

ORMESBY ST MARGARET WITH SCRATBY COUNCIL
MEMORIAL PERMIT APPLICATION FORM
(To be completed in duplicate)

Ormesby St Margaret With Scratby Parish Council will grant permission to carry out memorial works on the grave detailed below, subject to the applicant and stonemason's acceptance of the following conditions. No Work should be started on the memorial after Clerk to the Council has approved it. Ormesby St Margaret with Scratby Parish Council will not be responsible for any losses incurred for unapproved works to a memorial.

SECTION ONE: To be completed by the applicant

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

Full Name of Applicant	
Address	
Telephone / Mobile	
Email	

I understand that:

1. I am responsible for all the costs of erecting and maintaining the memorial.
2. 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 & Safety Regulations or Rules that may be applied.
3. I understand that if I fail to do so the memorial may be laid flat / removed without prior notice. I agree to allow Ormesby St Margaret with Scratby Council to authorise random testing of memorials to National Association of Memorial Mason standards (or any relevant Health & Safety standards) to ensure that I am complying with my obligations as the registered owner of this grave / plot.
4. 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, if I choose to have the memorial reinstated. I will ensure that I notify the Parish Clerk in writing of any change of address to enable them to notify me of any change in the rules or regulations that may affect the grave memorial.

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

I undertake to pay the statutory fee of **£220.00**

Applicant Signature		Clerk Signature	
Date		Date	

SECTION TWO: To be completed by the Stonemason undertaking the work

Description of work (please tick as appropriate)

Erection of Headstone		Repair Work	
Additional Inscription		Other (Specify)	

Description:

Memorial Material:

Type and colour of stone (Memorial should be of natural polished or unpolished stone in black or grey. The face flat not curved. Wooden crosses are also permitted.)	
Size (Height between 762mm & 1066.8mm; width no more than 762mm and depth no more than 76.2mm)	
Details of Inscription, Decorative Carving & Vases (Photographes, inscribed portraits or other representations of the deceased are not permitted)	

Tick as appropriate:

I enclose a sketch to scale of the propose memorial / inscription (please note, the inscription should be shown as it will be spaced and located on the memorial)	
The memorial will be manufactured and erected to the current minimum National Association of Memorial Mason (NAMM) standard. 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 standards and in the case of a headstone will include NAMM approved anchor system.	
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 employees, contractors or subcontractors and confirm appropriate public liability insurance is in place.	
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 the site while a funeral is n progress.	
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.	

Signed	
Full Name of Signatory	
Date	
Name & Address of Company	
Signed & Dated by Parish Clerk	

By signing this application, you are agreeing that Ormesby St Margaret with Scratby Council may process your personal information in order to provide information and correspond with you. For more information Ormesby St Margaret with Scratby Parish Council's Privacy Policy can be found in our website or by request to the Parish Clerk. Ormesby St Margaret with Scratby Parish Council may keep your contact information for as long as they deem necessary, unless otherwise stipulated.

I understand the attached and agree to adhere to the regulations.

Name of next of kin	
Signature	
Address	
Contact Number	
Date	

If you have any queries regarding your interpretation of these regulations, please contact:

The Parish Clerk
Ormesby St Margaret with Scratby Parish Council
The Village Centre
Station Road
Ormesby St Margaret
Norfolk NR29 3PU

Tel: 07825 266117. Email: ormesbyclerk@outlook.com