

Memorial Application Oakham Cemetery

(Please tick appropriate box below)

- | | | | |
|---|--------------------------|---|--------------------------|
| To Erect a New Memorial | <input type="checkbox"/> | To Replace an Existing Memorial | <input type="checkbox"/> |
| To Clean or Repair a Memorial Offsite | <input type="checkbox"/> | To Add an Additional Stone to an Existing Memorial | <input type="checkbox"/> |
| To Repair or Maintain a Memorial <i>insitu</i>
(where not the original stonemason) | <input type="checkbox"/> | To Add an Additional Inscription to Existing Memorial | <input type="checkbox"/> |

**All Memorial installations must be in accordance with the current BRAMM and NAMM standards
Memorial Applications cannot be submitted prior to Interment**

Rutland County Council cannot accept liability for damage caused to any memorial at any time.
All memorials will be included in the memorial safety testing programme.

ALL BOXES TO BE COMPLETED IN BLOCK CAPITALS PART COMPLETED FORM WILL BE RETURNED

Grave/Plot of		Date of Interment		Date of application
Grant number		Grave/Plot number		
Details of memorial Material	Proposed inscription		Illustration	
Size (inches) to include base H W D				
Name and address of the company that is to install				

I/We the undersigned do hereby authorise _____ to erect a new memorial on the above Grave/Plot to cut an additional inscription/clean or repair/replace existing/to add additional inscription stone to existing memorial, as approved by Rutland County Council. I acknowledge it is my responsibility to maintain the memorial to a standard deemed acceptable by the Council and failure to do so may result in the memorial being laid flat or removed. All arisings will be removed from site.

I/We agree to fully comply with the Council's Cemetery Regulations as stated in Section 10 of the Rutland County Council Cemetery Regulations.

Name (in block capitals)	Name (in block capitals)	Name (in block capitals)
Signed	Signed	Signed
Address	Address	Address
Date	Date	Date

This **MUST** be signed by all the living Holder(s) of the Right of Burial. **A copy(s) of this Right of Burial MUST** be attached to the Application Form from each Holder

or if lost or mislaid a Statutory Declaration – SD005

Enclosed

Fees are not Refundable

Meets Regulations APPROVED

Does not meet Regulations DECLINED

Cheques to be made payable to Rutland County Council	
For office use only	
Receipt number _____	Date of receipt _____
Fees paid £ _____	

In order to comply with the Data Protection Act and the General Data Protection Regulation (GDPR) we have to provide you with information about the personal data you give to us. This information is set out below:

Rutland County Council is the data controller for the personal information you may provide. You can contact us by phone on **01572 722577**, via email to dataprotection@rutland.gov.uk or by writing to us at **Data Protection, Catmose House, Oakham, Rutland. LE156HP**

Your information will be used so that we can administer burials at Oakham Cemetery and maintain accurate records of the Grant of Exclusive Right of Burial or the Reservation of a plot in Oakham Cemetery.

Your personal data may be shared with other teams within the council in order to provide a service to you, to ensure our records are kept up to date or otherwise where we are required to do so under other legislation. We may share the data with third parties if we are required by law to do so, this may include the Police or Government Agencies. We will not sell your data or use it for marketing purposes without your consent.

We will keep your data for 99 years. This is in accordance with current legislation.

You have the following rights under the GDPR. Please note not all of these rights apply to all processing. Further details on each right can be found on our website (<https://www.rutland.gov.uk>)

- *The right to be informed.*
- *The right of access.*
- *The right to rectification*
- *The right to erasure*
- *The right to restrict processing*
- *The right to data portability*
- *The right to object*
- *Rights related to automated decision making, including profiling*

Rutland County Council would like to contact you to provide you with information on other Council Services. If you consent to us contacting you for this purpose please tick here.

If you are not happy with the way the council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office.