



Town Clerk & RFO: Mr Dan Ledger
The Town Hall, 1 High Street, Cullompton, Devon EX15 1AB
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**LOCAL AUTHORITIES CEMETERIES ORDER 1977 (ARTICLE 10(1))
APPLICATION TO ERECT MONUMENTS AT CULLOMPTON CEMETERY**

I, (insert full name) _____

of (insert full address including postcode) _____

Do hereby make application to place and maintain, or to inscribe any additional inscription on, a tombstone or other memorial on the grave space at:

Row: _____ Plot Number: _____

I enclose the fee of £ _____

(Cheques should be made payable to "Cullompton Town Council". If paying electronically, details are as follows: Bank: Unity Bank Trust Sort Code: 60-83-01 Account No: 20473691)

SECTION 1

1. ***Please complete either Part a or Part b below:***

a. I am the owner of the Exclusive Right or Burial

b. I am a relative (state your relationship) _____

of a person buried in the said grave, or a person acting at the request of such a

relative (state the name and address of the relative): _____

and it is impractical for me, or such relative, to trace the owner of the exclusive right so described.

2. I agree to maintain the monument in a good and safe condition.
3. I accept that the consent will last for a period of 40 years. After this time, the monument may be removed by the Council.

Signed: _____



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**APPLICATION FOR APPROVAL OF DESIGN OF A MONUMENT IN CULLOMPTON CEMETERY
(to be completed by the Monumental Mason)**

Name of Deceased: _____

This application is for a grave or a cremated space

Description of Monument to be placed on the above grave/cremated space (please provide details of the proposed design either in the space below or as an attachment):

a. Kerbing Width: _____ Length: _____ Height: _____

b. Headstone Width: _____ Depth: _____ Height: _____

c. Footstone Width: _____ Length: _____ Height: _____

d. Vase made of: _____

e. Other details: _____

f. Inscription: Please detail new or additional inscription proposed:

Note: Memorials

The following restrictions on the size and type of monuments are required by the Council in accordance with the Cemetery Policy.

Grave memorials will not exceed:

| | |
|--------|-------------------|
| Depth | 12 inches (300mm) |
| Width | 30 inches (760mm) |
| Height | 36 inches (910mm) |

Cremation markers will be of the following dimensions:

- a. East Cemetery Front Bank (Row M) will have wedge shaped memorial tablets they will not exceed the following dimensions:

| | |
|--------|--|
| Depth | 18 inches (450mm) |
| Width | 18 inches (450mm) |
| Height | 4 inches (100mm) tapering to 2 inches (50mm) |

- b. West Cemetery (Magnolia) will have wedge shaped memorial tablets that are of the following dimensions:

| | |
|--------|--|
| Depth | 18 inches (450mm) |
| Width | 18 inches (450mm) |
| Height | 4 inches (100mm) tapering to 2 inches (50mm) |

- c. All other cremated plots in the East Cemetery will have memorials that do not exceed the following dimensions:

| | |
|--------|-------------------|
| Depth | 12 inches (300mm) |
| Width | 15 inches (375mm) |
| Height | 27 inches (685mm) |

d. *Kerbing installed on single width grave spaces in the East Cemetery will not exceed:*

| | |
|---------------|--------------------------|
| <i>Height</i> | <i>7 inches (180mm)</i> |
| <i>Width</i> | <i>36 inches (910mm)</i> |
| <i>Length</i> | <i>7 feet (2.13m)</i> |

e. *Kerbing installed on double width grave spaces in the East Cemetery will not exceed:*

| | |
|---------------|-------------------------|
| <i>Height</i> | <i>7 inches (180mm)</i> |
| <i>Width</i> | <i>7 feet (2.13m)</i> |
| <i>Length</i> | <i>7 feet (2.13m)</i> |

f. *Kerbing is not permitted in the West Cemetery.*

Name of Monumental Mason: _____

Name of Deceased: _____

Grave Space _____

I agree to comply with the Code of Working Practice produced by the National Association of Memorial Masons (NAMM). This will include using fixings approved by NAMM and removing memorials in accordance with the procedure stipulated by NAMM.

All memorials are to bear the name of the maker and installer.

All memorials are to bear the Row and Plot number, together with the anchor symbol.

It is the Mason's responsibility to satisfy him or herself that the purchaser of a monument has a right to erect it. All applications should bear the signature of the owner of the Rights.

Approval must be sought and obtained prior to a memorial being erected or removed, an inscription added or any other changes made. **Memorials which are erected before approval has been granted will be frowned upon and removal may be requested.**

Note: The Mason must inform Cullompton Town Council of the intended installation or removal date at least 48 hours in advance.

Signature of Monumental Mason: _____

Address: _____

Telephone No: _____ Date: _____

=====

For office use

CERTIFICATE OF APPROVAL

Grave Row: _____ Plot No: _____

Approved/Rejected* (*delete as appropriate*)

Reason for rejection: _____

Signed: _____

(on behalf of Cullompton Town Council)

Position: _____ Date: _____

PRIVACY NOTICE

Cullompton Town Council is the Data Controller under the new data protection law and will use the information you provide to process your application for a monument at Cullompton Cemetery.

The legal basis for processing this data is to enable the Council to process this contract. Our contact details for any queries is The Town Hall, 1 High Street, Cullompton, Devon EX15 1AB

In addition to enabling the Town Council to maintain the burial records we will retain your data to contact you if required on matters relating to the management and safety of the Cemetery. If you consent to us contacting you, please tick the boxes below.

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

Legally required data will be retained indefinitely for legal and archive purposes and, if ownership of the grave space is transferred to another person, for a period of six years for contract purposes.

Data held by consent will be retained indefinitely for legal, management and contract purposes or until a request is received to delete it.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at <http://www.cullomptontowncouncil.gov.uk/>

Schedule of Fees

MONUMENTS

The purchase of a Grant of Exclusive Right of Burial now includes the right to erect a monument on the purchased grave.

Burial Plot Memorials are not to exceed 3 feet in height, 2 feet 6 inches in width and 12 inches in depth.

Cremation Markers in the Cemetery (East) are not to exceed 27" in height, 15 inches in width and 12 inches in depth except on the bank (Row M).

Row M markers will be flat or wedge-shaped tablets and not exceed 18 inches in width, 18 inches in depth and be no taller than 4 inches tapering to 2 inches.

Cremation Markers in the new Cemetery (West) are to be 18 inches in width, 18 inches in depth and 4 inches tapering to 2 inches in height.

| | |
|---|--------|
| Right to erect a memorial for a grave purchased prior to 1 April 2014 | £234 |
| Additional inscription on a memorial | £172 |
| Installation of kerbing on an adult grave up to 7 feet (2,130mm) x 3 feet (920mm) | £1,765 |
| Installation of kerbing up to 7 feet (2,130mm) x 7 feet (2,130mm) | £1,950 |
| Installation of kerbing on a child's grave | £346 |

Please note that kerbing will not be permitted in the new Cemetery (West).

Stone, granite, slate or temporary wooden memorials are permitted only with prior approval.

Memorials of any other type will be removed by Cullompton Town Council.

Approval must be obtained from the town council prior to a memorial being erected or removed, an inscription added or any other changes made. Memorials erected before approval has been granted will be removed at the cost of the purchaser.

All memorials must be properly and securely fixed using fixings approved by the National Association Memorial Masons (NAMM) and must be removed in accordance with the procedures stipulated by NAMM.

MEMORIAL BENCHES

Lease of space on benches will be for a period of 5 years from the date of the deed and will include supply and fixing of a memorial plaque with an inscription agreed in advance with Cullompton Town Council. Benches will remain the property of Cullompton Town Council who will maintain and replace benches as appropriate.

| | |
|------------------|------|
| Individual Bench | £697 |
| Communal Bench | £346 |

Further information can be found in the POLICY FOR THE INSTALLATION OF MEMORIALS AT CULLOMPTON CEMETERY.