

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 the Town Clerk. Applicants are strongly advised not to incur expense until consent has been granted.

This application must be fully completed and submitted to the Town Clerk either by delivery in duplicate to the Town Council office at Ringwood Gateway, The Furlong, Ringwood BH24 1AT or by email to chris.wilkins@ringwood.gov.uk.

Details of the Applicant

1.	FULL NAME AND ADDRESS of every applicant for the approval of the proposed memorial 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.	
2.	Contact details (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.	Number of Grave Space	
4.	Description of proposed memorial, including type (e.g. headstone, tablet, additional inscription, etc.), material (e.g. granite, marble), colour, dimensions (height, width and depth including any base and the memorial overall) and any special features. Please note that new kerbstones are not permitted. This description may be included on this form or set out in an attached document.	

5.	Inscription Please describe the form and content of the proposed inscription. Again this may be set out in this form or on an attached document.	
6.	Fee payable (See Note 2)	£

Signature of Applicants: Date

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Details of the memorial mason

7.	BUSINESS DETAILS Name and address of the firm Name, email address and telephone number of preferred contact.	
8.	Are you BRAMM registered? If you answer no please provide copies of current public liability insurance, a risk assessment and a method statement.	YES / NO

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 and from the Council office at Ringwood Gateway.

Note 2: The current table of cemetery fees is published on the Council's website www.ringwood.gov.uk. 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. Contact the Council Office for confirmation of the precise fee payable. Fees may be paid by cheque payable to Ringwood Town Council or by BACS to sort code 30 97 08 account number 00215966.

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.

For Office Use only: Date: Signature: Amount of fee enclosed: £
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