

New Memorial or Re-inscription Application

Completed forms will only be accepted by email to cemetery.services@westsuffolk.gov.uk or by post to: Cemeteries Service, West Suffolk House, Western Way Bury St Edmunds, IP33 3YU

Date of application		Your reference	
Cemetery		Deed of grant	
Compartment		Grave number	

Details of deceased

Full name	
Date of death	

Details of proposed or existing memorial

Style of memorial			
Material to be used			
Memorial dimensions	Height		
	Width		
	Depth		
Foundation specification			

Please either upload a sketch in the space below or attach a PDF of the proposed design along with any photos to accompany the inscription (failure to do so may delay the application). Please continue on a separate sheet if required.

Inscription	Image

I have read and understood the regulations that apply to all the cemeteries managed by the [West Suffolk Council Cemeteries Service](#).

- I declare that I am the registered owner of the deed authorising the erection or the re-inscription of the memorial, (please attach a copy of the deed or statutory declaration), or that
- I am duly authorised by the registered owner to proceed with this application (please attach a letter of authorisation and a copy of the deed or statutory declaration).
- I accept that in the event of the council approving the erection of a memorial, such approval, and any authority to proceed with the erection thereof, are given on the express understanding that the council will not be liable in any way for any damage or loss which may be sustained in respect of the memorial or any part thereof including any inscription thereon or anything ancillary thereto.
- I understand that the council requires the grass and vegetation to be kept neatly trimmed around the memorial and that this is my responsibility. I am also aware that the council reserves the right to take any action, which may be necessary to deal with memorials and items ancillary thereto including floral tributes to ensure tidiness within the cemetery.
- I accept that the council, under its duty of care, has a right from time to time to test the memorial for stability after prior notification and if the memorial fails the test that I am liable to arrange for remedial works to be carried out by a qualified monumental mason.
- I understand that the council strongly recommends that the memorial be insured.

Applicant name		Signature *	
Relationship to deceased			
Address			

Applicant name		Signature *	
Relationship to deceased			
Address			

* If you are not the deed holder, you must attach permission from the deed holder and a copy of the deed or statutory declaration.

West Suffolk Council will capture and store information in this form so that the requested service can be provided. All personal information will be processed, protected, and disposed of in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018 and will only be used to deliver or improve our services. We will not disclose any personal information to any other third parties unless required to do so by law or we have your consent to do so. For more information on how we do this and your rights in regard to your personal information and how to access it, visit our website: [How we use your information](#)

Notes to monumental mason

By signing the application, you are agreeing to the following:

Only memorial masons who are registered on the British Register of Accredited Memorial Masons (BRAMM) or the National Association of Memorial Masons (NAMM) scheme with licensed fixing staff will be allowed to carry out work in the council's cemeteries. This is to ensure that all work on memorials is carried out within the guidelines of BRAMM and NAMM and to an excellent standard. All upright memorials must be fixed with a ground anchor system (the lock down system through flower container hole is permitted on continuous headstone bases at Haverhill).

Work on memorials within the cemetery can only be carried out by appointment. Please phone 01284 757068 to arrange a suitable time and date. The authorised permit must be shown to the cemetery staff on arrival at the cemetery before work can begin and the fixer should be able to produce proof of the fixing licence. Please note that you do not need an appointment for the removal of memorials to enable a grave to be opened.

A permit will not be issued unless this **form is signed, completed in full, the Exclusive Right of Burial (ERB) has been transferred, the appropriate fee paid by using the invoice or by making a one-off payment and a copy of the deed or statutory declaration** is included. In the case of new memorials, a sketch of the proposed design must be added. If you fail to add a sketch, there will be a delay.

If the applicant is not the registered deed holder of the ERB then the application will be delayed. Further information and help regarding deed holders can be gained by contacting the Cemeteries Office on 01284 757068 or by emailing cemetery.services@westsuffolk.gov.uk

Once the application has been completed, please submit it to the council for consideration **before** starting any work on the memorial. Any stone fixed in the cemetery before the permit is approved and returned may be liable to be removed at the stonemason's expense. Monumental masons must inscribe their name, compartment number and grave number on the rear of the base of lawn (upright) memorials (back-to-back memorials in Haverhill should be inscribed on the side of the base). If you fail to do so, the memorial will have to be removed and the inscription added at the expense of the memorial mason (wedge-shaped cremation memorials are exempt from this requirement).

Lawn memorials are limited to a height of 3 feet 3 inches, plus the base (which should not exceed 3 feet width by 18 inches in depth by 6 inches in height in which flower containers should be incorporated). Continuous headstone bases are installed in Sections 3NE, 4NE, 5NE and 7NE at Haverhill Cemetery. It is the responsibility of the stonemason to ensure that each stone mirrors exactly the authorised dimensions on the memorial application. If it is found during the regular spot checks of new stones that there are discrepancies, the stone will need to be immediately removed from the cemetery at the stonemason's expense. West Suffolk council would not be liable for any costs incurred due to this action. No other memorial or item may be placed in, around the grave space, or on the grassed area in front of the grave. Kerbstones will not be allowed in lawned sections, although existing damaged or worn kerbstones may be replaced like for like.

Cremation sections Chapel Garden in Bury St Edmunds and the Jubilee Garden, the Rowan Pathway (6NE), the Rosemary Garden and the Royal Pathway in Haverhill are restricted to desk style memorials (maximum 18 inches by 18 inches) and should be fixed to a base. Flower container(s) can be incorporated in the flat top. The Jubilee Garden, the Rowan Pathway (6NE), the Rosemary Garden and the Royal Pathway in Haverhill are restricted to memorials in a choice of three colours, black, dark grey and light grey only. Cremation garden sections A-F at Haverhill are restricted to 18 inches by 18 inches flat memorial stones. In area 9NEG, 10NEG and 10aNEG in Bury St Edmunds Cemetery cremated remains memorials are limited to a height of 2 feet and a total width of 18 inches. In Newmarket cemetery cremation area, either a flat tablet or a desk style stone measuring no more than 18 inches x 18 inches is permissible.

Is this a memorial or re-inscription application?			
Memorial		Re-inscription	
Memorial mason			
NAMM or BRAMM registration number			
NAMM or BRAMM certificate expiry date			
Address			
Post code		Telephone number	
Email			
Email address for invoice			
Is a ground anchor to be fitted?	Yes		No
Signature			

For office use only		Date received	
Invoice number		Amount	
Checked by		Date	
Entered by		Date	