

Hemsby Parish Council

MEMORIAL PERMIT APPLICATION FORM

Hemsby Parish Council will grant permission to carry out memorial works on the grave detailed below, subject to the acceptance of the following conditions by the applicant and Stonemason. **No work should be started on a memorial before the Clerk to the Council has approved it & three working days notice must be given prior to installation.** Hemsby Parish Council will not be responsible for any losses incurred for unapproved works to a memorial. Please return to Hemsbypc@outlook.com enquiries to Telephone 01493 719235 (during office hours)

SECTION 1: To be completed by the applicant.

Name of Deceased	
Date of Burial	
Grave Plot (Row & Number)	

Full Name of Applicant	
Address	
Telephone No.	
Email	

I understand that:

- I am responsible for all the costs of erecting and maintaining the memorial.
- The memorial remains my property and as the registered owner 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 Hemsby 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 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 affect the grave or memorial.

I have read the current Burial Ground Rules and Regulations issued by the Parish Council.

I undertake to pay the statutory fee of £ _____ (Price list can be found on our website) <http://www.hemsbyparishcouncil.org.uk>

Signed	
Date	
Signed and Dated by Parish Clerk	

By signing this application, you are agreeing that Hemsby Parish Council may process your personal information in order to provide information and correspond with you. For more information Hemsby Parish Council's Privacy Notice can be found on the website at <http://www.hemsbyparishcouncil.org.uk> or by request to the Parish Clerk. Hemsby Parish Council may keep your contact information data for as long as they deem necessary, unless otherwise stipulated.

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SECTION 2: To be completed by the Stonemason carrying out the work

Description of Work (please tick as appropriate)

Erection of Headstone		Repair Work	
Additional Inscription		Other (please specify)	

Description:

Memorial Material:

Type and Colour of Stone	
<p>Graves Only one memorial shall be erected on each grave, as a headstone with or without base not exceeding 24" width, 36" in height and 4" in depth (750mm x 900mm x 170mm). It must be fixed to, and fully compliant, with the current British Standard (BS8415). This also extends to ANY memorial over 24.5" (625 mm) that is being re-fixed following an interment or removal for any other reason.</p> <p>Ashes area A memorial not exceeding 24" height, 21" width and 3" depth is permitted in the Ashes area. It must be fixed to, and fully compliant, with the current British Standard (BS8415).</p>	
Details of Inscription, Decorative Carvings, & Vases	

- I enclose a sketch to scale of the proposed memorial / inscription (please note, the inscription should be shown as it will be spaced and located on the memorial)

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Section 2 (cont) To be completed by the Stonemason,

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) or BRAMM 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 or BRAMM standards and in the case of a headstone will include a NAMM approved anchor system & in accordance with British Standard (BS8415).
- I 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 appropriate public liability insurance is in place & a copy has been provided annually to the clerk on the anniversary of the policy.
- I agree to remove all unused materials/rubbish and to leave the area in a neat and tidy state.
- I agree not to carry out any work on site without giving three working day's notice with prior permission of the clerk. 01493 719235.
- I confirm that the applicant has seen and approved the specifications as detailed in this application.
- I have read the current Burial Ground Rules and Regulations issued by the Parish Council.
- I have supplied a stamped address envelope to be used to return the permit to me & I have enclosed two copies of this form.
- Please **do not** submit a cheque with this permit application, we will invoice you directly as we now bank online.
- I will install a named marker where an existing headstone is removed.

Signed by Stonemason	
Full Printed Name of Signatory	
Date	
Name & Address of Company	
Signed & Dated by the Parish Clerk	
Insurance policy renewal date	
Copy of risk assessment provided	
Proof of BRAMM/NAMM Provided	

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