

# Thurrock Council

## Application for a memorial

### Section 1 – to be completed by the applicant

Grant owner's full name		
Grant owner's permanent address, including postcode		
Grant owner's phone number		
Grave space	<input type="checkbox"/> registered owner of the grant of exclusive right of burial, please state exclusive right of burial number:	
	<input type="checkbox"/> executor	
	<input type="checkbox"/> next of kin, your relationship to the deceased:	

Full name of deceased		
Date of burial		
Name of cemetery		
Grave space	Number:	
	Section:	
	Block:	

Name and address of the memorial mason who will carry out the work	
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I understand and agree that:

- I am responsible for the costs of erecting and maintaining the memorial
- the memorial remains my property and I am responsible for keeping the memorial in good repair at all times to meet with current and any future Health and Safety regulations
- the council may test memorials to National Association of Memorial Mason Standards (or any relevant Health and Safety standards) to ensure I am complying with my obligations
- if, at any time, the memorial is found to be in an unsafe condition, I accept the memorial will be laid flat or removed and I will be responsible for the cost of removal and renovation or repair cost if I choose to have the memorial reinstated
- any kerbing or items not approved by the council may be removed
- I will notify the cemeteries office of any change of my address

Signed		Dated	
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FOR OFFICE USE ONLY				
Date		Fee received		Receipt number

## Section 2 – to be completed by the memorial mason

Memorial mason's full name			
Name and full address, including postcode, of mason's company			
Works being carried out will include	<input type="checkbox"/> erecting a memorial <input type="checkbox"/> replacing a memorial <input type="checkbox"/> adding an inscription <input type="checkbox"/> repair work		
Type and size of memorial			
 <input type="checkbox"/> lawn <ul style="list-style-type: none"> <li>• 90cm height</li> <li>• 76cm width</li> <li>• 30cm base length</li> </ul>	 <input type="checkbox"/> traditional <ul style="list-style-type: none"> <li>• 120cm height</li> <li>• 76cm width</li> <li>• 196cm base length</li> </ul>	 <input type="checkbox"/> cremated remains <ul style="list-style-type: none"> <li>• 61cm height</li> <li>• 76cm width</li> <li>• 30cm base length</li> </ul>	<input type="checkbox"/> other <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>
Type and colour of stone, details of fittings			
Decorative features, if any – for example, vase, photograph			
Full dimensions of proposed memorial – see guidance below			
Proposed inscription – use separate sheet if necessary			

I confirm all the following.

- I have attached a sketch or photograph of the memorial showing all measurements.
- The memorial will be manufactured and erected to the current minimum NAMM or Bramm standards and headstones will include an approved anchor system.
- I agree to be responsible for any damage to council property or surrounding memorials or turf caused by the negligence of myself, my workmen, or any subcontractor employed by me, and I confirm we have appropriate public liability insurance in place.
- I agree to remove all unused materials/rubbish and to leave the area in a neat and tidy state
- I have explained to the owner of the Grant of Exclusive Rights of Burial that the memorial remains their property and they are responsible for keeping it in good and safe condition to current industry and general health and safety standards at all times.
- I have advised the owner of the Grant of Exclusive Rights of Burial to consider insuring the memorial against accidental damage and vandalism

Signed		Dated	
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## **Memorial application form guidance**

This application is to be completed and signed by the owner of the Deed of Grant for the Exclusive Right of Burial and the Memorial Mason. The application is for every kind of work proposed to be carried out in relation to a memorial at any of Thurrock Council's cemeteries.

### **Granting permission**

**This form is an application only. No works should be undertaken until written permission is granted by Thurrock Council. We will not be responsible for any losses incurred for works to a memorial that was not approved.**

**Preliminary permits will be granted for commencement of work.**

A final permit will not be granted until the memorial has been fixed and an inspection completed, if a memorial is found to breach regulations, we will ask for the memorial to be removed.

### **Lawn sections – personalisation area**

Any reasonable memorial is permitted within the personalisation area which is 30cm (12ins) just in front of the headstone, as long as it is not a nuisance or danger to any cemetery visitor or worker and does not exceed maximum dimensions listed above. The rest of the grave is lawn and is open to the movement of people and equipment. Kerb sets of any form, plastic or other fencing and any other adornment of the grave will be removed.

### **Returning this form**

This application form should be completed and returned to:

**Cemeteries Office, Oliver Close Depot, Oliver Close, West Thurrock, RM20 3ED**

### **How we will use your information**

We will use your information to provide the service requested. We may share your personal data between our services and with partner organisations, such as government bodies and the police. We will do so when it is of benefit to you, or required by law, or to prevent or detect fraud. To find out more, go to [thurrock.gov.uk/privacy](http://thurrock.gov.uk/privacy). Get free internet access at libraries and community hubs.