



Okehampton Town Council

Application to Erect a Memorial

Memorial Mason

Reference

Cemetery

Okehampton

Grave number

Applicant details:

Full name

Title

Address

Postcode

Email

Telephone number

Signature of applicant

If the applicant is not the holder of the Exclusive Right of Burial; the following section must be completed by the registered holder of the Rights.

Full name

Title

Address

Postcode

Email

Telephone number

I the undersigned, being the registered holder of the Exclusive Rights of Burial for the grave described above, give permission for the memorial work described on this form to be carried out by the Memorial Mason named above at the expense of the applicant.

Signature of registered owner

Deed of Grant number

Date of application

Complete details of proposed memorial, foundation, and method of fixing (including dimensions)

Width of sub base

Ground anchor fitted YES / NO

Type

Exact copy of new inscription (s)

All Memorial Masons applying to work in Okehampton Town Council's Cemetery must work to the standards as set out within the Memorial Management Policy.

All memorials must bear the full grave reference cut in letters no higher than 18mm on the back of the base.

Memorial Masons must ensure that their client has the permission of the grantee of the Exclusive Rights of Burial.

The Council will inspect the safety and stability of all memorials at least once every five years by approved methods and by trained staff.

If a memorial is found to be unsafe, we will attempt to contact the registered owner. Maintaining the memorial in a safe condition is the owner's responsibility. Should a repair not be carried out for whatever reason, the Council has the right to take whatever action it deems fit to make the memorial safe.

Official use only:

Fee charged

Receipt number

The information that you provide will be held by Okehampton Town Council and used for the purpose of the administration of this booking. We will keep the information for the period of time as set out in the Council's Documentation Retention Policy. The information will be held securely and not be disclosed to anyone or used for any other purpose without your permission. On expiration of the retention period the information will be destroyed in a secure manner. Policies about how the Council will protect your privacy are available at www.okehampton.gov.uk/documents or by contacting the Council on 01837 53179.