

PERMIT NO:

MEMORIAL APPLICATION

Please complete and return to:

The Cemeteries Officer, Tamworth Borough Council, Marmion House, Lichfield Street, Tamworth, Staffordshire B79 7BZ. Tel: 01827 709343 Email: cemeteries@tamworth.gov.uk

Stonemason's Contact Details (To be completed by the stonemason)			
Phone No.		Email:	
Payment enclosed <input type="checkbox"/>	Amount: <input type="checkbox"/> Cheque No: <input type="checkbox"/>	Please send Invoice <input type="checkbox"/>	No charge <input type="checkbox"/>
Permission is requested to -	Erect a new memorial <input type="checkbox"/>	Please provide size and method of fixing as with new memorials	
	Amend an existing one <input type="checkbox"/>		
	Refix to Namm standard <input type="checkbox"/>		
	Clean & renovate memorial <input type="checkbox"/>		
DECEASED		GRAVE NUMBER	
CEMETERY	** For newly purchased plots at Wigginton Road Cemetery please check with office regarding regulations		

MEMORIAL DETAILS

Material to be used		Colour of lettering	
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Please give maximum overall size of memorial in inches

	Length	Height	Width	Depth	FEE	£
Headstone including Base Max height 48" Max width 30"					FEE	
Tablet <input type="checkbox"/> Footstone <input type="checkbox"/> Vase <input type="checkbox"/>					FEE	
Kerbstone without landings Max length 84" Max width 36"					FEE	
Size of landings / foundations for kerbs Max length 87" Max width 39"						
Type of finish in centre of kerbs. Please tick appropriate box(es)	<input type="checkbox"/> solid concrete <input type="checkbox"/> slabs <input type="checkbox"/> soil <input type="checkbox"/> chippings – colour.....					
Additional Inscription / Refix (Please attach details)	Book <input type="checkbox"/>	Headstone <input type="checkbox"/>	Kerbset <input type="checkbox"/>		FEE	
	Vase <input type="checkbox"/>	Footstone <input type="checkbox"/>	Tablet <input type="checkbox"/>			
Non-Borough (Double Fees)	<input type="checkbox"/>				FEE	

CHANGES TO ORIGINAL APPLICATION - Any changes made to the memorial and/or inscription after approval has been given must be emailed through to this office immediately. Failure to do so could result in the application being delayed or rejected.

**** PLEASE SUBMIT WITH EVERY APPLICATION ****

A SKETCH / PICTURE OF THE PROPOSED MEMORIAL

Please attach a detailed picture/sketch of the proposed memorial including inscription details and indicate the height, depth and thickness of each part of the memorial in inches. Please include the overall height and length of the memorial and its bases above ground level.

NB: Copyright consent may be required for certain designs and/or decorations.

A FIXING DIAGRAM

To show how the memorial is to be fixed indicating the position of dowels and / or anchor fixing. All memorials must be fixed according the most recent edition of the National Associated of Memorial Masons Recommended Code of Working Practice.

**** PLEASE ENSURE THAT THE GRAVE NUMBER IS INSCRIBED ON THE BASE AT THE REAR OF THE MEMORIAL - NOT LESS THAN 1/2" (12MM) HIGH AND NOT MORE THAN 1" (25MM) HIGH.**

CONSENT OF APPLICANT / GRAVE OWNER (please complete 1 to 5)

1) **Applicant's Name & Address**.....

2) **Registered Grave Owner(s) Name(s)** (if different to applicant).....

3) My stonemason has advised me about insuring my memorial

4) I understand that it is my responsibility to ensure that this memorial is maintained in a clean and safe condition and that Tamworth Borough Council will carry out safety tests on my memorial as required by current Health and Safety guidelines.

5) Signature(s) of grave owner(s) (attach a separate sheet if required)

..... **Date**.....

..... **Date**.....

NB: The registered owner must sign the application form if the owner is deceased then ownership to be transferred prior to the application being approved. **ALL** of the registered owners to sign and print their names on the application form (continue on a separate sheet if necessary).

Signature of Stonemason..... **Date**.....

Please Print Name.....

Position.....

PLEASE NOTE: INTERMENTS ALWAYS TAKE PRECEDENCE. PLEASE BOOK IN WITH THE CEMETERIES OFFICE AT LEAST ONE WORKING DAY BEFORE ANY INTENDED WORK TO ARRANGE A SUITABLE TIME AND DATE