

## Memorial Application Oakham Cemetery

**This form is to be completed IN FULL by the Stonemason and signed by ALL grave owners before the works are considered**

(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><br>(where not the original stonemason) | <input type="checkbox"/> | To Add an Additional Inscription to Existing Memorial | <input type="checkbox"/> |

**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	
Grant number	Grave/Plot details (Area/Row No./Grave No.)

**To be read and signed by the Memorial Mason:**

I have been instructed to carry out the memorial work, a full description including materials, dimensions, inscriptions, and fixing methods is submitted with this form: the applicant has seen and approved these. All work will be completed in accordance with the Cemetery Regulations by a BRAMM or NAMM registered stonemason and/or comply with the British Standard (BS 8415) for installation i.e., BRAMM Blue Book & NAMM Code of Working Practice (certificate **MUST** be provided prior to any works being agreed).

- I agree to be responsible for and pay any damage to Cemetery property or to surrounding memorial, turf, etc., caused by negligence of myself, my workmen and / or any subcontractor employed by me.
- I have Public Liability insurance to the value of £5,000,000 (please supply certificate).
- **I have a Fixers License (please supply certificate).**
- I agree to remove all unused materials / rubbish and leave the area in a neat and tidy state.
- I will not work while a funeral is in progress.

Mason's name

Full address and Postcode

Telephone

Signature

Date

BRAMM / NAMM reg number

**Details of memorial:**

Design of memorial. (A photograph or drawing to scale of the proposed memorial is to be shown here. This information may be supplied on a separate sheet, attached to this application.)



Headstone height from ground level including base      Height      Width      Depth

Memorial material to be used

Method / colouring of lettering e.g., cut / gilded

Exact wording of new inscription



**The exact dimensions of the proposed memorial MUST be given in every case. The dimension in relation to the drawing of the memorial and include the method of fixing MUST be specified.**

**To be read and signed by the Grave Owner(s):**

**(If the grave owner is deceased, the ownership must be transferred before this application can be submitted and approved for a new memorial.)**

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/We acknowledge it is my/our 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	
<b>For office use only</b>	
Receipt number _____	Date of receipt _____
<b>Fees</b>	<b>paid</b>
£ _____	

Upon completion, please return to [Rutland County Council, Catmose, Oakham, Rutland, LE15 6HP](#)

Revised:2025

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](mailto: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.