



Okehampton Town Council

# Application to Erect or Add an Inscription to a Memorial

## Okehampton Cemetery

Memorial Mason	
Trade Name	
Office Address	
Telephone Number	
Email	
Grave	
Name of Deceased	
Date of Death	
Grave Number	
Type of Memorial	
Owner of the Exclusive Right of Burial / Client	
Name	
Address	
Signature	
<p>If the Deed of Grant of Exclusive Right of Burial is not available or the registered owner of the Exclusive Right of Burial in this grave is deceased, the client arranging the removal of the memorial must contact Okehampton Town Council without delay to establish their claim to ownership or to transfer ownership to the person legally entitled.</p>	
<ul style="list-style-type: none"><li>• I apply for a Permit to remove the memorial on the grave identified above.</li><li>• I undertake to remove the memorial from Okehampton Cemetery for secure storage pending its reinstatement and reinstallation upon the grave, or its replacement by a new memorial.</li><li>• I undertake to remove from Okehampton Cemetery all foundations and any other materials associated with this memorial for storage or appropriate disposal.</li></ul>	

<b>Name of Memorial Mason</b>	
<b>Signature</b>	
<b>Details of proposed memorial, material, foundation, method of fixing (including dimensions and anchor type)</b>	
<b>Exact copy of new or additional inscription(s)</b>	

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](http://www.okehampton.gov.uk/documents) or by contacting the Council on 01837 53179.