

MEMORIAL APPLICATION FORM

This application is to be completed and signed by the Owner of the Grant of the Exclusive Rights of Burial and the Memorial Mason for every kind of work proposed to be carried out in relation with a memorial at any of the Cemeteries owned by Somerset West and Taunton Council.

Please note this form constitutes an application only and no works should be undertaken until written permission is granted by Somerset West and Taunton Council who will not be responsible for any costs incurred for works to a memorial that was not approved.

Section 1: Grant Owner's Use

Name of Deceased	
Date of Burial	
Name of Cemetery	
Grave Number	
Applicant Details:	
Name	
Address	

Please tick the relevant box below

Registered owner of the Grant of Exclusive right of Burial	Yes <input type="checkbox"/> Please provide Exclusive Right of Burial Number: No <input type="checkbox"/>
Executor	Yes <input type="checkbox"/> No <input type="checkbox"/>
Next of Kin (please specify relationship to to the deceased and reason for applying for making application)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name and address of the Memorial Mason who will be carrying out the work on your behalf:	

Please see notes for Memorial Mason's overleaf.

<ul style="list-style-type: none"> I understand that I am responsible for the costs of erecting and maintaining the memorial I understand that the memorial remains my property and as the registered owner/executor/next of kin of the holder of the Grant of Exclusive Rights of Burial I am responsible for keeping the memorial in good repair at all times to meet with current and any future Health and Safety regulations that may be applied. I understand that if I fail to do so the memorial may be laid flat/removed without prior notice, I agree to allow Somerset West and Taunton Council to authorise random testing of memorials to National Association of Memorial Mason Standards (or any relevant Health and Safety standards) to ensure that I am complying with my obligations as the registered owner/executor/next of kin of the holder of the Grant of Exclusive Rights of Burial of the grave/plot. 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 cost if I choose to have the memorial reinstated. I will ensure that I notify the Cemeteries Office of any change of address to enable them to notify me of any change in rules or regulations that may affect the grave or memorial. PLEASE NOTE: Any kerbing or items not approved by Somerset West and Taunton Council will be removed – See Permit 	
Signed	
Date	
Daytime Telephone Number	

Section Two

To be completed by the Memorial Mason who will be carrying out work of any kind, on a memorial, or erecting a memorial in cemeteries owned by Somerset West and Taunton Council.





Description of work: Please tick box as appropriate and provide details

- Additional Inscription
- Repair Work
- Replacement Memorial
- Erection of Memorial (Please list style of memorial i.e. book)

Memorial:

Note: The grave number must be inscribed on the back of any monument, whether in lawn section or otherwise and on the front of the monument within the cremated remains section.

ANY MEMORIAL NOT APPROVED BY THE COUNCIL WILL BE REMOVED

Type of Memorial:				
	Monolith <input type="checkbox"/>	Lawn Headstone <input type="checkbox"/>	Traditional <input type="checkbox"/>	Desktop Tablet <input type="checkbox"/>
Type and colour of stone: Details of fittings				
Type of decorative features if any: e.g. vase, photograph				
Size: Please give full dimensions of proposed memorial Permitted Dimensions: See Page 3				
Proposed Inscription: Please use additional paper if necessary				

I enclose a sketch/photograph – please note a sketch/photo of the memorial must be attached to this application showing all relevant measurements.

I/we confirm that (please tick all relevant boxes):

The memorial will be manufactured and erected to the current minimum NAMM or Bramm standards and headstones will include an approved anchor system

- I/we agree to be responsible for any damage caused to Council property or to surrounding memorials, turf etc. caused by the negligence of myself, my team and or/any subcontractor employed by me and confirm I/we have appropriate public liability insurance in place.
- I/we agree to remove all unused materials/rubbish and to leave the area in a neat and tidy state.
- I/we have explained to the registered owner/executor/next of kin of the holder of the Grant of Exclusive Rights of Burial of the grave/plot that the memorial remains their property and that they are responsible for keeping it in a good and safe condition to current industry and general Health and Safety standards at all times.
- I/we have advised the owner to consider insuring the memorial against accidental damage and vandalism.

Signed:		Date:
Full Name of Signatory		
Name and Address of Company		

Permitted Dimensions at Taunton, Wellington, St James' and St Marys Cemeteries

- Headstones must not include any protrusions from the main shape of the headstone or base
- Must be constructed from natural stone

Lawn Headstone Section

- Maximum overall height of 3' 6"
- Maximum width of 2' 3"
- Maximum thickness of 4"
- Base maximum depth of 15"

Monolith Section

- Maximum overall height of 4'
- Maximum width of 3'
- Maximum thickness of 6"

Desktop Tablet Section

- Must be 18" by 18"
- Must be 4" on the back and 2" on the front of the memorial

Traditional Section – TAUNTON AND WELLINGTON CEMETERIES ONLY:

Kerbing, recumbent tablets and flat stones

- Must rest on foundations enclosing a maximum space of 7' 6" x 4' 0"
- Kerbs must not be less than 5" x 3"
- May rest on a maximum of two bases

Headstones, Crosses, Figures, Books

- Maximum overall height of 3' 6"
- Maximum width of 3' 10"
- Maximum thickness of 4"

Traditional Section – ST MARYS AND ST JAMES' CEMETERIES ONLY:

Kerbing, recumbent tablets and flat stones

- Must rest on foundations enclosing a maximum space of 8' 6" x 4' 0"
- Kerbs must not be less than 5" x 3"
- May rest on a maximum of two bases

Headstones, Crosses, Figures, Books

- Maximum overall height of 3' 6"
- Maximum width of 3' 10"
- Maximum thickness of 4"

Please Note:

Preliminary permits will be granted for commencement of work. A final permit will not be granted until the memorial has been fixed and an inspection completed, if a memorial is found to breach regulations the Council will ask for the memorial to be removed.

For office use only:

Date Approved:

Fees Paid:

Receipt No:

Signature: