

## APPLICATION FOR PERMISSION TO ERECT MEMORIAL / ADD INSCRIPTION

This form, together with drawings or plans drawn to a scale and dimensions (inc. height, width and thickness of plate, height, width and depth of base) figured thereon of the proposed Headstone, and a copy of the intended inscription, must be submitted to the Cemetery Registrar and approved before any such Memorial can be admitted to the Cemetery.

All fees must be paid before admittance.

The Grave number must be inscribed on each Memorial Stone erected.

This Application will expire two years from the date of approval.

Name of deceased to whom the     Headstone is being erected	
2. Date of death of Deceased	
Date proposed to erect Headstone	
4. Cemetery	
5. Number of Grave space	
	Inscription:
6. Description of Headstone with dimensions. Diagram / Photo (please include dimensions):	
One photograph per memorial will be allowed. Please show position and fixing details and note that only an oval design no larger than 10cm x 7.5cm (4" x 3") including frame will be permitted. Inscriptions on the rear of headstones may only consist of a first name or surname in lettering no larger than that on the front of the memorial.	
Memorial Material:	
Anchor Type:	

## PLEASE READ THESE GUIDELINES CAREFULLY

- 1. No memorial will be allowed on a grave if the Right of Burial has not been purchased.
- 2. The Memorial Mason must be registered under the Council's Memorial Mason Registration Scheme. A list is available from the Cemetery Registrar.
- 3. The memorial application form must be fully completed including all details of the proposed work and a diagram of the memorial. The application form must be signed by the registered owner or a person authorised by the grave owner to erect a new memorial or carry out work to an existing memorial.
- 4. It is the responsibility of the registered owner to ensure the continued maintenance and safe upkeep of the memorial. The Council recommends that memorial insurance be taken out to complement any warranty provided by the Memorial Mason. The Council is not responsible for making good any damage caused by circumstances over which it has no control.
- 5. For safety reasons, when a grave is excavated, the memorial may have to be removed from the cemetery by an authorised Memorial Mason. The Funeral Director usually makes this arrangement in direct liaison with the family.
- 6. The Council has a duty to remove any potential danger from the cemetery and may therefore remove any breakable items, edging kerbstones or other unauthorised objects from any grave.
- 7. It is important that you notify the Cemetery Registrar of any change of address or circumstances.

## **DECLARATION BY APPLICANT**

I declare that I have the authority to authorise these works. I have read and accept the Guidelines above.
Name, Address of Applicant:
Postcode: E-mail address:
Signature:
Date:
DECLARATION BY MEMORIAL MASON
I, the Memorial Mason, have read and understood the Council's Cemetery Regulations and agree to abide by them. I am responsible for the settlement of Cemetery fees and charges.
Firm:
Signature:
Date:

Please return to Cemeteries Service, Town Hall, Market Place, Buxton, SK17 6EL

E-mail: cemeteries@highpeak.gov.uk - Tel: 0345 605 3010 - Website www.staffsmoorlands.gov.uk