

MEMORIAL APPLICATION FORM

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 any of the Thurrock Cemeteries.

Please note this form constitutes an application only and no works should be undertaken until written permission is granted by Thurrock Council. Thurrock Council will not be responsible for any losses incurred for works to a memorial that was not approved.

Section One : Grant owners use

Name of Deceased			
Date of Burial			
Name of Cemetery			
Particulars of Grave Space	No:	Section:	Block:
Applicant Details: Name: Address:	Registered Owner of the Grant of Exclusive right of burial Yes: <input type="checkbox"/> Exclusive Right of Burial Number No: <input type="checkbox"/>	Executor: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Next of Kin – please specify relationship to the deceased Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Name and address of the Memorial Mason who will be carrying out the work on your behalf:	Please see notes for Memorial Mason's 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 with current and any future Health and Safety regulations 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 Thurrock 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 the 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 Cemeteries Office of any change of address to enable them to notify me of any change in rules or regulation that may effect the grave or memorial. PLEASE NOTE: Any kerbing or items not approved by the Council maybe removed – See Permit 		
Signed			
Date			
Daytime Telephone number			

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 in Thurrock Council Cemeteries.

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

- Additional Inscription
- Repair Work
- Replacement Memorial
- Erection of Memorial (Please list style of memorial i.e. book)

Memorial:

Note: The grave number must be inscribed on the back of any monument, whether in lawn section or otherwise and on the front of the monument within the cremated remains section.
ANY KERBING NOT APPROVED BY THE COUNCIL MAYBE REMOVED

Type of Memorial				Other
	Lawn Memorial <input type="checkbox"/>	Traditional Memorial <input type="checkbox"/>	Cremated Remains Memorial <input type="checkbox"/>	<input type="checkbox"/>
Type and colour of stone and: Details of fittings				
Type of decorative features if any: e.g. vase, photograph				
Size: Please give full dimensions of proposed memorial Permitted Dimensions: See Page 3				
Proposed Inscription: Please use additional paper if necessary				

- I enclose a sketch/photograph – please note a sketch/photo of the memorial 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 NAMM or Bramm standards and headstones will include an 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 have explained to the owner of the Grant of Exclusive Rights of Burial 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		Date
Full Name of Signatory		
Name & Address of Company:		

Lawn Section - Permitted Dimensions

- It should not include any protrusions from the main shape of the headstone or base
- Maximum overall height of 90cm (3ft)
- Maximum width 76cm (2ft 6ins)
- Maximum thickness 12.5cm (5ins)
- Minimum thickness 7.5cm (3ins)
- Base Maximum Depth 30cm (12 ins)

Lawn Section - Personalisation Area

Any reasonable memorial is permitted within the personalisation area which is 30cm (12ins) just in front of the headstone providing it does not constitute a nuisance or danger to any Cemetery visitor or worker and does not exceed the height or width of headstone. The remainder 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.

Traditional/Kerb Section

Please contact Thurrock Council Cemetery Office burialcremations.admin@thurrock.gov.uk

Please Note:

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 the Council will ask for the memorial to be removed.

For Office

Office Use Fees Received _____ Receipt No _____ Date _____