



## CHISELDON PARISH COUNCIL

The Old Chapel, Butts Road, Chiseldon, Wilts SN4 0NW

☎ 01793 740744

email: [clerk@chiseldon-pc.gov.uk](mailto:clerk@chiseldon-pc.gov.uk)

website: [www.chiseldon-pc.gov.uk](http://www.chiseldon-pc.gov.uk)

### MEMORIAL WORK APPLICATION FORM

Cemetery: ..... Grave Number: .....

This form is available at: [www.chiseldon-pc.gov.uk](http://www.chiseldon-pc.gov.uk)

Please indicate the planned Memorial design by providing the following information:

The material and dimensions of the stone:

Material: \_\_\_\_\_

Height: \_\_\_\_\_

Length: \_\_\_\_\_

**Monuments and inscriptions to be approved.** No burial monument shall exceed 36 inches in height, with a base size maximum of 30 by 15 inches. A cremation monument shall not exceed 22 inches in height with a base size maximum of 18 by 18 inches.

Please ensure that each memorial stone that is laid is sat flush and centre with the top end of the plot. All burial plots should be a maximum of 9 foot by 4 foot and ashes plots 3 foot by 3 foot which includes the placement of the memorial stone. Stones should not be placed outside of these measurements.

Proposed inscription or other work:

If any lettering what colour it will be (e.g. Gold/Black etc):

Any images to be shown on the stone (please provide photos if appropriate):

Please state the length of the warranty period for which all works carried out will be guaranteed for: \_\_\_\_\_

**PLEASE NOTE:** The Grave number and section must be cut on to the memorial in a letter size of no less than 18mm. We do not have a grave digger but can recommend someone on request.

We require that all masons and memorial stone providers work according to British Standard 8415 with erecting new monuments and are registered with BRAMM. Any existing monuments that are removed to be updated or repaired etc should also be removed and re-fixed by a BRAMM mason working to British Standard 8415. We also require all masons to carry their own appropriate insurance.

### **CEMETERY CHARGES FROM SEPTEMBER 2023**

Burial plot purchase*	<b>425.70</b>	VAT exempt
Burial plot pre-purchase*	<b>520.20</b>	VAT exempt
Burial fee	<b>425.70</b>	VAT exempt
Cremation plot purchase*	<b>162.00</b>	VAT exempt
Cremation plot pre-purchase*	<b>300.60</b>	VAT exempt
Burial fee (Cremated remains)	<b>162.00</b>	VAT exempt
Spreading ashes only (under turf)	<b>75.00</b>	VAT exempt
Memorial stone placement – burial	<b>211.78</b>	Inc VAT
Memorial stone - cremation plot	<b>162.00</b>	Inc VAT
Addition to memorial stone	<b>45.00</b>	Inc VAT
Free standing vase placement	<b>25.20</b>	Inc VAT
Burial records - search fee	<b>25.20</b>	Inc VAT
Re-issue of deed of exclusive right of burial	<b>50.00</b>	Inc VAT

*\* Because of lack of space, plots are no longer available to persons living outside the Chiseldon Parish.*

Payment can be made online (preferred, details below) or by cheque, payable to Chiseldon Parish Council:

**Chiseldon Parish Council – Unity**

Sort code 60-83-01

Account 20446327

Memorial Mason

Name and address of Monumental Mason (where permit will be sent):

NAME/COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSTCODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**The Mason hereby agrees:**

**IMPORTANT – No memorial stone shall be placed on site until the mason has received the measurements and photos of the plot location from Chiseldon Parish Council.**

- 1. All fixings will be carried out to the National Association of Memorial Masons (NAMM) Code of Working Practice at time of fixing. A NAMM Certificate of Compliance or standard 10 year guarantee will be issued on completion of the fixing of each Memorial.**
- 2. To provide a service to remove a Headstone if requested. Headstone ground anchor must be installed in such a way that, should cemetery staff need to remove it, there will be no need to split the stone from a base plate.**
- 3. The Grave Number and Section will be cut on the right hand side of the foot kerb/post, or if headstone only, at the right hand side of front of base. Characters shall be 18mm minimum. For Plaques: Characters must be 12mm minimum at the bottom right hand corner.**
- 4. Work carried out within Chiseldon Cemeteries will be covered by the Masons Employers and Third Party Public Liability.**
- 5. That they will inform the Council of the date on which the memorial is being fixed, and they will confirm its fixing in the cemetery.**
- 6. To indicate a period of warranty above for which all works carried out will be guaranteed for.**
- 7. The Mason is registered with BRAMM and will work to British Standard 8415.**
- 8. Memorials removed or updated that are arranged by the company named above, will be carried out by a BRAMM registered Mason who will work to British Standards 8415.**

**9. That during the installation of the memorial stone, if any digging reaches within 6 inches of any casket or coffin already interred, that all work will stop and the Parish Council will immediately be informed. The Parish Council will take professional advice before allowing any work to continue. The decision of the Parish Council is final.**

**10. Masons and associated staff are responsible for ensuring H&S guidance is followed with regards to shoring up any holes dug where required.**

SIGNATURE (Mason): \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

Applicant/s

**The applicant/s hereby agrees:**

**1. That they are the owner of the monument or gravestone and if a Grave Owner is deceased that the Burial Rights must be re-registered before new memorial works will be approved.**

**2. That the property in the monument or gravestone shall, when erected in the cemetery, continue to be vested in the Applicant/s and shall not be or become vested in the Local Authority.**

**3. That the monument or gravestone will be kept in good repair and condition at all times and to indemnify and keep indemnified the Local Authority against all actions, proceedings, claims, demands, loss or liability arising from failure to do so.**

**4. That the Council may test their memorial every 5 years.**

**5. That they are aware that the Council actively encourage they take out Memorial Insurance in the event of decay, deliberate or accidental damage to the memorial.**

**6. That they will inform the Local Authority as soon as practicable address changes.**

**7. That they agreed that the works described in this application be carried out.**

SIGNATURE (Applicant/s): \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSTCODE: \_\_\_\_\_

DATE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Please send this completed application form along with the appropriate fee to:

Chiseldon Parish Council  
The Old Chapel (Inside the Graveyard)  
Butts Road  
Chiseldon  
Wiltshire  
SN4 0NW

Emailed copies are accepted.

**FOR OFFICE USE ONLY**

**FORM RECEIVED...../...../20.....**

**FEE: £..... PAID BY Cheque/BACS (Delete as appropriate)**

**Invoice number:**

**CHECKED BY:.....**

**BRAMM Register checked and confirmed YES/NO**

[www.bramm-uk.org/find-masons](http://www.bramm-uk.org/find-masons)

**PHOTO AND MEASUREMENTS SENT TO MASON FOR PLACEMENT OF THE STONE PRIOR  
TO INSTALLATION YES/NO**

**Dead owner signature verified against the deed book. YES/NO.**

**ANY OTHER RELEVANT INFORMATION:**

**APPROVED ON BEHALF OF CHISELDON PARISH COUNCIL BY:**

**NAME:**.....

**PRINT:**.....

**DATE:**.....

**PLOT CHECKED AFTER STONE PLACEMENT TO ENSURE THE LOCATION IS CORRECT  
YES/NO**