



Stamford Cemetery

Application for approval of a new Memorial / Additional Inscription / Repair / Renovation

This form is to be completed **IN FULL** by the Stonemason and signed by **ALL** grave owners before the works are considered. Any incomplete forms will be returned without notice. Please read the notes before submitting. Please send the completed form to address / email below. Once received, an invoice will be issued for the works and upon completion of payment the Memorial Permit will be supplied, this permission can take up to 6 weeks for the approval to be issued.

Details of the Deceased

Full Name

Grave number:

Grant number:

Grave number must be inscribed: on the left-hand side of the memorial base for any new memorial. If any new work is taking place on an existing memorial and there is no grave number, the grave number must be inscribed (as above) on that memorial. This a requirement of our Cemetery rule & regulations.

Please tick to confirm that you will include the grave number on the back of the memorial

To be read and signed by the Memorial Mason carrying out the work:

I have been instructed to carry out the memorial work, a full description, including materials, dimensions, inscriptions and fixing methods, is submitted with this form: the applicant has seen and approved these. All work I complete will be in accordance with the Cemeteries regulations by a BRAMM or NAMM registered stonemason and meet the requirement of BS 8415 for installation i.e. BRAMM Blue Book & NAMM Code of Working Practice (please supply certificate)

- I agree to be responsible for and pay any damage to Cemetery property or to surrounding memorial, turf etc, caused by negligence of myself, my workmen and /or any subcontractor employed by me.
- I have Public Liability insurance to the value of £5,000,000. (please supply certificate)
- I have a Fixers License (please supply certificate)
- I agree to remove all unused materials/rubbish and leave the area in a neat and tidy state.
- I will not work while a funeral is in progress.

Work must not commence until approval has been granted by the Town Council.

I understand (Mason), hereby make application for consent to: (please tick)

Erect a new Headstone

Erect a new Tablet

Add an additional inscription to an existing memorial

Erect a new Book memorial

Erect a new Vase

Renovate or repair existing memorial





To be read and signed by the Grave Owner

If the grave owner is deceased, the ownership must be transferred before this application can be submitted and approved for a new memorial.

- I understand that I am responsible for the cost of erecting and maintaining the memorial
- Should the memorial fall into a state of disrepair, or become a hazard to Health & Safety, the Council has the right to remove the memorial from the grave and I will be responsible for any expense incurred: such work may have to be carried out without me receiving prior notice
- I will inform the Town Hall of any change of name or address
- I understand that the memorial may need to be covered/moved and replaced, by cemetery staff to gain access to prepare a grave
- I understand it is my responsibly to have insurance for the lifetime of the memorial.
- I hereby indemnify Stamford Town Council and all its officers and servants from any liability whatsoever in this matter or arising thereof. I hereby declare that as the registered owner to be legally bound by the Rules and Regulations and any further amendments as result of legislative changes. I have been made aware to the Council’s Privacy Notice for Bereavement Services.

Owner 1

I, the undersigned hereby consent to the execution of the work:

I, (Mr/ Mrs/Miss/Ms):..... (Full Name)

Of (address).....

.....(Postcode).....

Telephone.....Email.....

Signature.....Dated.....

Owner 2

I, the undersigned hereby consent to the execution of the work:

I, (Mr/ Mrs/Miss/Ms):..... (Full Name)

Of (address).....

.....(Postcode).....

Telephone.....Email.....

Signature.....Dated.....

CHRONOLOGICAL HISTORY OF THIS DOCUMENT	
Meeting:	Date:
Approved: Amenities Committee Meeting	01/09/2020
Ratified: Full Council	28/09/2020
Amended: Amenities Committee Meeting	03/11/2020
Ratified: Full Council	24/11/2020
To be Reviewed:	September 2021

FOR OFFICE USE ONLY		
Grave Section Number	Grant of Number	
Financial Year	Receipt/Invoice No	
Memorial Number		
Fee	Date Paid	Payment Type
Meets Regulations APPROVED <input type="checkbox"/>	Does not meet Regulations DECLINED <input type="checkbox"/>	