

Folkestone & Hythe District Council
Civic Centre
Castle Hill Avenue
Folkestone Kent CT20 2QY

MEMORIAL APPLICATION

Application for

Headstone ☐ Additional Inscription ☐ Kerb ☐

Vase ☐ Tablet ☐ Replacement /Renovation ☐

Cemetery: _____ Plot No: _____ Grave No. _____

Deceased's full name: _____

Applicant's full name: _____

Address: _____

Telephone number: _____

Email: _____

Relationship to the deceased: _____

Declaration

I am the registered owner of the Deed of Grant for the Exclusive Right of Burial of the above grave or ashes plot and I hereby apply for permission to erect a memorial or inscribe an additional inscription as detailed in this application. I confirm that there are no other person/s who may be entitled to erect a memorial on this grave.

I indemnify Folkestone & Hythe District Council against any claim arising from its reliance upon this statement.

I undertake to keep the memorial in good repair and condition, responsibility for maintenance and upkeep of the memorial lies with the person entitled to exercise the memorial right.

Signature of applicant: _____

Date: _____

To be completed by the stonemason
Description of memorial:

Plan of memorial to be drawn or attached:

Proposed material: _____

Measurements:

Headstones

Plots with concrete
plinth _____ high _____ wide _____ deep (maximum: 100cm x 75cm x 10cm)
(39 ins x 29.5 ins x 4 ins)

Plots with earthen
Plinth: _____ high _____ wide _____ deep (maximum: 137cm x 92cm x 10cm)
(54 ins x 36 ins x 4 ins)

Vase, Tablet
and Plaque: _____ high _____ wide _____ deep (maximum: 30.5cm x 75cm x 38cm)
(12 ins x 29.5 ins x 15 ins)

Base: _____ high _____ wide _____ deep (maximum: 10cm x 97cm x 38cm)
(4 ins x 38 ins x 15 ins)

Kerbs adult's
Plot: _____ high _____ wide _____ long (maximum: 15cm x 90cm x 213cm)
(6 ins x 35 ins x 84 ins)

Proposed Inscription: _____

Conditions

1. All Memorials are to be erected as per the Cemetery Regulations & current NAMM Code of Working Practice
2. No work should commence until the application is approved and the Permit issued.

3. No Memorials are permitted on unpurchased graves.
4. The grave number **MUST** be inscribed on the reverse of the Memorial.
5. No Memorials are to be erected or re-erected until at least **six** months after the last interment to allow for settlement (This does not apply to plots with a concrete headstone plinth)
6. No element of a memorial is permitted to overhang the centre line on F plot or the front edge of the concrete beam foundation, on all plots with a concrete headstone plinth.
7. All memorials must be erected centrally to the grave. The concrete plinths have a central marker.
8. All memorials are to be placed in/on the headstone channel unless agreed in writing by the Burial Officer.

Stonemason/Company

Name: _____

Address: _____

Telephone: _____

Email: _____

I/we undertake to erect the Memorial /additional inscription in accordance with the Conditions details above and confirm that I have Public Liability Insurance* cover to a minimum of £5,000,000. ☐

I/we confirm the holder of the Exclusive Right of Burial has been verified (i.e by way of a copy of the Deed of Grant (Exclusive Right of Burial) which is to be enclosed with this form). ☐.

If this is not available, please contact the Cemeteries Office so that the ownership details can be verified.

Payment: Can be made by cheque payable to Folkestone & Hythe District Council & enclosed with the form or by debit/credit card by calling 01303 853407.

Signed _____ Date _____

*Proof of your cover is required before the application is approved.