

**CHIGWELL CEMETERY**

Every memorial **MUST**, at the applicant's expense, have the Grave or Plot Number conspicuously marked in permanent lettering not exceeding one inch (25mm) high.  
**TRADE NAMES ON MEMORIALS ARE NOT PERMITTED**

**APPLICATION FOR APPROVAL OF A MEMORIAL & INSCRIPTION**  
**Or ANY REPAIR / CLEANING OR REMEDIAL WORKS** Permit No \_\_\_\_\_

**Design / Dimensions / Proposed Inscription**  
*(use separate sheet if necessary)*

Material \_\_\_\_\_ Colour \_\_\_\_\_

--	--

Name and Address of Monumental Mason

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

Fee enclosed: **£** \_\_\_\_\_

*(There is no fee for a temporary memorial)*

Date

Is the memorial Permanent or Temporary? *(delete one)*

<b>Permanent</b>	<b>Temporary</b>
------------------	------------------

Section / Grave No.

/

**Fixing Method/Size of Fixings**  
*(use separate sheet if necessary)*


**Installation at the Cemetery Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

An appointment **must** be made to carry out any work in the cemetery. **Please telephone (020) 8501 4275**  
**SEE NOTES OVERLEAF**

Signature of **Registered Owner** of the grave

**Full** Name of **Registered Owner**  
*(Initials will not be accepted)*

Address of **Registered Owner**

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

Date

**BRAMM Registration Number :** \_\_\_\_\_

**Expiry Date:** \_\_\_\_\_

The information above is verified by the Chigwell Parish Council Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

**For Cemetery office use only:**

Date approved	
Invoice No	
Signature	
PG Noted	

BRAMM Registration checked	<input type="checkbox"/>
H&S Statement checked	<input type="checkbox"/>
Fixers Licence supplied	<input type="checkbox"/>
Public Liability checked Minimum £10 million	<input type="checkbox"/>

The information above is verified by the Chigwell Parish  
Council Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

**Remarks:**

# APPLICATION FOR APPROVAL OF A MEMORIAL & INSCRIPTION

## Notes to be read in conjunction with the Cemetery Regulations All Memorials must be fixed to NAMM standard BS8415

(Copies of the Regulations are available free of charge from the Cemetery Registrar at the address shown below)

- Appointments**
- 1 On a number of occasions in the past, memorials have been installed in the wrong position on grave spaces. In some cases, the memorial has been placed on the wrong grave space.
  - 2 **No memorial shall be installed or other work carried out unless an appointment has been made for the Cemetery Registrar or other Officer of the Council to be present.**
  - 3 FAILURE TO MAKE AN APPOINTMENT will mean that the Mason concerned maybe be required to REMOVE or rectify any incorrect installation and no further permits will be issued to that Mason for a period of 6 months.
  - 4 A second contravention of this regulation will result in no further permits being issued to the Mason concerned for a period of 12 months.
  - 5 A third contravention will lead to the *permanent exclusion* of that Mason from undertaking memorial work in Chigwell Cemetery.
- Working Times**
- 1 **No memorial work shall be undertaken in the Cemetery outside of the hours 09.00 to 14.00 Monday to Friday.**
  - 2 No work shall be undertaken in the vicinity of a grave where an interment is taking place.
- Dimensions**
- 1 Full details of permitted dimensions/materials are shown in the Regulations. A brief summary of sizes is given below:
  - 2 **Lawn Cemetery**  
*Headstone: 36" high (including base), 30" wide and 4" thick*  
*Base: 30" wide, 12" deep and 4" thick*
  - 3 **Cremated Remains Areas (Plot numbers prefixed CR)**  
*Horizontal plaques only*  
24" wide, 24" deep and 2" thick. A sloped surface is permitted if the rear thickness does not exceed 4".
  - 4 **Traditional 'Full out' Section**  
This area has strict minimum as well as maximum requirements.  
*Headstone: between 36" and 54" high (including base/kerb), 4" thick*  
*Kerb set: 78" to 84" long, 30" to 36" wide*
- Temporary Memorials**
- Temporary Memorials, comprising a simple wooden cross, or wooden plaque are only permitted if an application for a Permanent Memorial has been or is being made. A separate permit is required for a temporary memorial and is valid for up to 12 months from the date of interment.

**PLEASE CHECK FULL DETAILS IN THE REGULATIONS**

Chigwell Parish Council  
Hainault Road  
Chigwell  
Essex IG7 6QZ

*Appointments: (020) 8501 4275*