

**PERMIT APPROVAL (for completion by EGTC staff)**

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Please note that approval has been given and the requisite fee paid

(Receipt No: \_\_\_\_\_ ) by;

Messrs:

Of:

For erecting a Memorial and/or adding an inscription on:-

Grave No: \_\_\_\_\_ Section: \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

PLEASE GIVE AMENITIES (TEL: 01342323636) 24 HOURS NOTICE OF INTENTION TO CARRY OUT THE WORK. WHEN YOU ARRIVE, PLEASE CONTACT THE CEMETERY FOREMAN ON 07725 510838 PRIOR TO COMMENCING WORK.

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1. Completed work will be inspected by the Cemetery Manager, or a member of Council staff before the Stonemason / Contractor leaves the Cemetery.

The following guidelines should be observed:

(a) Dug graves need time to settle, consolidate and then be levelled. Therefore, memorials should not be installed until at least nine months after the date of burial

(b) All memorials must be fixed to a concrete base below ground level of 32 inches or wider than the dug grave at the head (whichever is greater) so that the Memorial, when installed, is set at ground level.

(c) The Grave space number MUST be placed on the back of the headstone or cross no smaller than 1/2" lettering. **Failure to do this will result in the Stonemason/Contractor being charged for this to be remedied.**

(d) Memorials can only be installed or removed after approval has been granted between 9am and 4pm Monday to Friday, excluding Bank Holidays.

2. The installation of memorials must adhere to the National Association of Memorial Masons guidelines. If work carried out is below the required standard the cost of any necessary remedial work will be recharged to the Stonemason/Contractor concerned.



**EAST GRINSTEAD TOWN COUNCIL**  
**MOUNT NODDY CEMETERY**

**APPLICATION AND CONSENT OF OWNER**  
**TO ERECT AND/OR INSCRIBE**  
**A MEMORIAL 2019/2020**

Council Offices  
East Court  
College Lane  
East Grinstead  
RH19 3LT  
01342 323636

I, being the present owner of the Exclusive Right of Burial of:

Grave No. .... Section ..... in Mount Noddy Cemetery, East Grinstead, hereby make application to:-

(a) Erect a Memorial thereon (b) Add an additional inscription thereon.

I understand that in accordance with the Town Council's regulations all memorials of whatever description admitted into the Cemetery or permitted to be erected thereon, shall be so erected and remain at my sole risk, and that the Council shall not be held responsible for any damage or breakage which may occur to the same through any cause whatsoever.

Address.....  
.....

Signature: ..... Date: .....

**DETAILS OF MEMORIAL**

Type of Stone: .....

For the right to erect or place a memorial on a grave (of which an exclusive right of burial has been granted)

**Fees**

(a) Headstone or Cross including initial inscription;

Not exceeding 2ft in height £185.00

Not exceeding 4ft in height £210.00

(b) Tablet or stone/marble vase on a grave plot including initial inscription £45.00

(c) Additional inscriptions after the first £55.00

**The Grave space number must be placed on the back of the Head Stone or Cross in no smaller than 1/2" lettering.**

Insert here (or attach) a drawing of the Memorial showing form and dimensions and including details of the foundation plinth:-

**GARDEN OF REMEMBRANCE**

(d) A permit for a tablet on a Garden of Remembrance Plot is included in the interment fee but see following notes:

All Ashes, Urns and Caskets interred must be marked by a Portland Stone Tablet (or similar), size 16" x 16" x 2". The Plot Number must be placed central to the top of the face of the tablet above any inscription and to be in 1 1/8" lettering. Any other wording thereon is to be approved by the Cemetery Manager beforehand.

If it is intended that the Plot be used for more than a single interment then sufficient space should be left on the tablet to accommodate any future additional inscription(s).

- (e) Marble Vase on a Garden of Remembrance Plot      £45.00
- (f) Additional inscriptions after the first              £55.00

Name and Address of Monumental Mason:

.....  
.....

Signature: ..... Date: .....

**Your signature above indicates that you have read, understand, and agree to adhere to Council conditions outlined on this form.**

Insert here proposed wording of inscription/s:

1. This form, duly completed, must be forwarded to the Cemetery Manager, East Court, College Lane, East Grinstead, West Sussex RH19 3LT, together with the appropriate fee - cheques should be made payable to East Grinstead Town Council.
2. The section noted under 'Permit Approval' will be completed and returned to you by the Cemetery Manager. This provides written confirmation approving the inscription and installation of the Memorial. This must be surrendered to the Cemetery Foreman or, in their absence, an authorised Town Council employee, when work is commenced.
3. A minimum of 24 hours' notice should be given to the Town Council of the intention to carry out any memorial work in the Cemetery. The Cemetery Foreman should be contacted prior to arrival Tel: 07725 510838.
4. Completed work will be inspected by the Cemetery Foreman or a member of Council staff before the Stonemason/Contractor leaves the Cemetery. If the cemetery staff are unavailable, please telephone the Cemetery Manager on 01342 335053.

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