

Grant No ..... Grave No ..... Section ..... Fee ..... Receipt No .....



Civic Offices, Civic Way  
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**APPLICATION TO ERECT/REINSTATE\* A MEMORIAL** (\* please delete)

All memorials to be installed must first be approved by the Cemeteries Officer. All applications will show full detail of the memorial to be installed indicating the size of memorial, material to be used, the inscription and full installation details, including the method of fixing the memorial to the foundation. All work will be in accordance with the Cemetery Regulations and the NAMM Code of Working Practice.

Upon approval a Permit to Erect a Memorial will be issued to the memorial mason.

Cemetery ..... Grave No ..... Section .....

Name of Deceased .....

Full name & address of Grant of Right Holder(s): (in block letters) Please use separate sheet for additional owners.

(1) ..... (2) .....

.....

.....

Signature of the Grant of Right Holder(s)

.....

Email or Telephone No.:

.....

Name & address of .....

Memorial Mason .....

Email/Telephone No.: .....

**MEMORIAL SPECIFICATION**

Material ..... Type of foundation .....

Dimensions:

Overall size (measured from ground level) .....

Plate ..... Base ..... Foundation .....

Installation details .....

.....

Inscription .....

.....

.....

**Please remember to complete the sections overleaf**

Please provide a drawing/image of the proposed memorial in the space below

**Memorial Mason Disclaimer**

I declare that the memorial shall be installed as indicated on this application form. No variation to the details on the application will be permitted. All work undertaken on site will also be in accordance with the detail submitted on this application and NAMM's current Code of Working Practice.

I shall provide a guarantee for the memorial for a ..... year period, in the agreed format, and a minimum of a five year insurance certification, issued to the grave owner by ..... Insurance Company (if applicable).

Signature of Memorial Mason: ..... Date: .....

**How is your information used?**

The information given on this form will be used for the sole purpose of processing your application.

**Who has access to your information?**

Information may be accessed by staff within the Parks & Green Spaces Team and may be shared with other Council departments, funeral directors, memorial masons, industry governing bodies and legal advisory services but only for the purpose of dealing with and responding to enquiries relating to your application.

For further information about how your personal information will be used, please visit [www.southderbyshire.gov.uk](http://www.southderbyshire.gov.uk) where you can see a full copy of our privacy notice. Alternatively you can request a hard copy from [parksandgreenspaces@southderbyshire.gov.uk](mailto:parksandgreenspaces@southderbyshire.gov.uk)