Langtoft Cemetery Memorial Application

This application form is to be used for the installation of a Memorial such as monuments, gravestones, tablets and inscriptions on a grave or ashes plot.

The Owner of the Exclusive Rights of Burial certificate and the Memorial Mason are to complete this form **for all work** proposed to be carried out to a Memorial at Langtoft Cemetery.
There are 3 Sections to this application.

Please Note that only flat or sloping tablets are permitted in the Memorial Garden.

This form constitutes an application only and no works should be undertaken until written permission is granted by Langtoft Parish Council.
Langtoft 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: To be completed by the Owner of Exclusive Rights of Burial.

Name of Deceased						
Grave/Memorial Section & Plot Number: (From: Exclusive Rights of Burial Certificate)						
Date of Burial						
Full Name of Applicant (the name of the person completing this form)						
**Status of Applicant *Please tick relevant box* ***Required*	**Registered Owner** of Exclusive Right of Burial		**Executor**		**Next Of Kin** – please specify relationship to the deceased (i.e. Son/daughter)	

- 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 registered owner/executor/next of Kin/ of 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 all current and ~~any~~ future Health and Safety Regulations.
- I understand that if I fail to do so, the memorial may be laid flat/removed without prior notice. I agree to allow Langtoft Parish Council to authorise random testing of memorials to National Association of Memorial Mason standards (or any relevant Health and Safety standards) to ensure that I am complying with my obligations as the registered owner/executor/next of Kin/ of the 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. I will ensure that I notify the current Parish Clerk in writing of any change of address to enable the Parish Council to notify me of changes in rules and regulations that may affect the grave or memorial.

Signed	
Date	
Address including postcode Contact Number	

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

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

- ❑ Additional Inscription
- ❑ Repair work
- ❑ Erection of Headstone (please list style of memorial)
- ❑ Placing of Cremation Stone

Description :

Memorial Material:
It is the policy of Langtoft Parish Council to maintain the cemetery as economically as possible and to this end only monumental headstones are now allowed to be placed on graves.

Type and colour of stone and details of fittings e.g. granite, NAMM approved anchorage system etc.	
Type of decorative features if any e.g. vase, photograph	
Size please give full dimensions of proposed memorial (refer to Cemetery Fees documents for allowable sizes)	

❑ **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. In the case of headstones this will include a NAMM approved anchor system.

❑ All work carried out on the memorial (e.g. removal for additional inscription or other repair work) will meet current minimum NAMM standards and in the case of a headstone will include a NAMM approved anchor system.

❑ 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 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.

Signed	
Full Name of Signatory	
Date	
Name & Address of Company	

Section Three : Fees Please refer to the Cemetery Fee structure on the website https://langtoft.parish.lincolnshire.gov.uk/council-business - Cemetery section.

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 Langtoft Parish Council I/we enclose payment of the following fees :

Item For the right to place			**Fees ***	**Amount Due**
(a)	A flat stone on cremated remains in a grave or a flat or sloping tablet in the Memorial Garden – maximum 45 x45 cm and 10cm high. A plinth, if used not to exceed 60x60x5cm			£
(b)	For the right to erect a headstone *(in the burial ground not in the Memorial Garden)*			
	(i)	Not exceeding 90cm in height and 90cm in width		£
	(ii)	For each additional 30cm in width or part of 30cm. *(for a double memorial)*		£
(c)	For the right to erect a gravestone in the form of a vase not exceeding 60cm in height (not in the Memorial Garden)			£
(d)	For the right to place on any gravestone or monument any additional inscription after the first			£
Sub Total				£
The foregoing fees will be doubled in the case of any person who is not an inhabitant of Langtoft. Such higher fee shall not apply in the case of a former inhabitant of the said Parish who has ceased to live in the parish less than 10 years before death?				£
Total Due (all cheques should be made payable to **'Langtoft Parish Council'**) BACS details Unity Bank Account No: 20322470 Sort Code: 60-83-01 Please add memorial name as a reference when making payment				**£**

On completion of this form please send to:

Email : clerk@langtoftparishcouncil.gov.uk

Official Use	
Grave or Memorial Plot Reference No Section:	
Payment Amount and Date:	
Permission Given to Stone Mason	