

## RINGWOOD TOWN COUNCIL

### APPLICATION FOR APPROVAL OF A MEMORIAL IN RINGWOOD CEMETERY

No memorial shall be erected upon any grave unless the Exclusive Right of Burial has been granted and without the prior written consent of Ringwood Town Council. Applicants are strongly advised not to incur expense until consent has been granted.

This application must be fully completed and submitted to Ringwood Town Council either by delivery to the office at: **Ringwood Gateway, The Furlong, Ringwood BH24 1AT** or by email to [town.council@ringwood.gov.uk](mailto:town.council@ringwood.gov.uk). Details on permitted memorials can be found on our website: [www.ringwood.gov.uk/cemetery](http://www.ringwood.gov.uk/cemetery)

#### Details of the Applicant

1.	<b>FULL NAME AND ADDRESS</b> of every applicant for the approval of the proposed memorial.  <i>Note: If this application is not made by ALL the current rights owners as registered with the Council, those not party to it MUST supply a separate written consent. Any application to register a transfer of the rights must be completed before this application can be considered. Applicants are advised to check the identity of the registered rights owner/s with the Council before submitting an application and before incurring costs.</i>	
2.	<b>Contact details</b> (phone number and email address) for the primary contact.	

#### Details of the proposed memorial

*Please note that memorial designs and inscriptions must comply with the Council's Regulations (see Note 1) and the Diocesan Chancellor's Regulations (if the grave is in consecrated ground).*

3.	<b>Grave number and surname of the Deceased</b>	
4.	<b>Description of proposed memorial</b> including Type (e.g. headstone, tablet, additional inscription etc). Material (e.g. granite, marble). Colour. Dimensions (H x W x D). Include base and overall size. Special Features.  <i>Please send any additional visuals with this form.</i>	

5.	<p><b>Inscription</b></p> <p>Please describe the form and content of the proposed inscription.</p> <p><i>Please send any additional visuals with this form.</i></p>	
6.	<p><b>Fee payable</b> (see note 2).</p>	<p>£</p>

Signature of Applicant(s) ..... Date .....

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**Details of the Memorial Mason**

7.	<p><b>Business Details</b></p> <p>(Name, address, email, telephone and preferred contact).</p>	
8.	<p><b>Are you BRAMM registered?</b></p> <p>If no, please provide copies of current public liability insurance, a risk assessment and method statement.</p>	<p><b>YES / NO</b></p>

We confirm that the details set out in this form are correct to the best of our knowledge, information and belief and that, if approved, the memorial will be installed in accordance with the details given and with British Standard BS8415.

Signature of Mason..... Date.....

## Approval

The memorial works described above are approved on behalf of Ringwood Town Council.

Signature of Town Clerk ..... Date: .....

**Note 1:** The Council's Cemetery Regulations are available for download from its website, [www.ringwood.gov.uk/cemetery](http://www.ringwood.gov.uk/cemetery) or contact Ringwood Town Council on email: [town.council@ringwood.gov.uk](mailto:town.council@ringwood.gov.uk) Tel: 01425 473883

**Note 2:** The current table of cemetery fees is published on the council's website. Provided at least one applicant lives in the civil parish of Ringwood (or the deceased named on the memorial did so), the fee will be calculated at the "parishioner" rate. Once the application is submitted the council will issue an invoice. This can be paid by cheque payable to Ringwood Town Council, by BACS to sort code 30 97 08 account number 00215966 or in person at Ringwood Gateway Office.

**Note 3:** Once the application has been approved, please contact the council using the details in note 1 to schedule in an appointment to complete memorial work at Ringwood Cemetery.

## Data Protection

The personal information provided on this form will be held in accordance with Data Protection legislation and will not be used for any purpose that is not compatible with the purpose for which it was collected nor will it be shared with third parties other than funeral directors, grave-diggers or memorial masons concerned in applications affecting the grave space or, in the case of consecrated ground, the Diocese of Winchester.

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### Office use only:

Date.....

Signature.....

Amount paid and Invoice number.....