|  |
| --- |
| **Memorial Request Form**  |
| All memorials must be approved by Martock Parish Council **prior** to their erection. Plans for proposed memorials should be submitted **before** they are commissioned. **Permission must be given by Martock Parish Council BEFORE any headstone is removed or installed. Please contact 01935 822891 to arrange a mutually convenient date/time to remove/install a memorial.**  |
| **Section 1: Details of Memorial Mason** |
| **Name:****Telephone Number:** | **Address:** |
| **Section 2: Type of request** |
| Please tick: New memorial request Additional inscription request |
| **Section 3: Details of the applicant:** |
| Full Name(s) and Address of applicant  | Applicants telephone number & email address: |
| Relationship of applicant of the deceased: |
| **Section 4: Details of the person interred:**  |
| Full Name:  |
| Age at time of death: | Date of death: |
| **Section 5: Details of proposed additional inscription:** |
| For **reopened** plots: Full name and date of death of the person already interred: |
| **Section 6: Details of New Memorial:** |
| Please tick:

|  |  |
| --- | --- |
|  | Headstone  |
|  | Footstone |
|  | Tablet |
|  | Flat Stone |
|  | Walled Grave (by arrangement only) |
|  | Memorial in Children’s Section  |

 |
| For New Memorials please provide:a) A diagram and dimensions (to include the base and foundation slab) b) Details of the proposed inspection:  |
| **Section 7: Authorisation and Signatures**  |
| **I solemnly and sincerely declare that I am the present rightful owner of the Right of Burial of the grave for which this application is submitted and that I give permission for the Memorial, as detailed in the application, to be erected on the said plot.**  |
| **Print Name** | **Signature**  |
| **Section 8: For office use only** |
| Plot Number:  | Burial Rights Number: |
| Date Burial Rights Purchased:  |
| Name and Address of owner of burial rights: |
| Invoice Number and Account Name: |
| Invoice Number and Account Name for BR Transfer (if applicable)  |
| **Martock Parish Council Staff** |
| Date | Print Name  | Signature |
| Date  | Print Name  | Signature  |
| **Additional Notes:** **Any change notified or incomplete information may incur delay and additional charges. We must have the signature of the owner of the burial rights as per the Local Authorities Cemeteries order 1977. It may be necessary to transfer the ownership of burial rights e.g., where the previous owner is deceased before a memorial application can be agreed. (Please see Page 4 for full details).****Please email the completed form to** **operations@martock-pc.gov.uk** **or deliver to Martock Parish Council, The Market House, Church Street, Martock, TA12 6JL. Please do not send payment until you have received an invoice from us.** **Permission must be given by Martock Parish Council BEFORE any headstone is removed or installed.** **If a transfer of burial rights is required a charge of £35.00 will be made, we will require details of the person to be invoiced. Please telephone Martock Parish Council on 01935 822891 to arrange an appointment, the following information/documents will be required before we can proceed.** Using the correct materials is essential and it is the responsibility of a fixer mason to ensure their work meets the industry standards as laid out in BS8415 (The British Standard for the Memorial Mason Industry), this includes:All lawn memorials over 625mm in height should be designed and installed in compliance with BS8415. They are required to be constructed to withstand a force of 70kg applied at the apex of The Memorial or at 150mm from the ground, whichever is the lower.Use of Dowels All steel used in the construction of a memorial must be made of stainless-steel grade 304.Bolting the resin used to secure bolts into plate must be recommended by the manufacturer as suitable for use in the memorial industry or that it has a proven suitability within the stone industry. **Did the deceased** **owner of the burial** **rights leave a Will?**YesA **copy of the will be** **required****Did the will go to** **probate?**YesWe can only accept sight of a ‘sealed’ Grant i.e. it must bear the embossed seal of a Court.The burial rights will be transferred to the executor(s) named in the sealed grant of probateNoA statutory declaration will be produced transferring the exclusive right to burial to the executor(s)No**Is there a sealed grant** **of letters of** **administration**?YesThe burial rights will be transferred to the administrator(s) named in the sealed grant of administration NoPlease provide the names and addresses of all next of kin |
| \*Statutory declarations must be declared and signed before a Magistrate or Commissioner for oaths and returned to Martock Parish Council in order for us to complete the transfer.  |