

Halberton Parish Council

Memorial Application for Halberton Cemetery

This application is to be completed and signed by the **Owner of the Grant of the Exclusive Rights** of Burial and the Monumental Mason for every kind of work proposed to be carried out in relation with a memorial at Halberton Cemetery.

Please note this form constitutes an application only and no works should be undertaken until written permission is granted by Halberton Parish Council. Halberton Parish 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 Owners of Exclusive Rights of Burial

Name of Deceased	
Grave/Plot No.	
Date Of Burial	
Name and address of the Monumental Mason who will be carrying out the work on your behalf	be permitted to carry out the work as detailed overleaf

NOTE: if the holder of the Exclusive Right of Burial (EROB) is deceased, then it must be transferred to a living person(s) before any memorial works can be approved out. Contact the Parish Clerk for advice on transferring the EROB.

- I confirm that I am the Owner of the Grant of Exclusive Rights of Burial and do give permission to the Monumental Mason for him/her to carry out the erection/inscription of the memorial
- I confirm I have read and understood the current Rules and Regulations of Halberton Cemetery* and will comply with those rules as they apply to me as owner
- I understand that I am responsible for the costs of erecting and maintaining the memorial
- I understand that the memorial remains my property and as the holder of the Grant of Exclusive Rights of Burial.
- I am responsible for keeping the memorial in good repair at all times to meet current and any future Health and Safety Regulations or Rules that may be applied.
- I understand that if I fail to do so the memorial may be laid flat/removed without prior notice
- I agree to allow Halberton Parish Council to authorise random testing of memorials to relevant Health and Safety standards to ensure that I am complying with my obligations as the registered holder of the Grant of Exclusive Rights of Burial of this grave/plot.
- If the memorial is found to be in an unsafe condition, at any time, I accept that the memorial will be laid flat/removed and that I will be responsible for the cost of removal and renovation/repair cost if I choose to have the memorial reinstated.

* Rules and Regulations are available on the Halberton Parish Council's website: www.halberton.org or requested from the Clerk

Please note if there are more than one holder of the Exclusive Right of Burial, then all holders are equally responsible for the matters above.

To be signed by the grave owner(s)*

* please note: if the grave is owned by more than 1 person then all owners will need to sign the form	
Your name	
Signed	
Date	
Address including postcode	
Daytime Telephone No.	

Your name	
Signed	
Date	
Address including postcode	
Daytime Telephone No.	

Section Two: To be completed by the Monumental Mason who will be carrying out work, of any kind, on a memorial, or erecting a memorial at Halberton Cemetery

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

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

Description:

Type and colour of stone and details of fittings e.g. granite, NAMM approved anchorage system etc.	
Monumental Vase Yes/No – please delete whichever is not applicable	
Size (in metric) 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 (please tick all relevant boxes):

- ☐ The memorial will be manufactured and erected to the current minimum National Association of Memorial Mason (NAMM) standards and current NAMM Code of Working Practice and in the case of headstones this will include a NAMM approved anchor system appropriate for the soil conditions in the cemetery
- ☐ All work carried out on the memorial (e.g. removal for additional inscription or other repair work) will meet current minimum NAMM standards and current National Association of Monumental Mason's Code of Working Practice and in the case of a headstone will include a NAMM approved anchor system appropriate for the soil conditions in the cemetery
- ☐ I/we confirm that I/we have not been barred from working in any other cemetery in the previous two years and should this occur in the future that I/we will inform the Council immediately
- ☐ 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 we are satisfied from the enquiries I/we made that the applicant is legally authorised to give permission to me/us to erect/inscribe the memorial 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 Grant of Exclusive Rights of Burial (details overleaf) that the memorial remains their property and that they are responsible for keeping it in good and safe condition to current industry and general Health and Safety standards at all times.
- ☐ I/we have advised the owner to consider insuring the memorial against accidental damage and vandalism.
- ☐ I/we confirm that the Business is registered with the British Register of Accredited Memorial Masons (BRAMM) or National Association of Memorial Masons (NAMM).
- ☐ I/we confirm that the Monumental Mason who carries out the work to erect or re-erect the memorial will hold a fixer's licence issued by British Register of Accredited Memorial Masons (BRAMM) or National Association of Memorial Masons (NAMM).
- ☐ I/we confirm that I/we have public liability insurance for a minimum insured sum of £5,000,000
- ☐ I/we confirm that all work shall conform to statutory requirements and the Council's Rules and Regulations
- ☐ I/we confirm that the works to the memorial will not be carried out until I/we have received the written consent from Halberton Parish Council and acknowledge that the written consent and evidence of BRAMM's or NAMM's fixers licence may need to be produced to an authorised officer of Halberton Parish Council at any time if so requested

Signed	
Full Name of Signatory	
Date	
Name & Address of Business	
Business Tel. No	
BRAMM/NAMM Registration No and Expiry Date	

BRAMM/NAMM Fixer Registration NO(s) and Expiry Date(s)	
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Section Three: Monuments, Gravestones, Tablets and Monumental Inscriptions Fees

Section 34 of the Burial Act 1852

Local Government Act 1972

Article 15 of the Local Authorities Cemeteries Order 1977

In accordance with the current schedule of fees set by Halberton Parish Council I/we enclose payment of the following fees:

For the right to erect or place on a grave in respect of which the exclusive right of burial has been granted	
i. A headstone not exceeding 900mm in height (inclusive of plinth) and 610mm in width	£165.00
ii. A monumental vase not exceeding 460mm in height	£135.00
iii. A tablet on the ground where cremated remains are interred, approximately 455mm x 455mm on the surface including the first inscription	£90.00
Additional inscriptions	£40.00
Only one headstone (which may include a sunken flower holder in the base) or one monumental vase is allowed on each grave.	

Please complete and return the signed form to:

**Susan McGeever, Clerk of Halberton Parish Council, Woodmans, Brithem Bottom, Cullompton
EX15 1NB**

Form Valid 1 April 2023