

PRUDHOE TOWN COUNCIL
ACTING AS THE BURIAL AUTHORITY FOR PRUDHOE (INCLUDING) MICKLEY
APPLICATION TO ERECT A MEMORIAL (PTC/CEM 03)

This form MUST be completed by a licensed Memorial Mason in the event of an application being made in respect of a memorial of any kind in the Edgewell Cemeteries, Edgewell Road, Prudhoe, Northumberland, NE42 6JH.

Work must not commence until written approval is given and we strongly advise that customer invoices are not raised until appropriate approval is given.

Name of Deceased	Date of Death														
Date of Interment	Deed Number														
GRAVE DETAILS Edgewell OLD/NEW Cemetery (please delete)	SECTION: NUMBER:														
DECLARATION OF DEED HOLDER I, [print name] Hereby apply for permission for the memorial mason declared below, to carry out work upon the grave detailed above. I understand that, as the Deed Holder, I am solely responsible for the above grave and its upkeep, and that the memorial mason named below must satisfy the licence requirements of Prudhoe Town Council. Signature: Date:	DEED HOLDER DETAILS Address: Telephone Number:														
DECLARATION OF MEMORIAL MASON I, [print name] Hereby apply to undertake the following work in the Edgewell Cemeteries, Prudhoe <i>By Appointment Only</i>															
<table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: right;">(PLEASE TICK)</td> </tr> <tr> <td>NEW MEMORIAL (no previous memorial in place)</td> <td style="text-align: right;">(complete part 1&2) []</td> </tr> <tr> <td>REPLACEMENT MEMORIAL (on new foundations)</td> <td style="text-align: right;">(complete part 1&2) []</td> </tr> <tr> <td>REPLACEMENT MEMORIAL (failed topple test)</td> <td style="text-align: right;">(complete part 1&2) []</td> </tr> <tr> <td>ADDITIONAL INSCRIPTION (with new foundations)</td> <td style="text-align: right;">(complete part 1&2) []</td> </tr> <tr> <td>ADDITIONAL INSCRIPTION (on existing foundations)</td> <td style="text-align: right;">(complete part 2 only)[]</td> </tr> <tr> <td>CLEANING/RESTORATION ONLY</td> <td style="text-align: right;">(complete part 3 only)[]</td> </tr> </table>			(PLEASE TICK)	NEW MEMORIAL (no previous memorial in place)	(complete part 1&2) []	REPLACEMENT MEMORIAL (on new foundations)	(complete part 1&2) []	REPLACEMENT MEMORIAL (failed topple test)	(complete part 1&2) []	ADDITIONAL INSCRIPTION (with new foundations)	(complete part 1&2) []	ADDITIONAL INSCRIPTION (on existing foundations)	(complete part 2 only)[]	CLEANING/RESTORATION ONLY	(complete part 3 only)[]
	(PLEASE TICK)														
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CLEANING/RESTORATION ONLY	(complete part 3 only)[]														
I also confirm that we are Members of the National Association of Memorial Masons [NAMM] and/or Register of Qualified Memorial Fixers [RQMF]															
Signature:	Date:														
Reference Number:															

PART 1 FULL SPECIFICATION OF NEW MEMORIAL/RE-PLACEMENT/RE-INSTALLATION

NEW MEMORIAL SIZE	NEW MEMORIAL TYPE OF STONE
H [] X W [] X D []	MARBLE [] GRANITE [] SANDSTONE [] OTHER []

In compliance with the Terms of Licence, by compliance with which the applicant mason is entitled to operate in the Edgewell Cemeteries, *the sole type of memorial permitted shall be the Lawn Memorial Erected on Cast in Situ Single Foundation*, using the endorsed ground anchor and stainless-steel dowels. Memorials shall be no more than 876 mm in height, 1050mm wide, and shall be set on previously un-dug ground at the head of the grave. A sub-base, sub-plinth or other memorial slab beneath the plinth may be permitted subject to its being no more or less than 75mm in thickness and of appropriate material. The *foundation* must likewise comply with the specification laid down in the Licence, being of concrete to the British Standard specification BS EN 197-1, approved by NAMM and endorsed by the Town Council, with the foundation at a minimum depth of 355mm, and fitted with the NAMM-accredited ground anchor specified above (ground anchor not required if memorial is less than 625mm). The foundation is to be suitably covered for the length of the curing period, which shall be of a minimum of 14 days' duration.

Reinstated Memorials *“When reinstating any memorial such as those previously removed for remedial work or adding an inscription, etc. or if re-fixing a failed memorial, all components such as foundations, dowels and method of fixing must comply with current NAMM standards”*

NAMM Code of Working Practice, October 2018

If erecting a new or replacement memorial, or re-installing a memorial, a drawing of the memorial must be supplied in the box below or separately with this application, showing details of foundation, ground anchor, fixings, and full dimensions:

PART 2 DETAILS OF INSCRIPTION [as arranged on stone]

PART 3 DETAILS OF CLEANING/RESTORATION [list particulars of work to be carried out]

MEMORIAL MASON DETAILS

Address or business stamp:

Contact Name:

Email address:

Telephone Number:

APPLICATIONS AND FEES

Applications must be sent by post/email to Prudhoe Town Council, accompanied by the correct fee (unless on account) and work must not commence until approval is given.

Memorials Masons are required to complete a separate Memorial Checklist, following the final installation, and to ensure this is returned to the Council office, at the address below.

All applications, and requests for appointments, to work in the Edgewell Cemeteries, must be made by the mason with the Council as Burial Authority *as laid down in Section 10 of the Licence*.

Please return this form to:

info@prudhoetowncouncil.gov.uk

**ADDRESS: PRUDHOE TOWN COUNCIL, THE SPETCHELLS CENTRE, 58 FRONT STREET,
PRUDHOE, NORTHUMBERLAND, NE42 5AA**

FOR USE BY PRUDHOE TOWN COUNCIL ONLY

DATE RECEIVED _____

DATE APPROVED _____

FEE[S] INVOICED _____

FEE[S] RECEIVED ON APPLICATION (please tick)

DATE OF INSTALLATION _____

MEMORIAL CHECKLIST RECEIVED (please tick)