



CEMETERY	Grave No	NAME
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FULL NAME OF GRAVE OWNER/APPLICANT:

ADDRESS: _____

I, being the legal owner of the **EXCLUSIVE RIGHT of BURIAL** for the above grave and being aware of the regulations and restrictions in force, give permission for the memorial works described below to be carried out. I hereby indemnify the Council in respect of any claims or demands that may be made at any time in connection with or arising out of any such works being undertaken.

I understand that the maintenance and safety of the memorial is my responsibility. I confirm that no unauthorised items will be placed on the grave. I also understand that the memorial may need to be removed temporarily to allow burials in adjacent graves or for future burials within this grave.

Signed: _____ Date: _____

Grave owner/Applicant signature (*)

MEMORIAL COMPANY:

ADDRESS: _____

☐ NEW MEMORIAL ☐ ADDITIONAL INSCRIPTION ☐ RE-INSTALLATION ☐ CLEAN

I confirm that all memorial works shall be carried out in accordance with BS8415 or any Industry Standard or Code of Working Practice which complies and conforms to the above standards. This includes any Council Policies of which a Certificate of Compliance will be issued to the grave owner. I accept that I am responsible for meeting the above standards and am accountable for any breach of the standards and confirm that I am BRAMM / NAMM registered.

Signature on behalf of company

<u>Inscription</u>	<u>Sketch/Details of work</u>
	<p>Elevation drawings with full dimensions and proposed method of fixing must be included with every application - provide on separate sheets if necessary.</p>

HEADSTONE: Width: _____ Thickness: _____ Height: _____

HEADSTONE BASE: Width: Thickness: Depth:

FOUNDATION: Width: Thickness: Depth:

KERB SET: Width: _____ Thickness: _____ Length: _____

Issuing Officer: _____ Date Issued: _____ Min. Installation Date: _____

(*Please use additional forms if more than one owner)

INFORMATION CONCERNING MEMORIALS

Introduction

The importance of a memorial as a means of commemorating the life of a loved one, acting as a focus for grief in years to come as an historical record is recognised widely.

Your appointed memorial mason will advise you of the choice of memorials available relative to the cemetery section in which the grave has been purchased as the memorial will need to be within this Council's regulatory dimensions.

It is important that you are aware that by placing a memorial in the cemetery you are accepting a number of responsibilities. Please note listed some of the services we provide along with the responsibilities you will be accepting

Memorials and vases must be of natural quarried stone only.

Your appointed memorial mason is required to provide you with a workmanship guarantee.

Your appointed memorial mason will submit the attached application form on your behalf. We will check this application form before issuing the permit to install. In addition we will also ensure that:-

Only BRAMM (British Register of Accredited Memorial Masons) or NAMM (National Association of Memorial Masons) are permitted to work in Wokingham Borough Council Cemeteries.

Memorials are not installed before the minimum installation date to ensure adequate ground settlement to provide as much stability as possible.

It is your appointed memorial masons responsibility to ensure the memorial is placed on the correct grave and to the required standards and that the ground is reinstated satisfactorily.

We will liaise with the memorial mason in the event of there being any problems.

In order to offset the cost of this service, a memorial fee is charged and is revised annually.

Please contact the cemetery office should you have any further queries.

Memorial Responsibility

The memorial is the sole responsibility of the grave owner and does not become the property of the Council. The Council therefore accepts no responsibility or liability for any vandalism caused to any memorial.

It is your responsibility to ensure that the memorial is maintained in a safe condition and does not pose a hazard to the visiting public or cemetery staff. In the unfortunate event of a memorial being found to be unsafe at any time, the Council reserves the right to immediately make it safe.

Should your memorial require any maintenance or cleaning we advise you discuss this with a memorial mason.

We must stress these items are not intended to worry you in any way but are required for the benefit of all who visit a cemetery.

You may wish to consider taking out insurance cover for your memorial. Your appointed memorial mason should be able to provide advice regarding this.

Cemetery Maintenance

It is the aim of the Council to provide the highest possible standards of cemetery maintenance within the finances available. Should you have any queries or concerns regarding any aspect of these functions, they can be addressed to the cemetery office during normal office hours.

We are sure that you will appreciate it is inevitable that grass cuttings may blow onto memorials during mowing operations. Every effort will be made to minimise this problem and we apologise for any inconvenience it may cause you.

We realise that what pleases one can offend another and in an effort to preserve the dignity and appearance of the cemeteries, there are specific regulations in place of which you are advised to make yourself aware of.

You can request a copy of the cemetery regulations from the cemetery office.

Change of Address

Please advise the cemetery office of any change of address so that we can update our cemetery records. This is very important should there be a need for future correspondence.

Cemetery Office

Wokingham Borough Council
Cemeteries, (Place Clienting)
Shute End
Wokingham
Berks
RG40 1BN
0118 9746000
cemeteryadmin@wokingham.gov.uk