



Cemeteries Office North
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 Woodbridge, Suffolk, IP13 6ET
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MEMORIAL APPLICATION FORM

Deceased Details

Title.....Date of Interment

Title.....Date of Interment:

Grave Details

Cemetery:.....Grave Section:.....No:

Applicant Details (APPLICATION MUST BE SIGNED BY ALL GRANT HOLDERS)

I / We apply for permission to carry out memorial works as detailed on the reverse of this application form. I / We also acknowledge responsibility for the safety and maintenance of the memorial and understand that no unauthorised items are to be placed on or around the grave/memorial, any unauthorised items identified, will be removed by the burial authority.

I / We **DECLARE** that

- I am / we are the Owners of the Exclusive Right of Burial in respect of the above-mentioned grave or vault.

Exclusive Right of Burial Grant No:

1.Title:Full name:

Address:

.....Postcode: Telephone Number:.....

Signature:

2.Title:Full name:

Address:

.....Postcode: Telephone Number:.....

Signature:

3.Title:Full name:

Address:

.....

.....Postcode: Telephone Number:.....

Signature:

4.Title:Full name:

Address:

.....

.....Postcode: Telephone Number:.....

Signature:

Monumental Mason Details

Name.....

Address.....

Postcode.....Tel No:

*Memorial fee on account £.....

Memorial Details

Type of Memorial to be fitted: Headstone, Kerbset, Plaque, Desk, Vase, Wooden cross,

Additional inscription, Restoration work.

Replacement memorial: What type of memorial is currently fitted / been removed.

.....

Note:

Headstone on full size plots – max height 1200mm or 920mm depending on cemetery

Headstone on garden of rest plots, ashes plots or children’s plots – max height 609mm

Flower vase – max height 228mm or 300mm depending on cemetery

Desk – max height 152mm

Ground plaque – max size 381mm x 381mm

Plaque on wall of remembrance 229mm x 152mm

Kerb set for stillborn child or aged under 18 years - max length 610mm

Full kerb set - max length 2100mm

Half kerb set - max length 1050mm

Small kerb set - max length 480mm

Nature of Material:..... Type of Ground anchor system.

Memorial.

Height.....Width.....Length.....

.

Kerbset.

Width.....Length.....

Additional Information.....

Sketch of proposed memorial and/or inscription:

I the Monumental Mason have read and understood the East Suffolk Council regulations & agree to abide by them. I hereby confirm that all work will be completed in accordance with BS8415 or equivalent industry standard.

Print name: **Signed:**.....

Date:

NOTE: SECTION AND GRAVE NUMBER MUST BE INSCRIBED ON ALL MEMORIALS INCLUDING STONE MASON'S NAME

Please note, the information you have supplied is being collected for the purposes of administering the Cemeteries and Burials Service, which includes the purchase / transfer of EROBs, Memorial Applications, and general / cemetery maintenance enquiries to maintain a safe and welcoming condition. To this end, ESC will share your data with the relevant stone mason and / or funeral director. The data may also be used to send you relevant information regarding your enquiry. By completing this form, you consent to ESC using your information in this way.

Your information will not be used for any other purpose unless we obtain your consent. Your information will be shared with East Suffolk Council, on whose behalf the Cemeteries and Burials Service is conducted. Personal Data relating to Exclusive Right of Burials. Memorials and Interments will be held indefinitely in accordance with Burial Law. Personal Data relating to general enquiries will be retained for 36 months after the matter has been concluded.

Data will be processed and held securely and in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018 (and any updates or amendments). Further information about data protection can be obtained from East Suffolk Council.

For office use only:

Income Spreadsheet updated	
ESC Accounts notified	
Stonemason Advised of Approval	