

**This form to be completed in BLOCK CAPITALS and sent to
Hartshill Parish Council
Community Centre, Church Road, Hartshill, CV10 0LY
APPLICATION TO PURCHASE RIGHT TO ERECT A MEMORIAL OR
ADDITIONAL INSCRIPTION OR CARRY OUT OTHER WORK.**

Date of application: _____

Hartshill Cemetery - Grave No: _____ OR Full names/year of those last interred: _____

1. FOUNDATION
Type of foundation: _____

Size of foundation: _____

2. NAMM APPROVED FIXING METHOD
Type of NAMM approved fixing method to be used: _____

3. DOWELS
No & Type: _____

Diameter: _____ mm

Length: _____ mm

4. DOWEL HOLES
Diameter of hole in plate/vase/tablet etc: _____ mm

Full drawings and dimensions
(must be completed for all applications)

Material: _____

INSCRIPTION:

I hereby authorise the monumental mason named below to carry out the work as detailed. I have been given a copy of Hartshill Parish Council Rules & Regulations.
I have read and understood notes 8 & 9 overleaf (please tick box) Applications will be returned if not ticked.

Signature _____

Full Name, Address & Postcode: (Block Capitals) _____

Telephone no: _____

Relationship to deceased: _____

I confirm that the details provided above are true and correct.
I understand that the grave space provided is in a LAWN SECTION of the Cemetery to which the following special conditions apply:
1. The whole of the grave space will be turfed flat and mown by Cemetery staff.
2. Edging stones, chipping stones/slate, trellis, lattice or fencing of any type is not permitted on or around grave

Mason: _____

Address _____

Tel No: _____

I hereby declare that the memorial shall be installed as indicated on the Application to Erect a Memorial. All work undertaken on site shall be in accordance with the National Masons Code of Working Practice and use an accredited fixing method.

Signed/Date: _____

NOTES on APPLICATION for PERMISSION FOR THE ERECTION OF A MEMORIAL OR OTHER WORK THERETO

1. Before the erection of a memorial or other work thereto in Hartshill Cemetery a written permit must be obtained from the Authority. The Authority operates an appointment system between 10.00 a.m. and 2.00 p.m. for fixing. Telephone the Cemetery Manager at least 2 clear working days in advance. A permit will be issued to Stone Masons on the pre-arranged date of fixing.
2. The Authority normally considers memorial applications on the first Tuesday of the month; please bear this in mind when submitting applications. The application form must be completed by the mason or other person who is to carry out the work and delivered to the address overleaf **before** the last Friday of the month.
3. All work carried out must comply with the National Association of Memorial Masons Code of Working Practice (September 2003 revision) and use an accredited fixing method. Full details of the methods of fixing the memorial and a drawing showing the proposed works must be submitted for **ALL** applications. Copies of the Code of Working Practice are available from; National Association of Memorial Masons, 27a Albert Street, Rugby, CV21 2SG. Telephone number: 01788 542264 www.namm.org.uk
4. A drawing showing dimensions and manner of construction of the proposed memorial, or the structural alteration, or addition to an existing memorial, with precise details of any proposed ornamentation **MUST** be submitted with the application.
5. The section letters and grave number should be cut on all new memorials in a position easily visible after erection.
6. Masons and others must comply with the regulations as made from time to time by the Parish Council and will be liable for any damage done to the surrounding memorials, turf etc., At the completion of the fixing of the memorial or other work thereto, all surplus earth, mortar, brickbats etc., must be removed by the person carrying out the work, and the memorial and surrounding ground left tidy and in good condition to the satisfaction of the Parish Council.
7. Memorial fees due, together with a stamped addressed envelope must be included with the application.
8. The right to erect a memorial on a grave is limited to the period of Grant of the Exclusive Right of Burial. Any memorial erected remains the responsibility of the owner of the Right who shall at all times ensure that the memorial is in a stable condition and is no danger to any person visiting or working in the cemetery. Failure to ensure memorial safety may lead to the Parish Council taking appropriate action.
9. If you sign this indemnity form the Parish Council will permit the erection or added inscription without the production of the original grave grant, but you should note that in signing this indemnity you are giving an undertaking to bear all costs of the work and the cost of any claim which might be brought by the owner, or the heirs to the owner, of the grave as a result of your claiming the right to erect a memorial, or to add an inscription to the deceased person mentioned above on the grave.

GDPR (Data Protection Act May 2018) Article 6 (1) (a) (b) and (e) Processing is necessary for compliance with a legal obligation. The information you provide, personal information such as name, address, email address, telephone phone number or organisation will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.