



MEMORIAL APPLICATION

Full name of deceased

Application Type

New Memorial
 Replacement

Additional Inscription
 Maintenance

Section One – to be completed by the grave owner

I/We, the undersigned, being the person(s) entitled to the Exclusive Right of Burial for grave in

Section: _____ **Row:** _____ **Number:** _____ in Swaffham Cemetery, apply for permission for the work to be carried out as detailed below on the aforementioned grave and in accordance with the council’s Cemetery Rules and Regulations. **Please note a copy of the Exclusive Right of Burial certificate must accompany this application.**

Name

Address

Telephone contact

Signature and date

This section must be signed by both registered owners, if applicable.

Please note: - all monuments, after erection, are the prime responsibility of the owner and are to be kept in good repair. Please notify the council of any change of contact details. Under the Management of Health & Safety at Work Regulations 1999, Swaffham Town Council undertake regular inspections of all memorials. In the event of any deterioration we will notify the owner for remedial action to be taken. In the event the owner cannot be contacted we reserve the right to take whatever action is necessary to ensure the memorial is maintained in a safe condition.

Section Two: to be completed by the contractor

We hereby apply to carry out the work as detailed below and in accordance with the Council’s Cemetery Rules and Regulations.

Date for memorial work to be undertaken

min 10 months after any interment, 12 months for a kerb stone.

Name of contractor

Business address and contact number

Signature and date

A detailed breakdown of any memorial work to be competed overleaf:

Section Three:

Proposed Memorial work

Dimensions

Colour & type of material

Type of ground anchor system

New or additional Inscription

Any other work, please specify

Drawing/picture of proposed memorial work

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Authorised by:

Date

Fee:

£

Please note, once an invoice is issued this is the council's approval to proceed.