



MEMORIAL APPLICATION FORM

This form must be completed **IN FULL** by the monumental mason carrying out the installation and signed by **ALL** grave owners before the works are considered. Please read the notes attached before submitting the completed form to our office (see address below).

CEMETERY _____	Grave No _____	NAME _____
AGENT ARRANGING WORK: _____		
_____ TO BE INVOICED? YES/NO		

NEW MEMORIAL ADDITIONAL INSCRIPTION RE-INSTALLATION CLEAN

<p style="text-align: center;"><u>Inscription</u></p>	<p style="text-align: center;"><u>Sketch/Details of work</u></p> <p style="font-size: small;">Elevation drawings with full dimensions and proposed method of fixing must be included with every application - provide on separate sheets if necessary.</p>
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HEADSTONE: Width: _____ Thickness: _____ Height: _____

HEADSTONE BASE: Width: _____ Thickness: _____ Depth: _____

FOUNDATION: Width: _____ Thickness: _____ Depth: _____

KERB SET: Width: _____ Thickness: _____ Length: _____

Details of Stone Mason carrying out installation

Company Name: _____

Contact Name: _____

Address: _____ Post Code: _____

Telephone: _____

Email: _____

Declaration: I have read and understood the current regulations regarding memorials and their fixing. I will not fix the memorial until I have received permission in the form of a signed permit from the office and will adhere to its terms and conditions. I confirm that all memorial works shall be carried out in accordance with BS8415 or any Industry Standard or Code of Working Practice which complies and conforms to the above standards. This includes any Council Policies of which a Certificate of Compliance will be issued to the grave owner. I accept that I am responsible for meeting the above standards and am accountable for any breach of these standards.

Signature on behalf of company _____ Date _____

BRAMM/NAMM Number: _____ FIXER NAME: _____

Grave owner/s or applicants (must sign this form)

I/we have checked the details provided on this form and grant permission for the memorial to be erected on the grave.

I/We understand that the maintenance and safety of the memorial is my responsibility. I confirm that no unauthorised items will be placed on the grave. I also understand that the memorial may need to be removed temporarily to allow burials in adjacent graves or for future burials within this grave.

<p>OWNER/APPLICANT</p> <p>Name:</p> <p>Address:</p> <p>.....</p> <p>Post code:</p> <p>Telephone:</p> <p>Signed:</p> <p>Date:</p>	<p>OWNER/APPLICANT</p> <p>Name:</p> <p>Address:</p> <p>.....</p> <p>Post code:</p> <p>Telephone:</p> <p>Signed:</p> <p>Date:</p>
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PERMIT AGREED: Yes/No COMMENTS:

Authorising Officer: _____ Date Agreed: _____ Installation Date: _____

MEMORIAL TERMS AND CONDITIONS

Introduction

The importance of a memorial as a means of commemorating the life of a loved one, acting as a focus for grief in years to come as an historical record is recognised widely.

Your appointed memorial mason will advise you of the choice of memorials available relative to the cemetery section in which the grave has been purchased as the memorial will need to be within this Council's regulatory dimensions.

It is important that you are aware that by placing a memorial in the cemetery you are accepting a number of responsibilities. Please note listed some of the services we provide along with the responsibilities you will be accepting

Memorials and vases must be of natural quarried stone only.

Your appointed memorial mason is required to provide you with a workmanship guarantee.

Your appointed memorial mason will submit the attached application form on your behalf. We will check this application form before issuing the permit to install. In addition we will also ensure that:-

Only BRAMM (British Register of Accredited Memorial Masons) or NAMM (National Association of Memorial Masons) are permitted to work in Wokingham Borough Council Cemeteries.

Memorials are not installed before the minimum installation date to ensure adequate ground settlement to provide as much stability as possible.

It is your appointed memorial masons responsibility to ensure the memorial is placed on the correct grave and to the required standards and that the ground is reinstated satisfactorily.

We will liaise with the memorial mason in the event of there being any problems.

In order to offset the cost of this service, a memorial fee is charged and is revised annually.

Please contact the cemetery office should you have any further queries.

Memorial Responsibility

The memorial is the sole responsibility of the grave owner and does not become the property of the Council. The Council therefore accepts no responsibility or liability for any vandalism caused to any memorial.

It is your responsibility to ensure that the memorial is maintained in a safe condition and does not pose a hazard to the visiting public or cemetery staff. In the unfortunate event of a memorial being found to be unsafe at any time, the Council reserves the right to immediately make it safe.

Should your memorial require any maintenance or cleaning we advise you discuss this with a memorial mason.

We must stress these items are not intended to worry you in any way but are required for the benefit of all who visit a cemetery.

You may wish to consider taking out insurance cover for your memorial. Your appointed memorial mason should be able to provide advice regarding this.

Cemetery Maintenance

It is the aim of the Council to provide the highest possible standards of cemetery maintenance within the finances available. Should you have any queries or concerns regarding any aspect of these functions, they can be addressed to the cemetery office during normal office hours.

We are sure that you will appreciate it is inevitable that grass cuttings may blow onto memorials during mowing operations. Every effort will be made to minimise this problem and we apologise for any inconvenience it may cause you.

We realise that what pleases one can offend another and in an effort to preserve the dignity and appearance of the cemeteries, there are specific regulations in place of which you are advised to make yourself aware of.

You can request a copy of the cemetery regulations from the cemetery office.

Change of Address

Please advise the cemetery office of any change of address so that we can update our cemetery records. This is very important should there be a need for future correspondence.

All completed forms to be returned to:

Cemetery Office

Wokingham Borough Council
Cemeteries, (Place Clienting)
Shute End
Wokingham
Berks
RG40 1BN
0118 9746000
cemeteryadmin@wokingham.gov.uk