£100.00
For each additional inscription	£30.00	£60.00
Plaque for the Garden of Remembrance, not to exceed 5" x 3"	£30.00	£60.00
Fixing plaque to wall	£20.00	£40.00
Sub Total	£	
Total Due (all cheques should be made payable to ' Potterne Parish Council ')		£

- *Based on schedule of fees set by Potterne Parish Council with effect from September 2020.*

Please complete and return the signed form to:

The Clerk, Potterne Parish Council, 5 Gundry Close, Devizes, Wiltshire SN10 3SH