

ALL MEMORIAL WORKS CARRIED OUT IN THE CEMETERY MUST CONFORM TO THE NAMM CODE OF WORKING PRACTICE AND BRITISH STANDARD 8415

Particulars required before a permit can be issued

1.	Full Name and Address of Applicant:	_____

2.	Grave Number:	_____
3.	Full name of the person last buried therein:	_____
4.	Full name and address of Grantee:	_____

	Signature of Grantee for consent to memorial work:	_____
5.	Proposed Work : <i>erection of memorial / additional inscription / refurbishment etc (full details overleaf)</i>	_____

6. Every monument when first erected or when re-fixed after an interment shall have a foundation consisting of not less than two reinforced concrete bearers, such bearers to be at least 3 feet 6 inches in length, 1 foot 6 inches in width, and 3 inches in thickness, and shall otherwise be constructed in all respects to the Council's satisfaction. Bearers shall also be provided where the monument is placed on a landing or one piece foundation frame. Memorials must not exceed 6 feet 6 inches in length and 2 feet 6 inches in width. Lawn memorials must be fixed by drilling and dowelling to the existing concrete foundation.
7. All spoil is to be removed from site.
8. **All** memorial works will be carried out in the Cemetery on a **STRICTLY BY APPOINTMENT ONLY BASIS.**
9. The section letter and number of the grave space must be cut in a prominent position on all memorials erected or placed in the cemetery.
10. The memorial remains the property and responsibility of the Grantee (owner). Epsom & Ewell Borough Council will conduct periodic memorial safety checks in accordance with current Health & Safety legislation.

The Drawing of the proposed Memorial, with all dimensions marked thereon in plain figures is attached hereto. I certify all particulars on this application to be true and correct, and undertake that all and any other works carried out by me or on my behalf shall conform to the NAMM Code of Working Practice and BS 8415 for the installation of memorials.

Signed..... Dated.....

Stonemason Name and Address:.....

Note: Cheques should be made payable to 'Epsom and Ewell Borough Council and sent to Cemetery Services, Town Hall, The Parade, Epsom, KT18 5BY. Tel: 01372 732000 Fax:01372 732452 web: www.epsom-ewell.gov.uk

MEMORIAL DRAWING / DIMENSIONS / INSCRIPTION / MATERIAL

N.B. In the Lawn Section and Garden of Remembrance, only Headstones or Tablets are permitted and planting out the Grave space is not allowed.

FOR OFFICE USE ONLY

<u>Fees:</u>	Resident / Non Resident	£	Memorial approved on behalf of the Council	
Headstone / Book / Footstone etc			Cemetery Superintendent	
Kerbs / Coverslab / Ledger etc				
Other Memorial				
Additional Inscription (no charge)				Date:
Moulding				Permit No:
Planting				Receipt No:
		TOTAL: _____	Grave Purchase Register:	

Inspected by: _____ Date: _____

Comments: