



Barrowby Parish Council

Email: clerk@barrowbyparishcouncil.gov.uk

Address: Reading Room, Church Street, Barrowby, NG32 1BX

Website: <https://barrowby.parish.lincolnshire.gov.uk>

Memorial Completion Certificate

This certificate must be completed by the Memorial Mason after the approved memorial work has been finished and returned to Barrowby Parish Council.

Part 1 – Grave and Permit Details

Permit Number: _____

Grave / Plot Number: _____

Name of Deceased: _____

Type of work completed:

New headstone

Cremation plaque

Additional inscription

Repair

Removal and reinstatement

Cleaning and reinstatement

Re-fixing of existing memorial

Other: _____

Date permit issued: _____

Date work completed: _____

Part 2 – Memorial Mason Details

Name of Memorial Mason: _____

Company name: _____

Address:

Telephone: _____

Email: _____

NAMM / BRAMM / other accreditation number:

Part 3 – Completion Declaration by Memorial Mason

I certify that:

- the memorial work authorised by the permit has been completed;
- the memorial, as left on site, complies with the approved permit;
- the memorial has been erected, repaired, re-fixed or reinstated in accordance with current standards, including **BS 8415** and applicable **NAMM / BRAMM** requirements;
- where applicable, an approved fixing / anchoring system has been used;
- any re-fixed or reinstated memorial has been brought up to current standards at the time of the work;
- the grave and surrounding area have been left in a safe, tidy and satisfactory condition;
- no unauthorised changes have been made to the memorial design, inscription or materials.

Signed: _____

Print name: _____

For and on behalf of: _____

Date: _____

Part 4 – Installation Details

Fixing / anchor system used:

Foundation / base details:

Any comments or issues arising during the work:

Part 5 – Council Check / Final Sign-Off

(Office use only)

Date certificate received: _____

Date inspected / checked: _____

Inspected by: _____

Outcome:

Satisfactory

Further information required

Remedial work required

Comments:

Memorial records updated: Yes No

Inspection / completion logged: Yes No

Signed: _____

Name / Position: _____

Date: _____

Notes

- This certificate must be returned after completion of the work.
- Final approval of the memorial process is not complete until this certificate has been received and checked by the Council.
- The owner of the Exclusive Right of Burial remains responsible for the memorial after installation.

Document control

- **Owner:** Burial Ground Committee
- **Responsible officer:** Clerk / Proper Officer
- **Adopted:** 11.05.2026 (Minute ref: 8e [26/008])
- **Version:** 2026.1
- **Review:** Annually or earlier if legislation/guidance changes
- **Next review due:** January-March 2027 at Burial Ground Committee meeting for formal adoption at Parish Council May 2027