



Barrowby Parish Council

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Memorial Permit Form

Application to Erect, Replace, Repair, Re-fix, Remove or Amend a Memorial

Important

This form must be completed for any work to a memorial in Barrowby Burial Ground. No work may begin until written approval has been issued by Barrowby Parish Council. A permit is valid only for the work described in this application and will expire on the date shown in the approval section unless the work has been completed before that date.

All newly erected, repaired, re-fixed, removed and reinstated memorials must comply with current standards, including BS 8415 and applicable NAMM / BRAMM requirements.

Following an interment:

- a headstone may not normally be erected within 6 months of burial
- a cremation plaque may not normally be laid within 3 months of interment of ashes unless otherwise approved by the Council.

Part 1 – Grave Details

Grave / Plot Number: _____

Name of Deceased: _____

Date of Interment: _____

Part 2 – Type of Application

Please tick as appropriate:

New headstone

Cremation plaque

Additional inscription

Repair

Removal and reinstatement

Cleaning and reinstatement

Re-fixing of existing memorial

Other: _____

Part 3 – Applicant / Grant Owner Details

Full name: _____

Address: _____

Telephone: _____

Email: _____

Status:

Owner of the Grant of Exclusive Right of Burial

Executor

Other authorised person: _____

I request permission for the memorial mason named in this application to carry out the work described below. I confirm that I am entitled to authorise this application and understand that:

- no work may begin until written approval is issued;
- the memorial remains the responsibility of the Grant owner;
- I must keep the memorial in a safe condition;
- the Council may take action if a memorial becomes unsafe;
- I must notify the Council of any change of address or contact details.

Signature of Applicant: _____

Date: _____

Part 4 – Memorial Mason Details

Memorial Mason / Company Name: _____

Address: _____

Telephone: _____

Email: _____

NAMM / BRAMM / other accreditation: _____

Public Liability Insurance Provider / Policy No.: _____

Insurance expiry date: _____

Part 5 – Details of Memorial and Proposed Work

Description of work: _____

Dimensions: _____

Material: _____

Colour / finish: _____

Inscription wording (if applicable): _____

Sketch / design attached: Yes No

Any additional comments: _____

Part 6 – Memorial Mason Declaration

I confirm that:

- the memorial work described in this application will comply with current standards, including BS 8415 and applicable NAMM / BRAMM requirements;
- where the work involves repair, re-fixing, removal and reinstatement, or additional inscription, the memorial as left on completion will comply with current standards;
- where required, an approved fixing / anchor system will be used;
- at least 24 hours' notice will be given before work starts unless otherwise agreed;
- the grave and surrounding area will be left in a safe and tidy condition.

Signed: _____

Name: _____

For and on behalf of: _____

Date: _____

Part 7 – Office Use: Application Decision

Permit Number: _____

Date application received: _____

Fee due: _____

Fee paid: Yes No

Date fee paid: _____

Barrowby Parish Council:

Approves this application

Refuses this application

Conditions (if any): _____

Reason for refusal (if applicable): _____

Permit issue date: _____

Permit expiry date: _____

Authorised by: _____

Position: _____

Signature: _____

Date: _____

Part 8 – Memorial Completion Certificate

To be completed by the Memorial Mason following completion of the approved work and returned to Barrowby Parish Council for inspection and final sign-off.

Notes

- No memorial mason should be commissioned until written approval has been issued.
- A separate application may be required for any change to the approved design or wording.
- This permit applies only to the memorial and work described above.
- Re-fixed and reinstated memorials must meet current standards at the time the work is carried out.

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