**PERMIT APPLICATION TO LAY PLAQUE/PLACE VASE/ADDITIONAL INSCRIPTION**

**ALLUM LANE CEMETERY, ELSTREE**



|  |  |  |  |
| --- | --- | --- | --- |
| Stonemason |  |  |  |
| Address |  |  |  |
| Telephone number |  | Contact email |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of deceased |  | Reg. No. |  |
| Grave Number |  | Grant of Exclusive Right of Burial No. |  |

I being the registered owner of give permission for the following works

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Signed |  |
| Address |  |  |  |

Person requesting work (if different to grave owner)

|  |
| --- |
| Name |
| Address |

**Details of work**

|  |  |  |  |
| --- | --- | --- | --- |
| Material | Granite/Marble | Colour |  |
| Size of Plaque |  | Size of vase including base plate |  |
| Wording/Layout |  |  |  |

|  |  |  |
| --- | --- | --- |
| The Council hereby give authority to | | stonemason |
| to lay a plaque (40mm below ground level)/place vase/additional inscription in accordance with the cemetery regulations detailed overleaf | | |
| Cemetery Officer | |  |
| Permit Number | | Date |
| Work inspected by Cemetery Groundsman | | Date |
| Certified by Permit Holder |  | Date |
| Fee Paid | Receipt/Invoice Number |  |

Important notes and Cemetery regulations

**Plaques**

* Purchased graves may have two plaques 610mm x 305mm x 50mm (2’x1’x2”) with one floral tribute

Or

A desktop design plaque of 610mm x 508mm (2’ x 1’8”) with a maximum height of 203mm (8”) at the back, sloping to 50mm (2”) with the vase incorporated

* Cremated remains plots may have two plaques 305mm x 305mm x 50mm (1’x1’x2”) or one plaque 610mm x 305mm x 50mm (2’x1’x2”) together with one floral tribute
* A child’s grave may have one plaque 305mm x 305mm x 50mm (1’x1’x2”) and one floral tribute
* Common graves may have one plaque 305mm x 305mm x 50mm (1’x1’x2”) per interment and one floral tribute
* Plaques may be square, rectangular or in the shape of any recognised religious symbol, provided they do not exceed the above dimensions.
* Plaques are to be installed 40mm below ground level in the gravel strip.

**Permits**

* The permit application must be signed by the registered grave owner
* Permit will only be authorised once an invoice has been raised or a cheque for the correct fee received

**Laying of plaque/placement of vase**

* You are requested to contact the Cemetery Officer on 020 8207 7497 to arrange a mutually agreeable time to carry out the permitted works.
* Please report to the groundsman on arrival at the Cemetery.
* The Groundsman will inspect the work prior to your departure and sign the permit form.
* Any work carried out without a permit will be removed.