

AMBLE TOWN COUNCIL

e-mail: ask@amble.gov.uk

Permission to erect a memorial / add an inscription / carry out repairs and maintenance

This form must be submitted, checked and authorised by the Council Administration Staff before any work can be carried out. It will be signed and a copy returned to you for your records.

All fees must be paid **in full** before any work is carried out unless prior arrangements have been made with the Clerk.

At least **2 days** notice of your intention to carry out the works overleaf must be given.

PLEASE PRINT IN BLOCK CAPITALS:

Name and address of Monumental Mason				
NAMM/BRAMM membership number				
Name of Deceased				
Grave No*		Section*		* If unknown a charge may be made to search the records

Name of Plot Holder	
Name of Client requesting work	
Address of Client	
Date from which memorial can be installed (minimum of 1 calendar month or 6 calendar months from interment dependent on area)	
Signature of Client	

NB – if the client is not the plot holder, the plot holders written permission **should** be provided

Memorial details to be completed overleaf

Permission granted (Office Signature)		Date	
Work Completed		Date	

All vehicles should be parked at entrance gates.

All surplus materials must be removed and the area left tidy.

A Certificate of Compliance must be issued to all clients upon completion.

Insurance cover against risks such as vandalism is recommended.

MEMORIAL DETAILS – PLEASE COMPLETE

Work description e.g. New memorial/vase/added inscription/repair	
Lawn Grave	Ashes Grave

Material		Colour	
Design Dimensions	Height	Width	Depth

Inscription wording			
	Colour of writing		

Illustration of Monument	
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You are reminded below of the maximum sizes permitted
 Lawn Graves: Height 3' 6" (43.2 inches) Width 3' (36 inches) Depth 0.5' (6 inches)
 Children's Graves: Height 3' (36 inches) Width 2' (24 inches) Depth 0.5' (6 inches)
 Ashes Graves: Height 3' (36 inches) Width 2' (24 inches) Depth 0.5' (6 inches)

As per our Data Protection policy, available on our website or by application, the use of your personal details contained here will be confined to ATC administration purposes and not passed to a third party.