

# **Whitchurch Cemetery**

Town Clerk, The Civic Centre, High Street, Whitchurch, SY13 1AX Tel 01948 665761

## **Memorial Application Information**

Whitchurch Town Council Regulations govern the types of memorials, size and materials that are allowed. Before a memorial may be installed in the cemetery, written permission must be obtained from the Clerk and the required fee paid. The fees and size regulations are available from the cemetery website [www.whitchurchcemetery.co.uk](http://www.whitchurchcemetery.co.uk) or directly from the Clerk.

When you have chosen a memorial, it is important to obtain a written estimate clearly setting out the full details. This should include:

- The memorial design, the size, the material, the finish of the material (i.e. Part polished, all polished, honed or eggshell finish, if it is granite. Fine rubbed if it is a limestone. The finish to the edges of the headstone and base, whether they are to be rustic (natural and pitched) or to be the same finish as the face of the headstone)
- The inscription and the style and finish of the lettering
- Whether you require space to remain for a further inscription at a later date
- Any ornamentation and the finish or carving
- The installation of the memorial on proper foundation (a NAMM or BRAMM approved fixing method is required for all memorials and a current Fixers Licence must be provided by the Fixer before they are allowed to carry out work in the cemetery)
- Certify that the proposed method of fixing accords with BS8415 and the MAMM Code of Working Practice.
- Whitchurch Town Council fee

Before signing to confirm your instructions on the memorial application form it is important to check the inscription to ensure the spelling of names, the dates and the text you have chosen are correct. Memorial applications cannot be processed if the following has not been provided:

- Deed of Grant (Exclusive Rights)
- Full payment
- Fixer Licence
- Full details of the proposed memorial

**Whitchurch Town Council is responsible for memorial safety and security and therefore reserves the right to remove any hazardous headstones or any headstone that has been installed or inscribed without a BS8415 approved ground anchor system and prior permission.**