



Memorial Permit Application

This form must be completed and delivered to Aston Clinton Parish Council (ACPC) **PRIOR TO WORK COMMENCING**. ACPC will not be responsible for any losses incurred for works to a memorial that was not approved.

FOR OFFICE USE ONLY	
Burial No:	
Permit Fee:	
Invoice No & Date Paid:	
Date Approved:	

SECTION 1: DETAILS OF GRAVE

Name of Deceased	Date of Interment	Grave Number	EROB Grant Number

SECTION 2: DETAILS OF APPLICANT

Full name of applicant:	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Mr <input type="checkbox"/>	Other:
Address:					
Postcode:		Email:			
Telephone:					

DECLARATION BY APPLICANT (Tick as appropriate)

- A. **I AM** the registered owner of the Exclusive Right of Burial as recorded on the Deed of Grant and hereby apply for a memorial permit to be issued subject to the regulations of Aston Clinton Parish Council.
- B. **I AM NOT** the registered owner of the Exclusive Right of Burial as recorded on the Deed of Grant. I am a relative/other of the person buried in the grave but it is impractical for me to trace the rightful owner and I hereby apply for a memorial permit to be issued to place and maintain or add an inscription on a memorial on the grave. I further declare that should the rightful owner be traced I agree to remove the memorial at my expense if requested.

Please state relationship to the deceased _____

I understand that:

- I must comply with Aston Clinton Burial Ground regulations.
- I am responsible for the costs of erecting and maintaining the memorial.
- The memorial remains my property as owner of the grant of Exclusive Right of Burial.
- Aston Clinton Parish Council will carry out random testing of the memorial to ensure that I am complying with my obligations.
- If the memorial is found to be in an unsafe condition at any time, it may be laid flat/removed without prior notice and I will be responsible for the cost of the removal and any renovation/repairs works.
- I must notify the Parish Clerk in writing of any change of address to enable the Council to notify me of any change in rules or regulations that may affect the grave or memorial.

Signature:	Date:

SECTION 3: DETAILS OF MEMORIAL MASON

Name of Memorial Mason

Full address including postcode:

Email:

NAMM/BRAMM Registration Number:

SECTION 4: DETAILS OF MEMORIAL WORKS

1. MEMORIAL PERMIT TYPE (Tick as appropriate)

NEW HEADSTONE (Grave) <input type="checkbox"/>	NEW HEADSTONE (Cremation Plot) <input type="checkbox"/>	EXISTING MEMORIAL (modification or inscription) <input type="checkbox"/>
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2. MEMORIAL DETAILS

Nature of works and materials used

INSCRIPTION

MEMORIAL DRAWING (Please include dimensions and attach drawings or photographs where possible. See Note 3 overleaf to check the maximum dimensions allowable)

DIMENSIONS (mm)

Height

Width

Depth

STYLE

MATERIAL

COLOUR

3. MEMORIAL DIMENSIONS

Dimensions: Memorials must not exceed the following dimensions:

Full Burial Plot: Max Height: **1220mm (48")** Max Width: **915mm (36")** Max Thickness: **155mm (6")**
Ashes Plot: Max Height: **460mm (18")** Max Width: **460mm (18")** Max Thickness: **155mm (6")**

Memorial Stone: A memorial must be made of natural stone with a non-reflecting surface.

Black, blue, red, green or other brightly coloured stones, marble, synthetic stone and plastic are not permitted.

Base & Foundation Slab: A headstone may stand on a stone base, provided that it is an integral part of the design and does not project more than 50mm (2") away from the place of the burial and 205mm (8") towards the place of burial. The base may have up to two vases fitted into it.

Foundation slabs must not be visible.

Design: Memorials must not take the form of a heart or a statue or any object or animal except a book.

Memorials must not include a portrait, photograph or other image of an individual, any moulding, any video or sound recording, any QR codes, kerbs, fencing, railings or chippings.

A black, white or uncoloured etching or carving may be permitted if it is reverent. The etching must cover no more than one-fifth of the surface of the headstone.

No form of lighting is allowed.

Inscriptions: Inscriptions must be simple and reverent. Inscriptions must be incised or in relief and must be uncoloured, grey or black.

Hand-crafted letter cutting is permitted. Plastic, lead or other inserted lettering is not permitted.

Nicknames or pet names may be used in addition to baptismal names.

Trademark: The mason's mark may be inscribed as long as it is not in a prominent position.

4. MEMORIALS FEES

	Resident	Non-Resident
Headstone (new or replacement)	£200	£400
Additional inscription or repair	£50	£100

'Residents' refers to those people that lived in the Parish of Aston Clinton immediately prior to their death or who lived in the parish and moved into a nursing home or hospice less than 24 months before their death.

'Non-Residents' refers to all those living outside of the Parish of Aston Clinton.

Fees should be paid electronically to the account shown below, please use the date of burial as a reference

Account: **Aston Clinton Parish Council** Sort Code **60-83-01** Account Number: **20459738**

I confirm that:

- I have been instructed to carry out the memorial work, a full description, including materials, dimensions, inscriptions and fixing methods is submitted with this form, and the applicant has seen and approved these.
- All work I complete will be in accordance with the British Standards 8415:2018, the Council's regulations and meet with the minimum standards as outlined by NAMM or BRAMM.
- I understand I will be responsible for any damage to Council property or to surrounding memorials, turf etc. caused by the negligence of myself, my workmen and/or any subcontractor employed by me.
- I agree to remove all unused materials/rubbish and leave the area in a neat and tidy state.
- I will not work while a funeral is in progress.

Signature:

Date:

Please send the completed form together with the Memorial Mason's Public Liability Insurance certificate to:

Aston Clinton Parish Council, Council Office, Aston Clinton Park, London Road, Aston Clinton HP22 5HL

Telephone No. 01296 631269 Email: clerk@astonclinton.org

The information submitted in this form will only be used for the intended purpose referenced on this form. The Aston Clinton Parish Council Data Protection Policy can be found on the website: www.astonclinton.org.uk/data-protection-policy