

# Bodmin Town Council

## Memorial Application for Bodmin Cemetery

This **application** is to be completed and signed by the Owner of the Deed of Grant of the Exclusive Right of Burial and the Memorial Mason **for every kind of work** proposed to be carried out in relation to a memorial at Bodmin Cemetery. Please note – if you are the next of kin applying on behalf of the Exclusive Right holder we will require the signature of the Exclusive Right holder.

Please note this form constitutes an application only and no works should be undertaken until written permission is granted by Bodmin Town Council. Bodmin Town Council will not be responsible for any losses incurred for works to a memorial that were not approved.

**Please note an incomplete form cannot be accepted for processing**

### Section One: For Grant Owners Use

Name of Deceased				
Grave or Memorial Plot Reference No				
Date of Burial				
Full Name of Applicant				
Status of Applicant Please tick relevant box	<b>Exclusive Right Holder</b> Of the Deed of Grant of Exclusive Right of Burial	<b>Executor</b>	<b>Next of Kin</b> Please specify relationship to the deceased (e.g. son)	
<ul style="list-style-type: none"><li>■ I understand that the memorial remains my property and as the registered owner/executor/next of kin - of the holder of the Deed of Grant of Exclusive Right of Burial I am responsible for the costs of erecting and maintaining the memorial at all times to meet current, and any future, Health and Safety Regulations that may be applied</li><li>■ If, at any time, the memorial is found to be in an unsafe condition I accept that the memorial may be laid flat and that I will be responsible for the cost of any subsequent renovation or remedial work if I choose to have the memorial reinstated.</li><li>■ I will ensure that I notify Bodmin Town Council, in writing, of any change of address to enable them to notify me of any change in regulations that may affect the grave or memorial.</li></ul>				
Signature of Exclusive Right holder				
Date				
Address including postcode				
Daytime tel no.				

I have read the attached Privacy Notice for Bodmin Town Council and understand that the Council may use the data I have provided to contact me in relation to this Memorial. **Please tick the box to agree.**

A copy of Bodmin Town Council's Memorial Regulations are available from the Bodmin Town Council Office or are available to be downloaded from the Council's website at [www.bodmin.gov.uk](http://www.bodmin.gov.uk)

## Section Two:

To be completed by the Memorial Mason who will be carrying out work, of any kind, on a memorial or erecting a memorial at Bodmin Cemetery.

**Description of work:** Please tick box as appropriate and provide details

- Additional work  Repair work  
 Erection of Headstone (please list style of memorial e.g. erection of book)  Placing of Cremation Stone

<b>Description:</b>
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### Memorial Material:

<b>Type and colour of stone and details of fittings</b> e.g. granite, NAMM approved anchorage system etc.	
<b>Type of decorative features, if any</b> e.g. vase, photograph	
<b>Size</b> Please give full dimensions of proposed memorial	

- I enclose a sketch/photograph of the proposed memorial/inscription

**Proposed Inscription** – to be shown as it will be spaced and located on the memorial

**Please note** – If the lettering is on several sections of the memorial use a numbered reference that corresponds with numbered areas on the sketch/photo of the memorial that must be attached to this application showing **all** relevant measurements.

### I confirm that:

- The memorial will be manufactured and erected in accordance with the current code of practice as prepared by the National Association of Memorial Masons.
- All work carried out on the memorial (e.g. removal for additional inscription or other repair work) will meet with the current code of practice as prepared by the National Association of Memorial Masons.
- I/We agree to be responsible for any damage caused to Council property or to surrounding memorials; turf etc. caused by the negligence of myself, my workmen and/or any subcontractor employed by me and confirm we have appropriate public liability insurance in place.
- I/We agree to remove all unused materials/rubbish and to leave the area in a neat and tidy state.
- I/We agree not to carry out any work on site while a funeral is in progress
- I/We confirm that the applicant has seen and approved the specifications as detailed in this application
- I/We have explained to the owner of the Deed of Exclusive Right of Burial (details overleaf) that the memorial remains their property and that they are responsible for keeping it in a good and safe condition in accordance with the current code of practice as prepared by the National Association of Memorial Masons at all times.
- I/We have advised the owner to consider insuring the memorial against accidental damage and vandalism

<b>Signed</b>	
<b>Full name of signatory</b>	
<b>Date</b>	
<b>Name and address of company</b>	

I give permission for the memorial/inscription on Grave Space ..... in accordance with the particulars submitted to me

Town Clerk ..... Date .....

The sexton may ask to see copies of this paperwork to ensure the work is being carried in accordance with the permission of Bodmin Town Council

### Section Three:

## Monuments, Gravestones, Tablets and Monumental Inscription Fees As from 1<sup>st</sup> April 2019

Section 34 of the Burial Act 1852

Local Government Act 1972

Article 15 of the Local Authorities Cemeteries Order 1977

**Stonemasons are asked to inform their customers that free standing vases are not permitted and will be removed**

In accordance with the current schedule of fees set out by Bodmin Town Council I/we enclose payment of the following fees:

Item	Fee		Amount Due
	Parishioner	Non-Parishioner	
<b><u>New Cemetery</u></b>			
Lawn style memorials only (may include integrated vase)	£110.00	£330.00	
<b>NB – Kerbs, borders and footstones are not permitted in this section. No flat tablets may be placed in the grave.</b>			
<b>Subsequent inscriptions</b> – in both the New Cemetery and Garden of Remembrance (to be contained on the original memorial or a replacement that meets Memorial Regulations)	£50.00	£150.00	
<b>TOTAL DUE</b>			

**All cheques to be made payable to 'Bodmin Town Council'**

**Please complete and return the signed form to:**

The Town Clerk, Bodmin Town Council,  
Shire House, Mount Folly Square, Bodmin, PL31 2LU

No special provision can be made for maintenance

**FOR COUNCIL USE ONLY**

Invoice number .....

Amount .....

Receipt and Date .....

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This work was carried out on .....

Signature of sexton .....