

Memorial Permit

Application

Town Hall, Market Square
Witney, OX28 6AG

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Mrs Sharon Groth FSLCC fCMgr
Town Clerk

Application to Remove Stone ☐

Approval No.

Application for Permit to Erect or Modify a Memorial in Cemetery

Name of Deceased Date of Burial

Section & Grave No. Exclusive Rights

Fee of enclosed/invoice to be issued (Please delete as appropriate)

DETAILS OF MEMORIAL

Material

Sketch/photo

Dimensions

Headstone

Foundation

Base

Special Requirements

Inscription

Position

Wording:

I have read, and agree to comply by, the conditions set out by Witney Town Council, a brief synopsis of which is given overleaf.

Signed Company

Date / / Address

Name and Address of Applicant (must be the grave owner)

Print & Sign

Address

Approved by Witney Town Council Date / /

Data Protection Statement

The Council processes personal data in line with the Data Protection Act 2018 and GDPR. Personal data will be securely stored and retained as per the Council's retention policy for burial records. For more information on your data protection rights and how your data is used, please refer to the Council's data protection policy and privacy notice under Council policies on the website here www.witney-tc.gov.uk/

BRIEF NOTES ON THE APPROVAL, INSTALLATION AND ALTERATION OF MEMORIALS.

1. GENERAL

- 1.1 No form of memorial is permitted unless Exclusive Rights to the plot has been purchased.

2. DESIGN

- 2.1 Memorials shall be of natural quarried stone and no part of the memorial shall protrude beyond the area covered by the foundation slab.
- 2.2 The reverse or the side of the headstone or base stone must be inscribed with the grave section and identification numbers only.
- 2.3 A vase may be incorporated in the base stone, subject to it being completely within the overall permitted dimensions.

3. APPROVAL

- 3.1 A completed application form must be submitted for approval before a memorial can be installed or altered, together with the appropriate fee.
- 3.2 Following receipt of approval in writing the mason may proceed, but 24 hours notice must be given before any visit to the cemetery.
- 3.3 Memorials must not be installed on a new grave until a minimum period of twelve months has elapsed from the time of interment.

4. INSTALLATION

- 4.1 Upon arrival at the cemetery contact should be made with the Foreman before any work commences.
- 4.2 Memorials which fail to match the approved design or fail to comply with the regulations may be rejected.
- 4.3 The base stone must be securely fixed on a standard sized reinforced concrete foundation slab with the headstone in alignment with adjacent memorials, in accordance with the latest code of working practice of the National Association of Memorial Masons.

5. GENERAL SAFETY AND TIDINESS

- 5.1 All work shall comply with the provisions of the Health and Safety Act and the Mason responsible must have valid public liability insurance.
- 5.2 All surplus materials should be removed from site, leaving the area clean and tidy. Turf and soil must be removed to a place directed by the Foreman.
- 5.3 Any memorial erected without full approval or without due notice may be taken down and removed from the cemetery at the expense of the Mason concerned.

Office use:

Invoice Receipt.....Date.....

Installation checked by foreman Date

COMMENTS:-