

GODSTONE PARISH COUNCIL

MEMORIAL & INSCRIPTION APPLICATION FORM

GODSTONE BURIAL GROUNDS – at St Nicholas Church, Godstone

Please complete this application form, signed by the holder of the Grant of Exclusive Right of Burial (“The Grantee”) and return to: **The Clerk**, Godstone Parish Council, The Bounty, Godstone Green, Godstone, Surrey RH9 8DY Tel: 01883 744209 e-mail: clerk@godstone-pc.gov.uk

Full Name of Deceased: _____ **Grave number:** _____

Parishioner / 7 Year Parishioner / Non-Parishioner (delete as appropriate) **Date of Burial:** _____

1. Request for permission to: (delete as appropriate)

a) **Erect a Memorial** – as per attached sketch with dimensions, wording and materials to be used.

Plinth Height _____ Width _____ Depth _____

Memorial Stone on Plinth Height _____ Width _____ Depth _____

Monolith Memorial Height _____ Width _____ Depth _____

b) **Additional Inscription** - Add an additional inscription to existing memorial – as per attached wording:

2. Details of the Grantee(s) –

I/we the Grantee(s) sign below to indicate consent; and accept that any personal information such as name, postal address, telephone number, and email address given for the purpose of burial records will only be used in relation to the matters concerning any allocated plot(s) and the burial grounds and will not be disclosed to any other third party without my permission or unless the Parish Council are required to do so by law.

If the Grant of Exclusive Right of Burial is in more that one name, all parties must sign

Signature (1) _____ Full Name (PRINT) _____

Full Address _____

Signature (2) _____ Full Name (PRINT) _____

Full Address _____

3. Application made by: (a copy of this form, duly authorized, will be returned to this address)

_____ Funeral Directors/Stone Masons Branch Location: _____

Email Address: _____ Tel: _____ Contact name: _____

Permission was confirmed by the Clerk and reported to the Parish Council at the meeting held on _____

Signed _____ Date _____ 20____
Clerk / Assistant Clerk to Godstone Parish Council

Note:

- Memorials may not exceed 36” (914.4mm) from ground level.
- The grave number must be engraved on the rear of the Memorial
- Prior to the installation of an approved memorial, the Parish Council must be advised of the scheduled date and time of the installation.
- Memorial installation must comply with BS8415 and any relevant industry codes of practice that fully comply with BS8415.
- Please ensure that a certificate of compliance issued to the above address on completion of works.

GODSTONE PARISH COUNCIL – OFFICE USE ONLY

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Prior to Installation:

Application received Date _____

Permission obtained from owner of the Exclusive Right of Burial Date _____

Permission obtained from Godstone Parish Council Date _____

Fees Paid £ _____ Receipt No: _____ /b Date _____

Confirmation of approval sent Date _____

After Installation:

Compliance with current regulations

Dimensions: YES / NO (delete as appropriate)

Appearance: YES / NO (delete as appropriate)

Materials: YES / NO (delete as appropriate)

Installation checked by Godstone Parish Councillor(s) Date _____ Signature _____

Councillor Comments:

Certificate of BS8415 compliance received Date _____

Additional Comments _____

Procedure for completion:

- Check details on page 1 have been fully completed and the correct fee submitted.
- Check that the form has been signed by the owner of the Exclusive Right of Burial
- Check details of memorial have been fully supplied and are in accordance with regulations.
- Submit application for approval at a meeting of the Parish Council
- Once approved, sign and date overleaf and send a copy of page1 to the memorial masons.
- On completion of works, Parish Councillor to check installation and sign off as above.
- Await certificate of compliance from memorial masons before filing.