



PADSTOW TOWN COUNCIL

Council Offices, Station House, Station Road
Padstow, Cornwall
PL28 8DA

Memorial Application for Padstow Cemetery 2017

This **application** is to be completed and signed by the Owner of the Deed of Grant of the exclusive Right of Burial and the Memorial Mason **for every kind of work** proposed to be carried out in relation to a memorial at the above burial ground. Please note – if you are the next of kin applying on behalf of the Exclusive Right holder we will require the signature of the Exclusive Right holder. Please note this form constitutes an application only and no works should be undertaken until written permission is granted by Padstow Town Council. Padstow Town Council will not be responsible for any losses incurred for works to a memorial that were not approved.

Please note an incomplete form cannot be accepted for processing

Section One: For Grant Owners Use

Name of Deceased					
Grave or Memorial Plot Reference No					
Date of Burial					
Full Name of Applicant					
Status of Applicant Please tick relevant box	Exclusive Right Holder Of the Deed of Grant of Exclusive Right of Burial	<input type="checkbox"/>	Executor	<input type="checkbox"/>	Next of Kin Please specify relationship to the deceased (e.g. son)
<ul style="list-style-type: none">▪ I understand that the memorial remains my property and as the registered owner/ executor/next of kin - of the holder of the Deed of Grant of Exclusive Right of Burial I am responsible for the costs of erecting and maintaining the memorial at all times to meet current, and any future, Health and Safety Regulations that may be applied.▪ If, at any time, the memorial is found to be in an unsafe condition I accept that the memorial may be laid flat and that I will be responsible for the cost of any subsequent renovation or remedial work if I choose to have the memorial reinstated.▪ I will ensure that I notify Padstow Town Council, in writing, of any change of address to enable them to notify me of any change in regulations that may affect the grave or memorial.					
Signature of Exclusive Right holder					
Date					
Address including postcode					
Daytime telephone number					

A copy of Padstow Town Council's Memorial Regulations are available from the Padstow Town Council Office or are available to be downloaded from the Council's website at www.padstow-tc.gov.uk

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 at Padstow Cemetery.

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

- Additional work
 Repair work
 Erection of Headstone (please list style of memorial e.g. erection of book)
 Placing of Cremation Stone

Description:

Memorial Material:

Type and colour of stone and details of fittings e.g. granite, NAMM approved anchorage system etc	
Size Please give full dimensions of proposed memorial	

I enclose a sketch/photograph of the proposed memorial/inscription

Proposed Inscription – to be shown as it will be spaced and located on the memorial

Please note – If the lettering is on several sections of the memorial use a numbered reference that corresponds with numbered areas on the sketch/photo of the memorial that must be attached to this application showing **all** relevant measurements.

I confirm that:

The memorial will be manufactured and erected in accordance with the current code of practice as prepared by the National Association of Memorial Masons.

All work carried out on the memorial (e.g. removal for additional inscription or other repair work) will meet with the current code of practice as prepared by the National Association of Memorial Masons.

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 workmen and/or any subcontractor employed by me and confirm 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 agree not to carry out any work on site while a funeral is in progress.

I/We confirm that the applicant has seen and approved the specifications as detailed in this application.

I/We have explained to the owner of the Deed of Exclusive Right of Burial (details overleaf) that the memorial remains their property and that they are responsible for keeping it in a good and safe condition in accordance with the current code of practice as prepared by the National Association of Memorial Masons at all times.

I/We have advised the owner to consider insuring the memorial against accidental damage and vandalism.

Signed	
Full name of signatory	
Date	
Name and address of company	

I give permission for the memorial/inscription on Grave Space in accordance with the particulars submitted to me

Town Clerk Date

In accordance with the current schedule of fees set out by Padstow Town Council I/we enclose payment of the following fees:

Item	Fee	Amount Due
Cemetery :		
Headstone - not to exceed 2ft 6" wide by 3ft high	£42	
Vase/Vase tablet – not to exceed 8"	£41	
Cremation Plots & Cemetery		
Tablets		
14" x 9" in cemetery any sizes over these maximums to be considered by the Council	£40	
15" x 12" with integral vase in upper left hand corner only in cemetery cremation extension area	£40	
15" x 12" with integral vase in upper left hand corner only in cremation extension area in Churchyard Ext	£40	
9" x 9" (12" x 9" in rows M, P, Q, and R) in churchyard	£40	
Both Cemetery & Memorial Garden		
For the right to place on any gravestone or monument any inscription after the first	£16	
Any size over these maximums to be considered by council		
TOTAL DUE		

All cheques to be made payable to 'Padstow Town Council'

Please complete and return the signed form to:

The Town Clerk
 Padstow Town Council
 Council Offices
 Unit 5b, Treceus Industrial Estate
 Padstow
 Cornwall
 PL28 8RW

No special provision can be made for maintenance

FOR COUNCIL USE ONLY
Invoice number
Amount
Receipt and Date

This work was carried out on
Signature.....