

ON-LINE MEMORIAL APPLICATION FORM PROCESS

This on-line Memorial Application Form has been created to assist those memorial masons who have access to the internet by reducing the need for postage and also the need to travel to the cemetery office to process an application form. The on-line application form consists of two parts:-

- Memorial Application Form
- Information Concerning Memorials

PLEASE NOTE THAT IT IS IN YOUR BEST INTEREST TO TELEPHONE THE CEMETERY OFFICE TO CHECK GRAVE OWNERSHIP BEFORE AGREEING TO CARRY OUT ANY MEMORIAL WORK.

The following process will apply:-

1. **Memorial Application Form**

You will need to download and print the form and complete as follows:-

Cemetery – The name of the cemetery where the memorial installation/works is to be carried out.

Section – The letter of the cemetery burial section.

No. – The number of the grave in the cemetery burial section.

Full name & address of owner/applicant – The full name or names if more than one owner, must be provided for a new memorial, additional inscription or any alteration. However, if a memorial is being reinstalled to make it safe, this can be authorised by anyone if there is no grave owner.

Signed – The signature(s) of the grave owner(s) or applicant.

(Please use the “Additional Grave Owners” sheet if there are multiple grave owners)

Date – The date when signing the form.

Memorial Company – The name of the memorial company carrying out the work.

Address – The address of the company/branch carrying out the work or completing the form.

New Memorial / Additional Inscription / Re-installation - Please tick the box provided indicating the type of memorial works to be carried out.

Signature on behalf of the company – The signature of the person completing the memorial application form.

Inscription – The exact wording to be placed on the memorial.

Sketch – The drawing of all elements of the proposed memorial to be installed. Please note that the drawing and dimensions of all fixings dowels, ground anchor etc. is no longer required.

Headstone, Headstone Base, Foundation, Bearer Slab – The dimensions of ALL elements of the memorial must be provided.

2. When the form has been completed, you need to scan it into your PC. The “**original**” memorial application form must be returned to the cemetery office for approval. When the form has been checked and approved, the Registrar will telephone you for payment (if required) which can be made using a Debit or Credit card after which you will be notified that it has been approved by email including the receipt with a minimum installation date if applicable.
3. **Permit to Fix** – Because there is no pink form (the permit to fix), you will be required to email the scanned form to the cemetery office providing “PRIOR” notification of the date you intend to carry out the memorial work. This date will be logged as the start date for the time required before the memorial is inspected. Please ensure you notify the cemetery office if the date of the installation changes.

Please note that the memorial works must not deviate in any way from the application form.

4. Information Concerning Memorials

You will be required to download and print the Information Concerning Memorials sheet and give it to your client. However, in an effort to save printing costs, if your client has access to the internet, you may alternatively wish to advise your client to visit the Council's cemetery web-site and read the information Concerning Memorials.

The email address for memorial application forms is memorials@torfaen.gov.uk