



AYLESBURY TOWN COUNCIL

Town Hall, 5 Church Street, Aylesbury, Bucks, HP20 2QP
Town Clerk/CEO: Keith Gray JP, FSLCC

Telephone: 01296 425678
Fax: 01296 426134
Website: aylesburytowncouncil.gov.uk
Contact: Cemetery Officer
E-mail: cemetery@aylesburytowncouncil.gov.uk

Memorial Permit Application Form for Tring Road Cemetery, Aylesbury

Failure to fully and accurately complete the memorial permit application will result in the application being returned to the memorial mason.

Name of Deceased: _____ Grave No/Section.: _____

Grave Owner(s) Details

<p>All grave owners must sign this section. Please use an additional form, if necessary.</p> <p>(Please note: If the grave owner is deceased, the next of kin must contact the Cemetery Office to transfer the grave ownership.)</p> <p>Declaration: I/We have checked the details on this form and grant permission for the memorial work to be carried out. I/We understand that memorials placed in the cemetery are done so at the risk of the grave owner(s). Memorials are not the responsibility of the council or its contractor(s) and it is strongly advisable to insure memorials against damage and vandalism, etc.</p>	
Owner 1	Owner 2
Name:	Name:
Address:	Address:
Telephone:	Telephone:
Email:	Email:
Signed:	Signed:
Date:	Date:

Details of Memorial Works

Memorial Permit Type (tick and/or delete as appropriate)		
New/Replacement Headstone <input type="checkbox"/>	New/Replacement Headstone & Kerbs <input type="checkbox"/>	New/Replacement Ashes Tablet <input type="checkbox"/>
Additional Inscription <input type="checkbox"/>	Remedial Work/Renovation <input type="checkbox"/>	Other <input type="checkbox"/> Please specify:

Memorial Dimensions			
	Height	Width	Depth
Memorial			
Memorial Base			
Kerbs			
Foundation / Concrete Landing			

Please indicate fixing methods for memorial	
Headstone to Base	
Headstone to Kerbs	
Size of Steel Dowels	
Base to Foundation Grip (type of ground anchor)	
Type of Adhesive	

Memorial Details

<p>Please provide us with the nature of the work to be carried out and the material used:</p>

Inscription:	Memorial Drawing: (Please attach a copy of the technical drawing to this application. If a technical drawing is not available, please provide a detailed sketch or photo example of proposed memorial here.)
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Details of registered mason making the application

Please note: All memorial masons must be registered with Aylesbury Town Council. If not registered, please contact the office for a registration pack.

Company Name:	
Contact Name:	
Address:	
Telephone:	Email:
<p>Declaration: I/We have read and understood the current regulations regarding memorials at Tring Road Cemetery and their fixing. I/We will not fix the memorial until I/We have received permission from Aylesbury Town Council in the form of a memorial permit from the office and I/We will adhere to its terms and conditions. I/We understand that the memorial will be checked after fixing and I/We are liable for any further works that may be required by the Burial Authority, Aylesbury Town Council, in respect of adjustment to its position, removal of inscribed lettering not included in this application or the addition of the grave number if omitted. I/We confirm that the memorial will be made, assembled and fixed in accordance with BS8415 and BRAMM Blue Book (latest versions).</p>	
Signed:	Date:

Registered mason erecting memorial

If different to registered mason making the application

Company Name:	
Contact Name:	
Address:	
Telephone:	Email:
Signed:	Date:

A Reminder to Memorial Masons:

The memorial permit fee is due at the time the memorial permit application is submitted (please see our current fees list available on our website). If you are unsure what fee is due or how to send payment, please contact the Cemetery Team on 01296 425678.

Any work to be carried out on memorials (including remedial work and renovations) at Tring Road Cemetery must have an approved permit. Memorial masons are required to bring a copy of this permit with them when visiting the cemetery and must be able to show it to a member of the Cemetery Team upon request. Failure to do so will result in refusal of entry into the cemetery. Upon departure from the cemetery, memorial masons must hand a signed copy of the permit to a member of the Cemetery Team to confirm that the work has been completed.

Memorial masons must also give the Cemetery Team advance notice of their intention to visit the cemetery. Please call 01296 425678 to book a date and time.

All fixings - for both new and refixed memorials - must comply with British Standard 8415 (latest version) and the BRAMM Blue Book (latest version).

All new and refixed memorials must be inscribed with the grave section and plot number to tie in with our current cemetery regulations. If this information is not included on the memorial, you will be asked to remove the memorial and inscribe the omitted details.

Any memorial erected without full approval or without due notice will be taken down and removed from the cemetery at the expense of the memorial mason concerned.

For office use

Approved by: Date:

Receipt Number: Permit Number: