

Pencombe Group Parish Council will grant permission to carry out memorial works on the grave detailed below, subject to the acceptance of the following conditions by the Grave Owner / Applicant and Mason. No work should be started on a memorial before the Clerk to the Council has approved it. Pencombe Group Parish Council will not be responsible for any losses incurred for works to a memorial that were not approved.

Details of the grave/plot	
Grave/plot no:	
Full name of deceased:	
Date of interment:	
Name of registered grave owner:	
Address of registered grave owner:	
Telephone number of registered grave owner:	
Email address of registered grave owner:	

Details of the Memorial Mason	
Name of Memorial Mason:	
Address of Memorial Mason:	
Telephone number of Memorial Mason:	
Email address of Memorial Mason:	

Description of work	
Erection of headstone:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Installation of cremation plaque:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Installation of vase:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Additional inscription:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other (please specify):	

Details of the memorial		
Type of material of headstone and finish:		
Overall size of headstone memorial:	Height (max 1050mm/3'6"):	
	Headstone base width (max 1050mm/3'6"):	

	Headstone base depth (max 381mm/ 15"):	
Size of cremation plaque:	Height (max 457mm/18"):	
	Width (max 457mm/18"):	
Name on the existing memorial (where applicable):		
Inscription wording:		
Size, style and colouring of lettering:		
Diagram:		

To be read and signed by the Memorial Mason carrying out the work:

We confirm that:

- The memorial has been manufactured and erected in accordance with the minimum standards as outlined by NAMM or BRAMM and all work carried out on the memorial will be in accordance with the same standards.
- We will be responsible for any damage caused to Council property, surrounding memorials, turf etc. caused by the negligence of any workmen employed by this company or by any sub-contractor employed on the company's behalf.
- We will not carry out any work on site if a funeral is in progress.
- The applicant has seen and approved the specifications as detailed.
- We have notified the owner of the exclusive right that the memorial remains their property and that they are responsible for keeping it in good and safe condition at all times.
- We have advised the owner to consider insuring the memorial against accidental damage and vandalism.
- We will give Pencombe Group Parish Council at least 14 days' notice of any intention to install/remove/repair a memorial in order that they may mark the correct location.
- We understand that if we install/remove/repair a memorial without providing Pencombe Group Parish Council with the appropriate notice that we will be responsible for any costs in moving the memorial/rectifying any errors made.

Signed:

Print Name:

Date:

To be read and signed by the Grave Owner/Burial Applicant:

I understand that:

- I am responsible for the costs of erecting and maintaining the memorial.
- The memorial remains my property and as the owner of the grant of exclusive right of burial/executor/next of kin 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 apply/be applied.
- Pencombe Group Parish Council may undertake random testing of memorials to ensure that I am complying with my obligations.
- If the memorial is found to be in an unsafe condition at any time, it may be laid flat/removed without prior notice and that I will be responsible for the cost of removal and any renovation/repair works if I choose of have the memorial reinstated.
- I must notify the Parish Clerk immediately of any change of address.

Signed: _____

Print Name: _____

Date: _____

Please return this form, together with any relevant certificates and appropriate fees, to:

Mrs Karen Hodges
Parish Clerk
Pencombe Group Parish Council
Vilberie Cottage
Little Cowarne
Bromyard
Herefordshire
HR7 4RQ
clerk@pencombegrouppc.org.uk