



# Much Wenlock Town Council

Corn Exchange  
62 High Street  
Much Wenlock  
Shropshire  
TF13 6AE  
01952 727509  
[www.muchwenlock-tc.gov.uk](http://www.muchwenlock-tc.gov.uk)

## Memorial Application Information

Much Wenlock Town Council's Cemetery Regulations govern the types of memorials, size and materials that are allowed. Please note that a memorial can only be placed on a plot one year after the last burial date. Before a memorial may be installed in the cemetery, written permission must be obtained from the Town Clerk and the required fee paid. The fees and size regulations are available from the Town Council website or from the Town Clerk's office. Please note that all memorials must have a 10-year guarantee and can only be installed one year after the date of the last burial.

If you would like to place a commemorative seat on Town Council land you will need permission from the Town Council. Please apply in writing to the Town Clerk.

When you have chosen a memorial it is important to obtain a written estimate clearly setting out the full details. This should include:

- The memorial design, the size, the material, the finish of the material (i.e. part polished, all polished, honed or eggshell finish, if it is granite. Fine rubbed if it is a limestone. The finish to the edges of the headstone and base, whether they are to be rustic (natural and pitched) or to be the same finish as the face of the headstone).
- The inscription and the style and finish of the lettering.
- Whether you require space to remain for a further inscription at a later date.
- Any ornamentation and the finish or carving.
- The installation of the memorial on proper foundation (a NAMM approved fixing method is required for all memorials and a current Fixers Licence must be provided by the Fixer before they are allowed to carry out work in the cemetery).
- The required fee.

Before signing to confirm your instructions on the Memorial Application Form it is important to check the inscription to ensure the spelling of names, the dates and the text you have chosen are correct.

Memorial applications cannot be processed if the following has not been provided:

- Deed of Grant (Exclusive Rights).
- Identification which has your current address;  
(Passport, Driving Licence, Bus Pass, Utility Bill up to 3 months old).
- Full payment.
- Fixer Licence (from the proposed fixer).
- Full details of the proposed memorial.

Please note that the Town Council is responsible for memorial safety and security and therefore reserves the right to remove any hazardous headstones or any headstone that has been installed or inscribed without an approved ground anchor system and prior permission.



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**PLEASE NOTE THAT THIS APPLICATION MUST BE COMPLETED IN FULL BY THE PLOT OWNER**

## Cemetery Memorial Application

(Installation, Inscription or Other Work)

Name: (plot owner) \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Email address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

I do solemnly declare that I own the Exclusive Rights of Burial in **plot number:** \_\_\_\_\_ in Much Wenlock Cemetery, and require permission from Much Wenlock Town Council to carry out the work detailed below. I understand that the Exclusive Right of Burial (Deed of Grant) and proof of identification is required as evidence of ownership and I will produce these when submitting this application. I also understand that kerbstones or separate vases are not allowed in Sections E and F of the cemetery and all memorials must have a 10-year guarantee. Please grant: the name/s below permission to carry out the work detailed on this memorial application in the plot shown above.

Signature: (plot owner) \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PLEASE NOTE THAT THE PROPOSED MEMORIAL DIMENSIONS MUST NOT EXCEED MUCH WENLOCK TOWN COUNCIL'S CEMETERY MEMORIAL SIZE REGULATIONS, WHICH ARE AVAILABLE FROM THE TOWN COUNCIL'S WEBSITE: [www.muchwenlock-tc.gov.uk](http://www.muchwenlock-tc.gov.uk) OR FROM THE TOWN CLERK'S OFFICE, CORN EXCHANGE, HIGH ST, MUCH WENLOCK TF13 6AE**

I would like to install and maintain a memorial	
I would like to place and maintain an additional inscription on an existing memorial	
I would like to remove and replace an existing memorial	

*\*Please tick as appropriate*

I have attached a detailed illustration specifying the proposed:

- Dimensions (height, width and depth of headstone, base and foundation)
- NAMM approved fixing method
- Type/s of material and finish
- Colour/s and/or picture/s
- Vase

**PLEASE NOTE THAT ALL MEMORIALS MUST INCLUDE THE PLOT NUMBER ON THE BACK IN A PROMINENT POSITION**

Full name of deceased: \_\_\_\_\_

Proposed Memorial Inscription:

Current inscription (if any):

Print name (Mason): \_\_\_\_\_

Print name (Company Fixer): \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Business Registration number: \_\_\_\_\_

Email: \_\_\_\_\_

I confirm that:

- The above works will be carried out in full accordance with the current version of the NAMM Code of Working Practice and BS8415.
- The Fixer agrees to produce a current NAMM Fixer License upon request.
- I will give the Town Council at least one week's notice before the date on which the work will be carried out.
- I understand all works must be carried out to the satisfaction of Much Wenlock Town Council.
- I understand that the Town Council reserves the right to remove any memorial, which has been installed or engraved without the prior approval of the Town Clerk.

Signature of Fixer: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Mason: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PLEASE NOTE THAT THIS MEMORIAL APPLICATION CAN NOT BE PROCESSED WITHOUT THE FOLLOWING:**

- full payment
- memorial specifications
- Deed of Grant
- current fixers licence



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The Town Clerk grants permission for the above work to be completed, subject to the conditions now in force, governing the erection of memorials/engraving of inscriptions in cemeteries.

Receipt Number \_\_\_\_\_ Amount Paid £ \_\_\_\_\_

Approval from the Town Clerk \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

This permission is valid for a period of two calendar months from the date of issue. Please note that you are required to provide one week's notice prior to the date on which you propose to carry out the work in the cemetery.

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This application should be completed in full and forwarded with full payment to:  
Much Wenlock Town Council, Corn Exchange, High Street, Much Wenlock, Shropshire TF13 6AE  
Tel: 01952 727509 Email: [admin@muchwenlock-tc.gov.uk](mailto:admin@muchwenlock-tc.gov.uk)