



SEND PARISH COUNCIL

APPLICATION TO ERECT A HEADSTONE OR ADD AN INSCRIPTION TO AN EXISTING HEADSTONE

SECTION 1

GRAVE NO: _____ NAME OF PERSON(S) IN GRAVE: _____

_____ BURIAL GRANT NO (If known): _____

I (Title) _____ (Full Name) _____

Of (address) _____

_____ Tel. no. _____ Email: _____

I (Title) _____ (Full Name) _____

Of (address) _____

_____ Tel. no. _____ Email: _____

hereby apply for permission to **erect a headstone/add an inscription to an existing headstone**
(delete as appropriate) on the above grave (headstone particulars in Section 2).

I am the owner/ We are joint owners of the grave/I have permission from the owner of the grave
(delete as appropriate).

Note: If you are not the owner(s) you will need to provide a letter (or other written proof) confirming that the owner approves the application. Joint owners will both/all need to sign the application (Use a separate form if more than 2 owners) or a letter will be required from the other owner(s) confirming agreement to the application. If the owner is deceased then a transfer of grant will be required.

I (We) enclose a fee of _____

Payment by BACS Acc. No.20384191 60-83-01

Funeral Director/Memorial Mason applying on my/our behalf _____

Address/Tel. no/ Email: _____

Memorial Mason to install the headstone _____

Address /Tel. no/ Email. _____

Note: The name of the Memorial Mason and Grave Number to be inscribed on the back of the headstone close to the base/ A temporary cross on the grave must now be removed off site

Signed by the applicant: _____ Date: _____

Signed by the applicant: _____ Date: _____

The design and installation of the headstone is to be in accordance with the latest revision of the National Association of Memorial Masons' 'Code of Working Practice'
Therefore please complete Section 2 of this form giving the details of the application.

SECTION 2 (To be completed by Memorial Mason/Funeral Director)

a) New headstone only:

Size of headstone: Height _____ Width _____ Depth _____

Material of headstone and base: _____

Size of base: Length _____ Width _____ Depth _____

Number of vase holes in base _____

(The stone should not exceed 900mm (3ft) high, 750mm (2.5ft) wide and 300mm (1ft) deep with a small base. Kerbstones are not permitted)

b) Foundation and fixings (All applications):

Size of Foundation: Length 900mm (Our requirement) (Tick) Width _____ Depth _____

Please provide a detailed description below of fixings (e.g. whether plain or reinforced concrete is to be used, type of NAMM approved ground support system and size of stainless steel dowels etc).

Please note: It is important that you complete this description in detail so that we are satisfied that the Foundation and Fixings comply with the current 'NAMM Code of Working Practice'

Adhesive to be used _____ *Please note Ordinary Portland Cement should only be used when the temperature is not below 3c or is anticipated to fall below this temperature in the following 24 hours*

Sketch/picture: Please attach a sketch and/or picture of the proposed headstone showing design and inscription etc

Length of guarantee for the memorial after installation _____ years

SECTION 3 (To be completed by Send Cemetery)

Date application received: _____ Receipt no. for fee: _____

Checked by: _____ (Cemetery Officer or Clerk)) Date: _____

The above application for a headstone is a) **APPROVED** (Permit no: _____)

Or b) **APPROVED subject to the following changes** (also specified in our covering letter)

_____ (Delete as appropriate)

Signed: _____ On behalf of: _____ Date of approval: _____

Note: When the headstone/inscription has been approved, the Memorial Mason is to arrange a date/ time for the installation at Send Cemetery
