



# Banwell Parish Council

## Application to Erect a Memorial or Place an Additional Inscription on a Memorial in Banwell Cemetery

Plot number ..... Name of deceased.....

Name and address of monumental mason carrying out the work.....

.....

### Memorials

	Please tick option
For the right to erect or place a memorial on a grave in which exclusive right has been granted (including memorial tablet and first inscription)	
For the right to erect or place a memorial on a cremation plot in which exclusive right has been granted (including memorial tablet & first inscription)	

### Plus

Ceramic portrait	
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### Or

Each subsequent inscription	
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**Inscription and Design of Memorial** - please provide below details of the proposed inscription, together with a sketch of the proposed memorial showing the dimensions (which must comply with paragraph 16 of the Banwell Cemetery regulations), the material to be used and including full details of the fixings, which must comply with the NAMM code of working practice

Inscription	Sketch

(Note: The above details must not be altered once the permit is issued.)

I confirm that the above memorial will comply fully with the current NAMM code of working practice.

Signed..... (Monumental Mason)

**Details of owner of grave space or executor/other person acting on their behalf.**

I give my consent to the erection of this memorial/insertion of additional inscription.

**Signature**.....

**Full name**.....

**Address**.....

**Relationship to owner of grave**.....

**Contact phone number**.....

**Date**..... **No. of Deed of Right of Burial (if known)**.....

**Notes**

All stone masons must put their identification on memorials.

All memorials must show the plot number carved thereon.

All memorials must be erected/re-erected in accordance with the NAMM recommended code of working practice.

An administration fee per application is payable and should be added to the fees.

An extra fee will be charged to cover administration if the above is not complied with.

**Office use only**

I hereby acknowledge receipt of the sum of £..... in respect of the above memorial/ inscription.

You are hereby authorised to erect the memorial or carry out the work on the grave specified in this form in accordance with the design submitted and the NAMM recommended code of working practice.

.....Clerk, Banwell Parish Council.

Date.....

Completed application and fee to be sent to – Banwell Parish Council, Youth & Community Centre, West Street, Banwell BS29 6DB.

We prefer **BACs** payments: Banwell Parish Council. **Sort code** 60-23-32 **Account** 59678674 please put your name as a reference.

Alternatively make cheques payable to Banwell Parish Council

Any queries do not hesitate to contact the Parish Council at the above address or **Tel:** (01934) 820442

**Email:** [clerk@banwellparishcouncil.gov.uk](mailto:clerk@banwellparishcouncil.gov.uk)

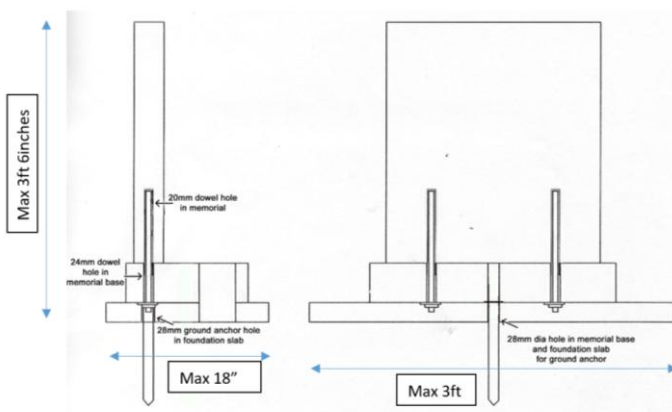
# Extract from Banwell Parish Council Cemetery Regulations

## MEMORIALS AND MARKERS

- 16.1) Memorials shall be permitted on private graves only and shall be wholly constructed in natural stone, marble or wood.
- 16.2) No memorial shall be erected or placed on a grave until the owner of the grave has been granted a right to place a memorial, including the approval by the Clerk of the inscription or subsequent inscriptions. The right will not be issued until the appropriate fees and charges have been paid to the Clerk.

a) GRAVES See next page for diagram.

An ink drawing on paper (to scale, stating colours, grave space number corresponding with the register of graves and short specification of materials to be used, restricted to natural stone, marble or wood, and proposed inscription describing style of lettering and colour) shall be submitted to the Clerk for approval; and the appropriate fees paid before the erection, or undertaking of any work. Stainless Steel dowels only shall be used in connection with any stonework. The grave space number shall be placed on every memorial in half inch lettering. No memorial shall exceed three feet, six inches in height, by three feet in width, by one foot overall back to front. The concrete base of any memorial shall not exceed three feet, six inches in width by 18" and shall be so constructed that it does not protrude above the level of the surrounding ground. No kerbstones or granite chippings will be permitted. All memorials must be fixed in line with the National Association of Memorial Masons Code of Working Practice.



b) CREMATED REMAINS

As for 16.3 a) above but no memorial shall exceed four inches in height. Memorial tablets for single plots will be 18"x12"x4" deep at the rear tapering to 2" at the front, whilst memorial tablets for double plots will be 18"x18"x4" deep at the rear tapering to 2" at the front. This may include one mounted vase (excluding glass) to each memorial tablet.

c) The name of the monumental mason shall be displayed discreetly with lettering of up to ½ inch high along with the grave space number at an inch high.

- 16.3) Separate vases will not be permitted in the grave space.

## ERECTION OF MEMORIAL WORK

- 17.1) All work carried out in connection with memorials or markers shall be carried out under the control of the Clerk. Any memorial or marker wrongly or illegally erected or placed on a grave space shall be removed as the law permits.
- 17.2) The person undertaking the fixing or laying of memorials shall provide all equipment for the work. Equipment and surplus materials shall be removed without delay and the site left in a tidy condition.
- 17.3) An extra administration fee will be charged to a Monumental Mason if any memorial is placed or subsequently amended without an application form being submitted to the Clerk in advance, along with the appropriate fee. The extra administration fee will be the equivalent of the original fee i.e. double will be charged. This is in recognition of the extra work involved.