



**WITNEY**  
TOWN COUNCIL

# Guide To Memorial Permit Form

## Brief Explanation

The memorial permit form collects information on the type of memorial the family would like to install. Witney Town Council must ensure the memorial fits within our size and wording regulations, the applicant is the EROB owner so has the right to instruct installation of a memorial, that the correct memorial will be installed on the correct plot and that the mason installing the memorial is aware of the terms and conditions. All applications must be hand signed by the applicant, typed names will no longer be acceptable. If any of the fields have not been completed the form will be returned to the mason. Below is a description of the information required in each field.

1. **Approval No.** This is the work permit number and will be allocated by WTC when the application is approved.
2. **Name of Deceased.** This should be the name of the deceased of whom the inscription relates to. Other burials may have taken place in the plot, but they will have their own record of inscription.
3. **Date of Burial.** This is so we can ensure the ground has had enough time to settle after a burial before installing a memorial. For example, a headstone cannot be placed on a full coffin burial before twelve months has passed.
4. **Section & Grave No.** This is where the memorial is intended to be fixed. In most cases it will be marking one grave as either a new memorial following the first interment or an additional inscription request following further burials. If the request is for an additional inscription and to then refix the memorial between two plots, please note that here, e.g. 'between plot 1234 & 1235'. Both plots must be owned by the applicant. Please use the 'Special Requirements' section to advise which plot the memorial will be removed from.
5. **Exclusive Rights.** This is the EROB number found in the top right of the certificate.
6. **Fee of.** We check the amount the mason is expecting to pay for the work requested. This section should also be used to inform us of where the invoice should be sent.
7. **Details of Memorial.**
8. **Material.** This information is collected in case of accidental damage. WTC will be able to instruct the correct repairs.
9. **Sketch/Photo.** An overall picture of the memorial.

10. **Dimensions.** This should include measurements for the headstone, base stone and foundation stone. These measurements must fit with our size regulations. Size regulations are in place for operational reasons. All memorials must have all three of these elements unless the application is for an ashes tablet on the Windrush Ashes Path. In which case we will require the dimensions of the tablet and foundation stone. The dimensions must also be included on additional inscription applications. 'As existing/removed' will no longer be accepted.
  
11. **Special Requirements.** This section should be used to tell us if the stone being removed for an additional inscription and the applicant would like it refixed between two plots. The plot number of the memorial's current location, EROB to both plots and the name of the deceased on the current inscription should be noted in this case. The applicant must own both plots if a stone is to be removed and refixed in between two plots. This section should also be used to inform us of etchings, cameos and any other markings to the stone that are not the inscription.
  
12. **Inscription.** The mason should lay out in this section the positioning of the inscription on the stone and the full wording to be added.