

Additional Works Memorial Application Form

For office use only

Plot:.....
 Date of application:.....
 Fee.....
 Date paid.....
 Date removed:
 Date refitted:.....
 Installation inspection Complete

ALL BOXES TO BE COMPLETED IN BLOCK CAPITALS- PART COMPLETED FORMS WILL BE RETURNED

To be completed for submission for approval of any changed memorials including repairs, cleaning and resetting.

Details of Grave		
Cemetery	Section	Grave Number

Full name of the Deceased	Date of death

Memorial Details			
Additional Works <input type="checkbox"/>	Clean <input type="checkbox"/>	Resetting <input type="checkbox"/>	Other <input type="checkbox"/>

Nature of works and materials used

Memorial Drawing – showing dimensions	
Meets regulations APPROVED <input type="checkbox"/>	Does not meet regulations DECLINED <input type="checkbox"/>

ONLY memorials that are erected by Registered Stonemasons may be erected in our cemeteries.

Please Note

Memorial Masons **must** book an appointment to remove/install or work on memorials in our cemeteries to arrange this please ring 01278 788088 or email: burials @burnham-highbridge-tc.gov.uk

I/We, the undersigned, do hereby authorise:.....(name of stonemason)

(Please tick all that apply below)

- to remove a memorial on the above Grave/Plot
- to add additional items/clean/reset/replace/repair to existing memorial, as approved by Burnham-on-Sea and Highbridge Town Council.
- I acknowledge it is my responsibility to maintain the memorial to a standard deemed acceptable by the Council and failure to do so may result in the memorial being laid flat or removed. All arisings will be removed from site.
 - I/We agree Burnham-on-Sea and Highbridge Town Council cannot accept liability for damage caused to any memorial at any time and all memorials will be included in the memorial safety testing program.
 - I/We agree to fully comply with the Council's Cemeteries Rules and Regulations regarding memorials.
 - **I/We agree that no artificial flowers, glass, ceramics, jars, ornaments, vases, pots, cherubs, candles, windchimes, lanterns or any other keepsake be placed on or added to a memorial or outside the Plinth area.**

This MUST be signed by all the living Holder(s) of the Right of Burial.

Name (in block capitals)	Name (in block capitals)	Name (in block capitals)
Signed	Signed	Signed
Address	Address	Address
Date	Date	Date

Memorial Mason Details:

Note: No memorial may be removed or erected in any cemetery unless permission has been granted by Burnham-on-Sea and Highbridge Town Council.

Name of memorial mason:	
Address of mason:	
Phone number of mason:	
Email address:	

FEES FOR OTHER WORKS

Other work to memorial – renovation, repairs onsite or offsite there is an administration fee to have the details added to the records	£63
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We aim to always comply with the General Data Protection Regulation. By signing this form you are giving consent for your data to be processed by Burnham-on-Sea and Highbridge Town Council for the purpose of Burials/Memorials only. If at any time you would like your data erased, please contact info@burnham-highbridge-tc.gov.uk. For further information, please view the Council's Privacy Policy - [Privacy Notice - Burnham-on-Sea & Highbridge Town Council](#)