

APPLICATION FOR A NEW MEMORIAL/ADDITIONAL INSCRIPTION

All boxes to be completed in **block capitals**. Part completed forms will be returned without notice.

Cemetery (please select one) **Grave no:** **Block:**

Bedfont Borough Chiswick New Chiswick Old Feltham
 Hatton Hounslow Isleworth New Brentford

Name of deceased at rest in this grave:

New headstone Concrete surround New headstone and kerbs Replace existing memorial
 Additional inscription Vase Tablet Ledger Cleaning/re-levelling Renovation

GRAVE OWNER - to be read, completed, and signed by the grave owner/s

It is the responsibility of the grave owner/s to ensure that the Cemeteries Office has up to date contact details for you. All registered owners complete this form jointly. This form allows up to two owners to complete the application. If there are more than two owners, please contact the Cemeteries Office.

DECLARATION: I/We, being the registered owner/s of the above stated grave, do hereby give consent for the specified works to be undertaken by the appointed stonemason in the above grave space. I have read and agree to abide by Cemetery Regulations and I understand that it is my sole responsibility to keep the memorial in a good safe condition, even if vandalised. I have been advised that it is recommended that I/we obtain insurance for this memorial in case damage or vandalism.

Owner 1	Owner 2
Print Name:	Print Name:
Address:	Address:
Email:	Email:
Tel no:	Tel no:
Signature:	Signature:
Date:	Date:

Memorial Type maximum dimensions (double for existing graves only)	Height (from ground)	Width	Headstone Thickness	Base (min. 3" deep)
LAWN SINGLE width grave	3'6"	2'0"	3" (min) – 12" (max)	L 2'6" x W 12"
LAWN DOUBLE width grave	3'6"	2'0"	3" (min) – 12" (max)	L 4'0" x W 12"
TRADITIONAL SINGLE width grave including kerbs	5'0"	2'6"	3" min – 12" max	6'6"
TRADITIONAL DOUBLE width grave including kerbs	5'0"	6'6"	3" min – 12" max	6'6"
UNPURCHASED GRAVES –	Option	Tick one	Height / Length	Diameter / Width
Maximum Dimensions of Memorials permitted	Vase		12" / 305mm	9" / 230mm
	Tablet		10" / 2500 mm	10" / 2500mm
	Ledger		18" x 9 " maximum size	3" min thickness

To be read and signed by the Memorial Mason carrying out the work : I have read and understood and agree to abide by the current regulations in respect of memorials and fixings. I will not install the memorial until I have received the approved memorial permit. I will include with this application a full description, including materials, dimensions, and fixing methods. All the work I complete will be in accordance with the current NAMM's or BRAMM's Code of Working Practice, and each memorial will be made, assembled, and fixed in accordance with BS8415. I am liable to any further works that may be required 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 will not work while a funeral is taking place, and I will leave the cemetery tidy. I will not include trade telephone numbers, website address or email address on any part of the memorial. Stonemason trade name only may appear discreetly on memorial with grave owner's consent, in letters no bigger than 1 inch in height.

Company name: _____

Address: _____

EMAIL: _____

Tel: _____ NAMM/BRAMM registration number: _____

Signature _____ Print name -----

The materials of which monuments are made must receive the approval of the Borough council. Bath Stone, Caen Stone and other soft stone will not be approved. **IMPORTANT: Please refer to our website for full terms and conditions and current fees. Attachments of sketches or CAD drawings accepted.**

Please include the intended inscription here, including where on the memorial it will appear:

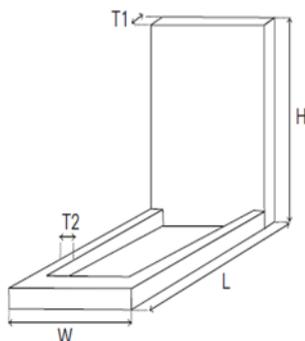
Please include a sketch of the memorial design here:

Grave number and section to be clearly inscribed.

Material to be used:

Dimensions (full memorial)

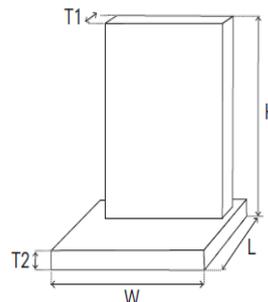
Please use feet and inches



L: _____
W: _____
H: _____
T1: _____
T2: _____

Dimensions (headstone only)

Please use feet and inches



L: _____
W: _____
H: _____
T1: _____
T2: _____

Fixing details:

Type of dowel: - stainless steel, grade 304 Yes/No

Length of dowel: _____ mm

Type of adhesive: _____

Thickness of dowel: _____ mm

OFFICE USE ONLY

Approved by:

Permit issued:

Fee:

Date:

Please send all correspondence to the Cemeteries Office, Feltham Lodge, 38-40 Harlington Road West, TW14 0JJ Tel: 020 8583 2090, Email: cemeteries@hounslow.gov.uk . Cheques are payable to London Borough of Hounslow.