



Wadebridge Town Council

The Town Hall, The Platt, Wadebridge, Cornwall PL27 7AQ
Telephone: 01208 812643

Memorial Application for Egloshayle Cemetery

This **application** is to be completed and signed by the owner(s) of the plot (that is, the person(s) named on the Grant of Exclusive Right of Burial (Exclusive Right Owner)) **and** the Memorial Mason **for every kind of work** proposed to be carried out in relation to a memorial at Egloshayle Cemetery.

***Please note** – if you are the next of kin applying on behalf of the Exclusive Right Owner we will require the signature of the Exclusive Right Owner before processing this application.

This form constitutes an application only and no works should be undertaken until permission is granted by Wadebridge Town Council. Wadebridge Town Council will not be responsible for any losses incurred for works to a memorial that were not approved.

An incomplete form cannot be accepted for processing.

Stonemasons are asked to inform their customers that free standing vases are not permitted on any plot and will be removed. Memorial Garden only – a separate vase placed in the border above the plots will be permitted.

Section One : *To be completed by the applicant

Name of Deceased				
Grave / Plot No				
Date of Burial				
Full Name of Applicant				
Status of Applicant Please tick relevant box	Exclusive Right Owner As named on the Grant of Exclusive Right of Burial		Executor	Next of Kin Please specify relationship to the deceased
<ul style="list-style-type: none"> I understand that the memorial remains the property of the Exclusive Right Owner (registered owner of the plot) who is responsible for the costs of erecting and maintaining the memorial at all times and 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 Wadebridge 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. 				
Exclusive Right Holder – Name & Signature				
Date				
Address including postcode				
Daytime telephone number				

You can obtain a copy of Wadebridge Town Council's Memorial Regulations either from the Town Clerk's office or from the Town Council's website - www.wadebridge-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 Egloshayle Cemetery.

Stonemasons are asked to inform their customers that free standing vases are not permitted on any plot and will be removed.

For Memorial Garden only – a separate vase placed in the border above the plots will be permitted.

Work to be undertaken : Please tick box as appropriate and provide details

Additional work

Repair work

Erection of Headstone (please advise style of memorial e.g. book)

Placing of Cremation Stone

Headstone Memorials - Siting a headstone in the burial ground

Simple designs / styles which may incorporate provision for integral flower vases – free standing vases are not permitted. Designs should be an upright memorial headstone no larger than 3' in height by 2' 6" in width.

NOTE : Tablets are not permitted on graves. Where a grave space is purchased solely for the interment of cremated remains, a maximum of six inscriptions will be permitted – to the front and rear of the headstone.

Tablet Memorials – Siting a tablet in the memorial garden

The size of the tablet must be 15 inches by 12 inches. Integral flower vases are **not** permitted - a separate flower vase to be placed in the border above the plots will be permitted.

All tablets will be laid flush to earth level by Town Council staff.

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	

Town Clerk to complete :

I give permission for the siting of a memorial / inscription work to a memorial on Grave/Plot No. in accordance with the particulars submitted to me.

Town Clerk **Date**

Section Three : Fees

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

	Parishioner Fee Enclosed	Non- Parishioner Fee Enclosed
Headstone Memorials – this fee applies for the first and all additional inscriptions	£100	£200

	Parishioner Fee Enclosed	Non- Parishioner Fee Enclosed
Tablet Memorials – This fee applies for the first and second inscription – to include laying of tablet by Town Council staff.	£135	£270

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

<p>FOR COUNCIL USE ONLY (Fees set 1st April 2023)</p> <p>Amount received :</p> <p>BACs or Cheque :</p> <p>Receipt No. & Date :</p>
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Please complete and return the signed form to:

The Town Clerk
Wadebridge Town Council
Town Hall
The Platt
Wadebridge
PL27 7AQ

No special provision can be made for maintenance