

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

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

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

Monumental Mason:

Address:

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

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

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

[PLEASE GIVE THE CEMETERY OFFICE AT LEAST THREE WORKING DAYS' NOTICE OF INTENTION TO CARRY OUT ANY WORK. Tel: 01342 335053 or email cemetery.manager@eastgrinstead.gov.uk TO CONFIRM AVAILABILITY. WHEN YOU ARRIVE, PLEASE CONTACT THE CEMETERY OFFICE OR THE OUTSIDE SERVICES SUPERVISOR ON 07725 510838 PRIOR TO COMMENCING WORK.](#) Copyright material

1. The installation must adhere to the NAMM/BRAMM Codes of Practice and conform to BS8415 Specification for Memorials and Monuments in Burial Grounds. If work carried out is below the required standard the cost of any necessary remedial work will be recharged to the Stonemason/Contractor concerned.

The following guidelines should be observed:

(a) Any headstone should be placed in the ground left undisturbed at the head of each grave or;

(b) 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 Stone Mason/Contractor being charged for this to be remedied.**

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

(e) Permission to use Ministry of Defence (MoD) Insignia on a private memorial must be obtained along with approval from the relevant body of any other copyright protected material.



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

**APPLICATION AND CONSENT OF OWNER  
TO ERECT AND/OR INSCRIBE  
A MEMORIAL 2026/2027**

Council Offices  
East Court  
College Lane  
East Grinstead  
RH19 3LT  
01342 335053

I, being the current 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 rules & 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.

Name.....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 £195.00

Not exceeding 4ft in height £221.00

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

(c) Additional inscriptions after the first £58.00

**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 fee for a tablet on a Garden of Remembrance Plot is included in the initial deed purchase but see following notes:

**All Ashes, Urns and Caskets interred into a dedicated cremated remains (GOR) plot must be marked by a stone tablet no bigger than 16" x 16" x 2" or smaller than 15" x 15" x 2". The Plot Number must be placed at the top of the face of the tablet above any inscription and to be in a minimum of 1" lettering.**

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      £48.00
- (f) Additional inscriptions after the first              £58.00

Name and Address of Monumental Mason:

.....  
.....

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

**Your signature above indicates that you have read, understood, 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 Office, East Court, College Lane, East Grinstead, West Sussex RH19 3LT (or emailed to cemetery.manager@eastgrinstead.gov.uk) together with the appropriate fee. Cheques should be made payable to East Grinstead Town Council.
2. You must have (and supply records of) correct insurances as well as current Risk Assessment and Health and Safety Policies in place to complete any work on East Grinstead Town Council grounds.
3. 'Permit Approval' will be given in writing by the Cemetery Office. This provides confirmation approving the inscription and installation of the Memorial. **This must have been received prior to any commencement of work.**
4. Under Health & Safety regulations Local Burial Authorities should inspect every headstone in their cemeteries at least every 5 years. As such, all memorials will be inspected shortly after installation and thereafter, by a suitably qualified member of Council Staff.

