

Kingsley Parish Council

Kingsley Parish Council
The Boardroom
Kingsley Cemetery
Hollow Lane
Kingsley
Cheshire
WA6 8EF

www.kingsleyparishcouncil.org.uk
parish.clerk@kingsleyparishcouncil.org.uk

Memorial Permit Application

APPLICATION FOR PERMISSION TO ERECT MEMORIAL / ADD INSCRIPTION

Name(s) of deceased to whom the headstone is being erected	
Date(s) of death of deceased	
Date proposed to erect headstone	
Grave/Plot number	
Section	
Type of headstone (delete as appropriate)	New Headstone
	Additional Inscription
Foundation (delete as appropriate)	Ground Anchor
	New Plinth
	New Foundation Landing

Kingsley Parish Council will grant permission to carry out memorial works on the grave detailed herewith, subject to the acceptance of the condition by the grave owner/applicant and stonemason.

No work shall be started on a memorial before the cemetery office has approved it.

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. Kingsley Parish Council will not be responsible for any losses incurred for works to a memorial that were not approved.

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.

No memorial will be allowed on a grave if the Grant of Exclusive Right of Burial has not been purchased.

The memorial permit application form must be fully completed including all details of the proposed work and diagram of the memorial.

For safety reasons, when a grave is excavated, the memorial may have to be removed from the cemetery by an authorised memorial mason.

The Council has a duty to remove any potential danger from the cemetery and may therefore remove any memorials which pose a safety risk.

Any unauthorised objects will be removed from a grave.

To be read and signed by the memorial mason undertaking the work: I have been instructed to carry out the memorial work. A full description, including materials, dimensions, inscriptions and fixing methods, is submitted with this form; and has been approved by the applicant. All work I complete will be in accordance with the Council's regulations and meet with the NAMM's Code of Working Practice (2003 or any later version).

1. I agree to be responsible and pay for any damage 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/or the company undertaking the work.
2. I have Public Liability insurance to the value of £5,000,000.
3. I agree to remove all unused material/waste, and leave the area neat and tidy.
4. I will not work while a funeral is in progress.
5. I will advise my client that memorial insurance is available and will only display a trade name on the memorial if the applicant gives his/her permission.

Name of Business / Trading Name:

Trading Address:

BRAMM/NAMM Member: Yes / No

Telephone number:

Email:

Signed:

Print name:

Date:

Please append a copy of the stone work showing details of inscription and sizes along with this memorial permit by email to parish.clerk@kingsleyparishcouncil.org.uk

To be read and signed by the grave owner / applicant: I am the registered owner of the grave / plot.

1. I understand that I am responsible for the costs of erecting and maintaining the memorial in a safe and tidy order.
2. Should the memorial fall into a state of disrepair, or become a hazard to health and safety, the Council have the right to remove the memorial from the cemetery and I will be responsible for any expense incurred; such work may have to be carried out without me receiving prior notice.
3. I will inform the cemetery office of any change of name or address.
4. I understand that the memorial may need to be covered/moved and replaced, by cemetery staff to gain access to prepare a grave.
5. I declare that I have the authority to authorise these works and I have read and accept the regulations.

Name of Grave/Plot Owner:

Address:

Telephone number:

Email:

Fee:

Date of paid fee:

Signed:

Print name:

Date:

Please note the Council does not accept payment of fees by cash or cheque.

The Council only accepts payment by bank transfer to the below account.

Name on Account: Kingsley Parish Council

Name of Bank: Unity Trust Bank

Account number: 20426761

Sort Code: 60 83 01