



CLARE TOWN COUNCIL

Burial Authority for Clare Cemetery

The Old School
Callis Street
Clare
Suffolk
CO10 8PX

Tel: (01787) 277559

E-mail: clerk@clare-suffolk.co.uk

www.clare-suffolk.co.uk

Application To Erect/Carry Out Work On A Memorial

This notice should be completed and delivered to Clare Town Council office **PRIOR TO WORK COMMENCING**.
This form must be signed by the registered owner of the grave/burial/memorial rights.

SECTION: _____ **GRAVE**
NO: _____

Name & Address of Memorial Mason: _____

Name & Address of Registered Grave Owner: _____

Description of Memorial / Work to be Completed: _____
(Dimensions of dowells must be given) _____

Type and manufacturer of ground anchor (must be compliant with BS8415): _____

Type of Stone: _____

Overall Size Of Memorial: **Height:** _____ **Base Width:** _____ **Base Depth:** _____

Wording of Inscription: _____

Signature & Address of Owner: _____

A Certificate of Conformity to BS8415 MUST be issued by the mason to the grave owner following installation.

FOR OFFICE USE ONLY

The fixing time shall be during working hours only, unless otherwise requested. Fixing outside of working hours will be by prior arrangement only and may incur an additional cost.

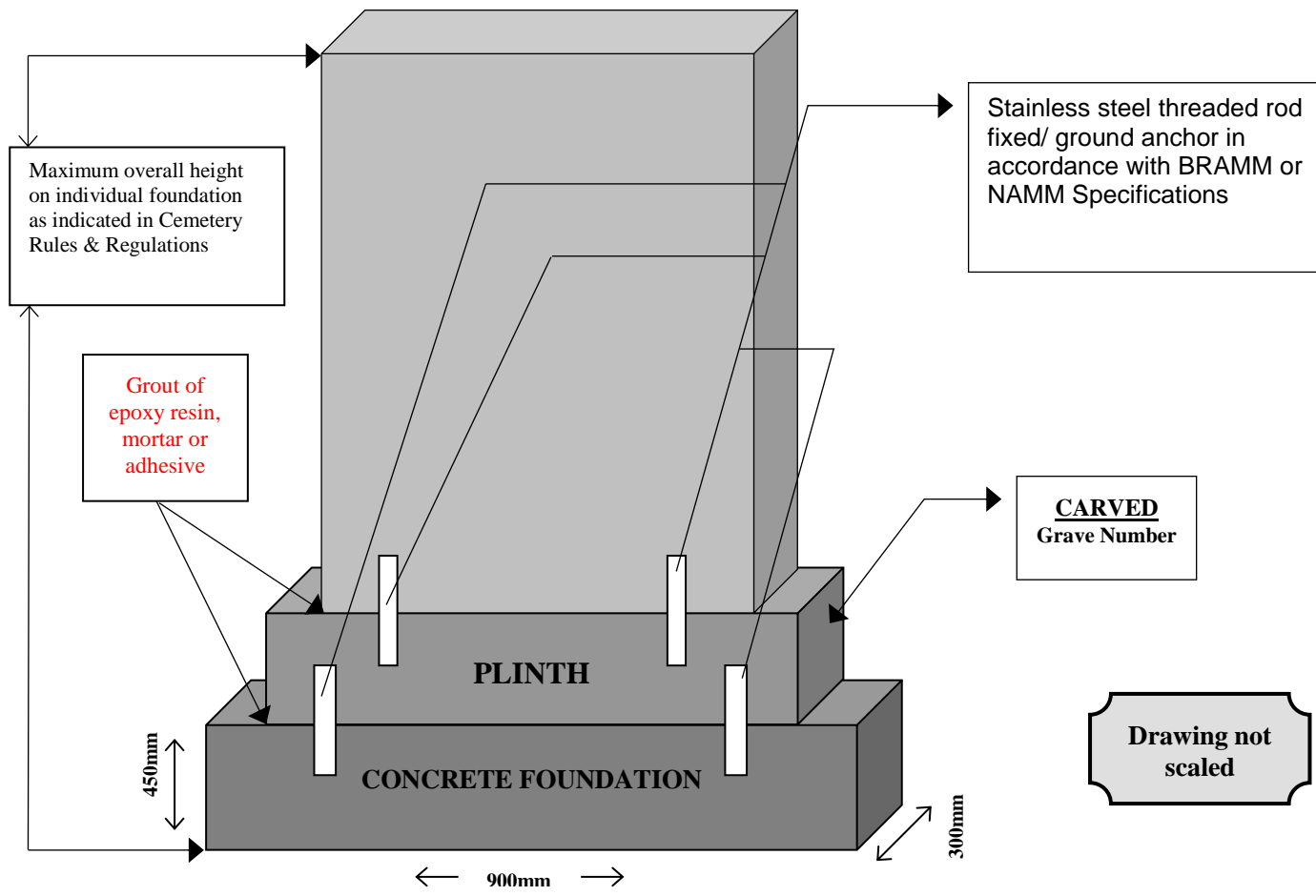
It is important that the given date and time are adhered to. Should any Sculptor wish to alter these details, they must inform the Burial Administration Office 24 hours prior to the date and time given.

Permit Fee	£	Certificate Fee	£	Other Charges	£	TOTAL FEE	£
Surcharge:	Yes / No		Yes / No				
Notice for:	<input type="checkbox"/> Headstone	<input type="checkbox"/> Plaque	<input type="checkbox"/> Added Inscription	<input type="checkbox"/> Renovations	<input type="checkbox"/> Other:		
Date Received:	_____		Checked:	_____		Folio No:	_____

DAY & DATE OF WORK: _____ **TIME OF WORKING:** _____

(You Must Allow 14 Clear Working Days From Receipt Of The Form A3 Before Calling To Erect a Headstone)

Headstone Fixing Details



Please note any changes: _____
 (use additional sheet if required) _____

