

SOUTH LUFFENHAM PARISH COUNCIL

Cemetery Memorial Application

For a new memorial, additional inscription, repair or alteration

This form must be completed before any work is carried out to a memorial in South Luffenham Cemetery. Written approval from the Parish Council must be obtained before work begins. An incomplete application may be returned for further information.

1. Applicant and grave details	
Name of deceased	
Grave / plot number	
Section (if known)	
Date of interment (if known)	
Exclusive Right of Burial certificate/deed number	
Applicant name	
Applicant status	☐ Registered owner of Exclusive Right of Burial ☐ Executor ☐ Next of kin
If next of kin, relationship to deceased	
Address	
Postcode	
Telephone	
Email	

Applicant declaration: I confirm that I have authority to apply for the proposed memorial work. I understand that responsibility for the memorial, including its future maintenance and safety, rests with the owner of the memorial / holder of the relevant Exclusive Right of Burial.

Applicant signature	
Print name	
Date	

2. Memorial details - to be completed by the memorial mason	
Type of work	☐ New headstone ☐ Flat stone ☐ Vase ☐ Additional inscription ☐ Repair / alteration
Description of proposed work	
Memorial material	
Colour / finish	
Overall dimensions (height x width x depth)	
Fixing / anchorage method	
Decorative features, photograph or vase (if any)	
Proposed inscription	
Drawing / photograph attached	☐ Yes ☐ No

Please show the proposed inscription exactly as it will appear on the memorial and attach a drawing or photograph where appropriate. The Parish Council will assess the proposal against its current cemetery requirements before granting permission.

3. Memorial mason declaration	
Memorial mason / company	
Address	
Telephone	
Email	
Public liability insurance held	☐ Yes
Work will comply with current applicable memorial-masonry and safety standards	☐ Yes
Site will be left clean and tidy after the work	☐ Yes
No work will be carried out while a funeral is in progress	☐ Yes
Mason signature	
Print name	
Date	

Current South Luffenham memorial fees

The following charges are taken from the current South Luffenham Parish Council Cemetery Fees schedule. The Clerk will confirm the fee applicable to the application.

Charge at first inscription	South Luffenham	Rutland	Outside Rutland
Flat stone - single grave	£61.00	£187.00	£375.00
Flat stone - double grave	£119.00	£357.00	£712.00
Headstone up to 2ft or 3ft	£82.00	£245.00	£488.00
Vase up to 1ft in height	£61.00	£187.00	£374.00
Additional inscription	£61.00	£187.00	£374.00

Fees are based on the deceased person's residential address at the time of death, subject to the exceptions stated in the Council's published Cemetery Fees schedule.

4. Official use only	
Fee category	☐ South Luffenham ☐ Rutland ☐ Outside Rutland
Fee due	£
Payment received	☐ Yes ☐ No
Date received	
Application approved	☐ Yes ☐ No
Date approval issued	
Grave / plot register updated	☐ Yes ☐ No
Notes	

Return completed form to: The Parish Clerk, South Luffenham Parish Council
Email: clerk@southluffenham.community | Tel: 07577 003 052