



## GORING-ON-THAMES PARISH COUNCIL

### APPLICATION FOR PERMIT TO ERECT MEMORIAL / ADD INSCRIPTION

This form, together with drawings or plans drawing to scale and dimensions (inc. Height, width and thickness of plate, height, width and depth of base) figured thereon of the proposed Monument, Gravestone or Tablet, and a copy of the intended inscription, must be submitted to the Burial Ground Administration and approved before any such Memorial can be admitted to the burial ground.

All fees must be paid before admittance

The grave number must be inscribed on each memorial stone admitted.

All permits will expire 2 years from the date of issue.

Name of the deceased to whom the memorial stone is being erected.		
Date of Death of the Deceased		
Residential Status:	Goring / Non-Goring	Permit Applied For: New / 2 <sup>nd</sup> Inscription
Plot Number		Plot Type: Grave / Cremated Remains
Description of the Monument, Gravestone or Tablet (including dimensions):		Inscription:
<p>Note:</p> <p>(a) Requests for engravings/carvings at the head of the stone, nicknames etc, may be considered at the council's discretion.</p> <p>(b) Special consideration will be given for memorials for children under the age of eleven (11) years.</p> <p>(c) A single ceramic photograph not more than 6 x 4 inches may be considered at the Councils discretion above Area 1.</p>		
Memorial Material		
Anchor Type		

**PLEASE READ THESE GUIDELINE CAREFULLY**

1. No memorial will be allowed on a grave if the Exclusive Right of Burial has not been purchased.
2. The memorial application form must be fully completed including all the details of the proposed work and a diagram of the memorial. The application form must be signed by the registered owner or a person authorised by the grave owner to erect a new memorial or carry out work to an existing memorial.
3. It is the responsibility of the registered owner to ensure the continued maintenance and safe upkeep of the memorial. The Council recommends that memorial insurance be taken out to complement any warranty provided by the Memorial Mason. The Council is not responsible for making good any damage caused by circumstances over which it has no control.
4. For safety reasons, when a grave is excavated, the memorial may have to be removed from the burial ground by a Memorial Mason. The Funeral Director usually makes this arrangement in direct liaison with the family.
5. The Council has a duty to remove any potential danger from the burial ground and may therefore remove any breakable items, edging kerbstones or other unauthorised objects from any grave.
6. It is important that you notify the Council of any change of address or circumstances.

**MONUMENT SPECIFICATIONS (SUMMARY ONLY, SEE BURIAL GROUND REGULATIONS FOR FULL DETAIL)**

1. A monument must be dignified and made entirely of stone or wood and must be inscribed on the back in the bottom left hand corner with the grave number.
2. For a coffin grave space only a head stone or cross is permitted. It must be positioned near the west (head) end of the grave space, in line with adjacent monuments, or where marked by the council. The maximum width permitted is 750mm and the monument shall be positioned centrally across the width of the grave space. No part of a monument may be more than 1200mm above ground level. The monument shall rise from a matching stone base, set level with the ground and not extending more than 450mm along the grave. The base may be pierced for a removable flower container.
3. For a cremated remains grave space, only a tablet set level with the ground or a “desk” tablet 75mm high will be permitted. This must not be greater in size than 450mm by 450mm.
4. No maker’s name or other advertisement of any kind may be shown on any monument.

**DECLARATION BY APPLICANT**

I declare that I have the authority to instruct these works. I have read and accept the Guidelines above.

Name of Applicant:	Address:
Telephone Number	
Email address:	Postcode:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**DECLARATION BY THE MEMORIAL MASON**

I, the Memorial Mason, have read and understood the Council’s Burial Ground Regulations and agree to abide by them. I am responsible for the settlement of Cemetery fees and charges.

Firm: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_