



# Chard Town Council

THE GUILDHALL, FORE STREET, CHARD, SOMERSET TA20 1PP

Website: [www.chard.gov.uk](http://www.chard.gov.uk)

For memorial requests contact : 01460 239567 Email [chardtowncouncil@chard.gov.uk](mailto:chardtowncouncil@chard.gov.uk)  
Cemetery telephone number for general enquiries : 07507 889916

## Memorial request form

All memorials must be approved by Chard Town Council **prior** to their erection. Plans for proposed memorials should be submitted **before** they are commissioned.

**Permission must be given by Chard Town Council BEFORE any headstone is removed or installed.**

**Please contact 07507 889916 to arrange a mutually convenient date/time to remove/install a memorial**

### Section 1 : Details of Memorial Mason

Name :

Address :

Telephone Number :

### Section 2 : Type of request :

Please tick :

New memorial request

Additional inscription request

### Section 3 : Details of the applicant :

Full Name(s) and Address of applicant

Applicants Telephone number & email address:

Relationship of applicant to the Deceased :

### Section 4 : Details of the person interred :

Full Name :

Age at time of death :

Date of Death :

### Section 5 : Details of proposed additional Inscription :

**Section 6 : Details of New Memorial :**

Please tick :

 Headstone Footstone Tablet Flat Stone Walled Grave (by arrangement only Memorial in Children's section

For New Memorials please provide :

- a) a diagram and dimensions (to include the base and foundation slab)
- b) details of the proposed inscription :

**Section 7 : Authorisation and Signatures**

**I solemnly and sincerely declare that I am the present rightful owner of the Right of Burial of the grave for which this application is submitted and that I give permission for the Memorial, as detailed in this application, to be erected on the said plot.**

Print Name

Signature

**Section 8 : For office use only**

Plot Number :

Burial Rights Number :

Date Burial Rights Purchased :

Name and Address of owner of burial rights :

Invoice Number and Account Name:

Invoice Number and Account Name for BR Transfer (if applicable):

**Cemetery operative**

Date

Print Name

Signature

**Administrator**

Date

Print Name

Signature

### **Additional notes :**

Any change notified or incomplete information may incur delay and additional charges. We must have the signature of the owner of the burial rights as per the Local Authorities Cemeteries Order 1977. It may be necessary to transfer the ownership of burial rights e.g. where the previous owner is deceased before a memorial application can be agreed. (Please see Page 4 for full details)

Please email the completed form to [chardtowncouncil@chard.gov.uk](mailto:chardtowncouncil@chard.gov.uk) or deliver to Chard Town Council, The Guildhall, Fore Street, Chard, Somerset, TA20 1PP

Please do not send payment until you have received an invoice from us.

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All memorials to be erected in accordance with current BRAMM Safety Standards

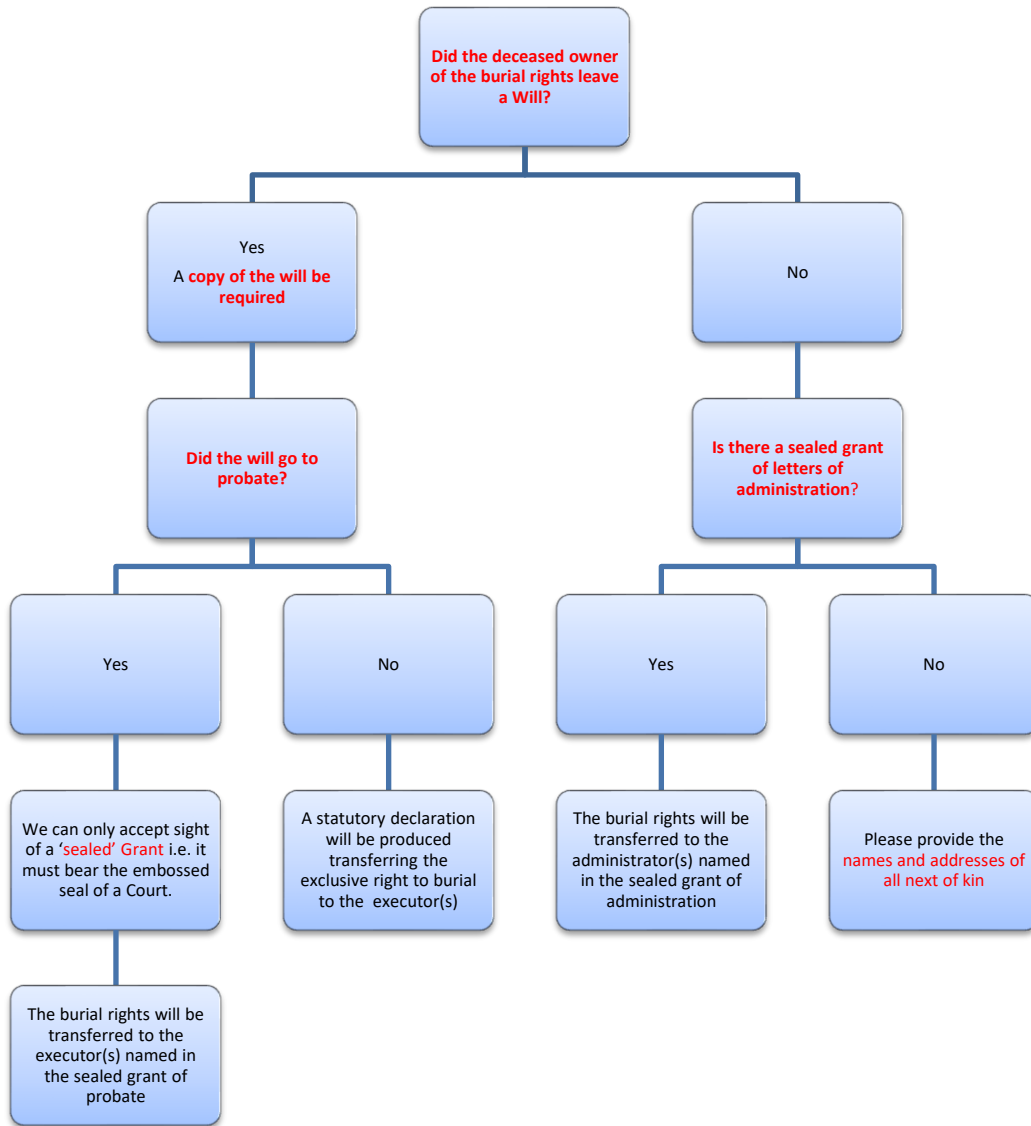
If a transfer of burial rights is required a charge of £47.82 will be made, we will require details of the person to be invoiced. **Please telephone Chard Town Council on 01460 239567 to arrange an appointment, the following information/documents will be required before we can proceed.**

Using the correct materials is essential and it is the responsibility of a fixer mason to ensure their work meets the industry standards as laid out in BS8415.(The British Standard for the memorial masonry industry), this includes:

All lawn memorials over 625mm in height should be designed and installed in compliance with BS8415. They are required to be constructed to withstand a force of 70kg applied at the apex of  
The memorial or at 1500mm from the ground, whichever is the lower.

Use of Dowels All steel used in the construction of a memorial must  
Be made of stainless steel grade 304.

Bolting The resin used to secure bolts into plate must be as recommended  
By manufacturer as suitable for use in the memorial industry or that it has a proven suitability within the stone industry.



\* Statutory declarations must be declared and signed before a Magistrate or Commissioner for Oaths and returned to Chard Town Council in order for us to complete the transfer.