

LITTLE MARLOW PARISH COUNCIL

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APPLICATION FOR PERMISSION TO ERECT A MEMORIAL OR ADD ANY INSCRIPTION.

Date.....

To Little Marlow Parish Council:

I.....of.....
.....

(1) Apply for approval to erect a memorial/add an inscription to an existing memorial on

Grave no.....

In accordance with the regulations, with the following inscription:

State type and stone of memorial (illustration to be provided).

Size of memorial and foundation (in centimetres)

(2) Apply to add the following inscription on the existing memorial on Grave No.....

Permission will only be granted for the erection of this memorial subject to the following conditions:

PLEASE NOTE – All new memorials are to have the plot number put on the reverse side of the memorial.

1. The applicant shall satisfy himself/herself that the work has been properly performed and shall ensure that the memorial is maintained in a safe and secure condition, and he/she and his/her estate shall indemnify and keep indemnified the Council against all costs, claims, actions, or other proceedings by persons injured or who have suffered damage caused or contributed to by proceedings by persons injured or having suffered damage caused or contributed to by the unsafe condition of the memorial.

2. The applicant shall observe the Council's Regulations concerning memorials and also the Local Government Cemeteries Order 1977. Copies of the Regulation may be obtained from the Council's offices on request. Copies of the Order may be obtained from Her Majesty's Stationery Office.

3. In order for the ground to settle, adequate time must elapse before the memorial is erected. Generally, this should be at least six months after the latest interment.

4. If the memorial is found to be in a dangerous condition, the Council will notify the registered owner or his/her next of kin if the registered owner is deceased, at the address last given to the Council, requiring that the memorial be made safe as soon as possible. Should safety work not be completed within one calendar month of such notification, the Council reserve the right to make safe and to charge the owner for any work necessarily undertaken.

5. The stonemason shall provide each memorial with a five year unconditional guarantee.

Memorial Sizes

Grave spaces

All grave space memorials shall normally be of natural quarried stone, but a plain wooden nameplate, cross or other suitable marker may in some circumstances be permitted. A stone memorial shall consist of a headstone constructed to a maximum height of 3 feet (91.5cm) above the adjoining ground level and be no more than 2 feet (61cm) wide, with a slab thickness of between 6 inches (15.5cm) and 3 inches (7.5cm). Headstones are to be securely fixed to their respective bases by means of dowel pins and permanently held in place by a sand and cement grouting mixture. Vases may be incorporated within the dimensional limits specified above but must be either part of, or else securely fixed to, the memorial (Health and Safety Act). Memorials are to be maintained by the plot owner or his/her heirs in an upright and safe condition.

Headstone	Feet	Inches	Centimetres
Maximum height	3	36	91
Width – no more than	2	24	61
Slab thickness	Between 0.5 – 0.25	Between 6-3	Between 15.5 – 7.5

Grave spaces in Section 3 and 4 of The Cemetery, excluding plots reserved for cremated remains and stillbirths, may also have a kerb memorial of natural quarried stone with or without a cover slab. The external dimensions of the kerb memorial must not exceed 6 feet 6 inches (198cm) long by 2 feet 6 inches (76cm) wide. No other material, such as metal, plastic, wood, glass, brick, concrete or loose stone is permitted.

Kerb Memorial	Feet	Centimetres
Length	6 ft 6 inches	198
Width – no more than	2ft 6 inches	76

Ashes spaces

The dimensions of any memorial tablet placed on the ground shall not exceed 15 inches (38cm) square and the dimensions of any memorial headstone shall not exceed 18 inches (46cm) high by 15 inches (38cm) wide by 3 inches (7.5cm) thick. All memorials shall be of natural quarried stone. Alternatively, a plain wooden name plate, cross or other suitable marker may be erected within the dimensions mentioned above, subject to the prior written approval of The Council.

Memorial Tablet	Feet	Inches	Centimetres	mm
Not exceed - square		15	38	380
Memorial Headstone				
Height		18	46	460
Width – no more than		15	38	380
Slab thickness		3	7.5	75

General Conditions

All memorials shall be erected on a foundation of concrete or stone, suitably reinforced as necessary, which is to be supplied by the monumental mason. The surface of this foundation is to be just below the finished level of the surrounding earth.

Burial Ground – Privacy Notice

Little Marlow Parish Council collects and uses personal information provided in connection with the burial ground, including names and contact details, to administer burial records, maintain statutory registers, grave ownerships and respond to correspondence or enquiries.

Personal data is used only for lawful council purposes, stored securely, and retained in accordance with legal and operational requirements.

More information about how we process personal data and your rights under data protection law can be found in the Council's General Privacy Notice, available on our website or from the Parish Clerk.

To be completed by the Stonemason:

I/we agree to be responsible for any damage which may be occasioned to the property of the Authority, or to any adjacent vault, grave, tomb, monument or memorial stone as a result of an act, omission or default on the part of my/our workmen, or the workmen of any subcontractor employed by me/us in connection with the work referred to in this application, and also indemnify Little Marlow Parish Council in respect of any action, loss, cause, claim or damage which may be lodged against it as a result of any negligence, act or omission on the part of my/our workmen, or the workmen of any subcontractor employed by me/us in connection with the work referred to in this application.

SIGNED.....NAME OF STONEMASON.....

ADDRESS.....
.....

PHONE NUMBER AND EMAIL

To be completed by the Grave Owner

I, being the owner of the Exclusive Right of Burial in the above grave, apply for the right to erect and place a memorial as defined by the Regulations of Little Marlow Parish Council and subject to the conditions stated in this application form.

SIGNED.....NAME.....

ADDRESS.....
.....

PHONE NUMBER AND EMAIL

Fee Please make a BACS payment to, stating name and plot no:

Lloyds Bank, Marlow Branch

Account detail: Little Marlow Parish Council
Sort code: 30 95 36
Account number: 02066287