



West Rainton Cemetery - Memorial Application Form

This application form is to be completed to seek the approval to install, replace, remove, alter/repair or add an inscription to a memorial). Please complete using black ink only, or fill in electronically then print out for signature

Please return to: The Parish Clerk, 62 Trevelyan Place, Peterlee, SR8 2NL or email, clerk@westraintonandleamsidepc.gov.uk

Please note:

This form constitutes an application only. The form must be fully completed and returned to the parish council for approval. No works should be undertaken, including manufacture, until written permission is granted by the Parish Clerk acting on behalf of the Parish Council. The Parish Council will not be responsible for any costs incurred for works to a memorial that was not approved

This application form should be completed by the memorial mason on behalf of the person who is the owner of the Exclusive Rights of Burial (EROB) for the grave to which the memorial relates and must be accompanied by a copy of the EROB grave deed (photocopies are acceptable).

The application must be signed by the memorial mason and the owner of the EROB.

Grave Details

Name (s) of deceased	
Date of Death	
Grave Plot Number (if available)	
Location	
Copy of the EROB attached	Yes/No *If no, why not?

Section 1 – For completion by the memorial mason appointed to carry out the proposed work

Name of Memorial Mason:	Address:
NAMM / BRAMM Registration/membership Number:	Post Code: Tel. No: Email:

Please note:

- All memorial masons must comply with the Parish Council's Cemetery Rules and Regulations relating to memorials (published on the Website).
- All memorial masons must be registered with BRAMM or NAMM and all memorials, (including replacement memorials and those removed for new inscriptions) must be fitted/installed to comply with the current BS 8415. All memorial masons must hold an appropriate level of public liability insurance
- Details of memorial fees are published on the website.
- A sketch, fully labelled with all measurements including those of any foundations and ground anchor fixings, must be provided. Applications without a fully labelled sketch will not be accepted and will be returned.
- The grave plot number and memorial mason's name must be inscribed on the left hand side of the rear of the base of the memorial. (Maximum size $\frac{3}{4}$ " –no telephone numbers. logo or adverting allowed)
- A signed and approved copy of this form will be returned to the memorial mason to allow work to begin as soon as possible
- The memorial mason must ensure that the grave number and position in the cemetery is correct before erecting.
- Responsibility for determining the timing of when to install a memorial rests with mason
- The Parish Clerk should be notified of the actual date of installation date.
- Memorial headstones must be in installed in alignment with others in the row
- Following installation, a photograph of the memorial should be sent to the Parish Clerk for his records together with a copy of the certificate of compliance with BS 8415 issued to the owner.

FOR OFFICAL USE ONLY			
Fee: £	Date Application Received	Date Payment Received	Date Approved & Returned to Mason
I hereby certify that the work detailed below on the memorial for (deceased)..... grave plot..... is approved. Signature:			

Description of Work: For completion by Memorial Mason

	Tick Box	Type of Memorial e.g Headstone, kerbset, desktop, tablet, memorial vase	Type & Colour of Material to be used.
Installation of Memorial			
Additional inscription			
Replacement Memorial			
Other			
Type of decorative features if any e.g. painting, photograph, ceramic posy			
Size – and fixing details Give full dimensions of proposed memorial and foundations. Enclose stretch showing all relevant measurements and the position of stainless steel fixing dowels and the ground level and .			
Proposed Inscription (please use additional paper if necessary)			

Memorial Mason's Declaration

I apply for permission to carry out aforementioned work. I agree to comply with West Rainton Parish Council's Cemetery Rules and Regulations relating to memorials. I confirm the memorial will be constructed and installed to current NAMM and BRAMM standards and will comply with BS8415. I agree to guarantee all workmanship to be free from major defect for a minimum of 10 years and supply both the purchaser and the Parish Council with a copy of the certificate of compliance with BS 8415.	
Memorial Mason's Signature:	Date:

Section 2:* Memorial Purchaser Details (EROB Deed Owner)

Name:	Address:
Email address:	
Tel No:	Post Code

***Memorial Purchaser's Declaration**

I hereby apply for permission for the work specified above by the memorial mason to be undertaken. I acknowledge I have read West Rainton Parish Council's Cemetery Rules and Regulations relating to memorials and I agree to comply with them. I understand that I should obtain a certificate of compliance from the memorial mason that the memorial installation complies with BS8415 and a guarantee of workmanship for a minimum of 10 years. I understand that I am responsible for all costs relating to the memorial installation, repair, replacement or removal. I understand that the memorial remains my property and is placed in the cemetery at my own risk and that I may wish to consider insuring the memorial as the Parish Council will not accept any liability in respect of accident or damage to the memorial. I understand that it is my responsibility to ensure the memorial is regularly maintained and remains stable and safe. I understand that the memorial will be inspected by the Parish Council at least every 5 yrs in accordance with in accordance with its Memorial Safety Policy. I understand if found to be unsafe, the memorial may have to be laid flat without prior notice and that I am responsible for arranging professional repairs and all costs of reinstatement or its removal.		
Name	Signed	Date

***PLEASE NOTE:** This declaration needs to be signed by the person named on the Exclusive Rights of Burial (EROB) deed to the grave to which this application relates. If the EROB is attached but in some other name e.g. because the owner is deceased or if the deed is not attached and the grave rights owner is unknown, a legal entitlement to exercise the "Rights" to the grave must be established before any application for memorial works can be approved by the Council. In this instance, the purchaser should contact the Parish Clerk who will advise on how this can be done.