

**SPROWSTON TOWN COUNCIL- CEMETERY**  
**APPLICATION FOR PERMISSION TO ERECT A MEMORIAL**

**CONDITIONS:**

1. No memorials are allowed on graves that do not have purchased exclusive rights. Evidence of purchase must accompany this form, e.g. a photocopy of the Deed of Grant, or the Deed's date and number and the Purchaser's details. The owner of the exclusive right of burial should sign where indicated below. If the owner is deceased, or cannot be traced, the executor / next-of-kin, or a person acting at their request, may make application and **must** sign the Form of Indemnity below.
2. All memorial installations must conform to the conditions specified in the current Burial Regulations and the Code of Working Practice of the National Association of Memorial Masons; all constituent parts must be dowelled together with mortar using minimum ½ inch diameter dowels. Headstones **must** be fixed using a non-corrodible **Ground Anchor** system. Only masons accredited or trained to the Blue Book standard and guaranteeing their work for 10 years may be used.
3. No memorials are to be erected until **at least 6 months** has expired after the last interment except in the case of cremated remains plots and Section 9 where appropriate.
4. The Section and Grave number **must be inscribed** on the lefthand side looking at the headstone **on all memorials erected**.
5. No work should commence until approval of this application is received and installation must not take place prior to telephoning the office to check the availability of the Cemetery. Any memorial deemed to be dangerous will be laid down at any time. The named person in this application ("the owner") must keep the headstone in good and safe repair. The Council reserves the right to remove or repair the stone at the owner's expense if the owner fails to care for it. The owner should advise the Council of any change of address.
6. This permission will only last for 6 months from the date of approval. If approval is not granted then there is a right to appeal to be heard by this Council upon request.

Grave No: ..... Date of Interment: .....

Full Name(s) of Deceased: .....

Deed of Grant: No. .... Dated: ..... Copy Enclosed YES / NO

Full Name of Purchaser: .....

Purchaser's Address: .....

..... Tel No: ..... Date of Purchase .....

I, (signature) ..... being the purchaser of  
grave No. .... hereby give authority for the memorial described herein to be created.

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**FORM OF INDEMNITY (see condition 1 above and delete those not applicable \*)**

I, ..... Telephone No .....

of .....

being the \*executor / \*next-of-kin (or acting at the request of such executor / next-of-kin) of the late ..

..... buried in Grave No .....

the subject of this application, and \*it being impractical to trace the owner of the exclusive right of burial of this grave / \*the owner of the exclusive right of burial is deceased, do hereby agree to indemnify Sprowston Town Council against any loss, costs or damage resulting from the erection upon the grave of any memorial or inscription in respect of the above-named deceased.

Signed ..... Date .....

Your privacy is important to us and we would like to communicate with you regarding Sprowston Cemetery. To do so we need your consent. Please confirm your consent. You can find out more about how we use your data from our “Privacy Notice” which is available from our website or from the Council Office at Sprowston Recreation Ground, Recreation Ground Road, Sprowston, Norwich, NR7 8EW (01603 408063).

Signed \_\_\_\_\_ dated \_\_\_\_\_

|                                                                                                                                                        |                                    |
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| <p><b>Please provide below a full description and drawing, including measurements, materials and colour of lettering, of the proposed Memorial</b></p> | <p><b>Proposed Inscription</b></p> |
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At Sprowston Cemetery the allowable dimensions, excluding foundations, are :-

- The memorial will be inspected. The signing of this document constitutes agreement to the Rules and Regulations of Sprowston Cemetery as carried out by Sprowston Town Council.