



Okehampton Town Council

Application to Erect or Add an Inscription to a Memorial Okehampton Cemetery

Name of deceased to whom the Memorial Stone is being erected	
Date of Death of Deceased	
Date proposed to erect Headstone	Month Year
Grave Number, if known	
Details of proposed memorial, material, foundation, method of fixing (including dimensions and anchor type)	
Exact copy of new or additional inscription(s)	

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.

Declaration of Applicant

I declare that I have the authority to authorise these works be being the Grave Owner. Note, if the applicant is not the Grave Owner, separate authority will be required to be sought. Please contact the Town Council for details.

Name _____ Title _____

Address _____

_____ Postcode _____

Tel Number _____ Email _____

Signed _____ Date _____

Declaration of Memorial Mason

I, the Memorial Mason, have read and understood the Council's Cemetery Regulations and agree to abide by them. I am responsible for the settlement of the fees and charges in relation to this application

Company _____

Name _____ Title _____

Address _____

_____ Postcode _____

Tel Number _____ Email _____

Signed _____ Date _____

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.