

APPLICATION FOR PERMIT TO ERECT MEMORIAL / ADD INSCRIPTION

This form, together with drawings or plans with dimensions of the proposed headstone or tablet, and a copy of the intended inscription, must be submitted to the Assistant Clerk and approved before any such memorial can be admitted, amended or maintained in the burial ground.

All fees must be paid before any work is carried out.

The grave number must be inscribed on each new memorial, see details below.

All permits will expire 1 year from the date of issue, if 1 year has passed and the work hasn't been completed then a new permit will need to be sought.



Full name of the deceased for whom the memorial is being erected/amended:	
Date of death of the deceased:	
Most recent place of residence:	Cholsey / Non-Cholsey
Permit being applied for:	New memorial / added inscription
Plot number: Exclusive Rights of Burial number:	Section: Row: Plot #: # _____
Plot type:	Burial plot / Cremation plot
Description of the headstone or tablet, including dimensions:	Inscription:
Memorial material:	
Anchor type:	

PLEASE READ THESE GUIDELINES CAREFULLY

1. No memorial, inscription or works to a grave or cremation plot will be permitted if the Exclusive Right of Burial has not been purchased and if it's not in the applicant's name.
2. The memorial permit form must be fully completed, including all the details of the proposed work and a diagram of the memorial. The application form must be signed by the registered owner of the burial plot.
3. It is the responsibility of the registered owner to ensure the continued maintenance and safe upkeep of the memorial. The Council is not responsible for making good any damage caused by circumstances over which it has no control.
4. For safety reasons, when a grave is excavated for a second burial, any existing memorial may have to be removed from the burial ground by a Memorial Mason. The Funeral Director usually makes this arrangement in direct liaison with the family.
5. The Council has a duty to remove any potential danger from the burial ground and may therefore remove any breakable items, edging kerbstones or other unauthorised objects from any grave.
6. It is important that you notify the Council of any change of address or circumstances of the registered owner.

MONUMENT SPECIFICATIONS (SUMMARY ONLY, SEE BURIAL GROUND REGULATIONS FOR FULL DETAILS)

1. A memorial must be dignified and made entirely of stone or wood.
2. For a coffin grave space only, a head stone or cross is permitted. It must be positioned at the head end of the grave space, in line with adjacent monuments, or where marked by the council. Maximum dimensions, including the base, are 75cm wide x 75cm high. Any new headstone or cross must be inscribed on the back with the grave number details. These dimensions are as of 1st June 2023.
3. For a cremated remains grave space, only a horizontal tablet set level with the ground or a "desk" tablet will be permitted. Maximum dimensions are 45cm wide x 50cm high (desk style) x 45cm deep (horizontal tablet style). Any new horizontal cremation tablet must be inscribed on the bottom edge with the grave number details. Any new desk style tablet must have this information inscribed on the back. These dimensions are as of 1st June 2023.
4. No maker's name or other advertisement of any kind may be shown on any memorial.
5. The maker must be BRAMM registered.
6. Please note that kerbs and slabs are no longer permitted, as of 1st June 2023.

DECLARATION BY APPLICANT

I declare that I have the authority to instruct these works and have provided proof that I have The Exclusive Rights of Burial. I have read and accept the guidelines above.

Name of Applicant:

Address:

Telephone Number:

Email address:

Signature:..... Date:.....

DECLARATION BY THE MEMORIAL MASON

I, the BRAMM registered Memorial Mason, have read and understood the Council’s Burial Ground Regulations and agree to abide by them. I am responsible for the settlement of Burial Ground fees and charges.

Company name:

Address:

Telephone Number:

Email address:

Signature:Date:

Please note: Admittance to Cholsey Burial Ground for any works or removals must first be agreed with the Assistant Clerk first to ensure no other services or planned maintenance works are disturbed.

PERMIT APPROVAL

The Parish Council will complete this section and send it back to you once approved.

CPC office use only:

Name of approver.....

Job title.....

Signature.....

Fees due.....

Payment details:

Cholsey Parish Council

Cooperative Bank

Sort code: 08-90-38

Account number: 60108094

Please use the deceased’s first initial and surname as the payment reference e.g. L.SMITH