



Gina Wilding
Town Clerk
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APPLICATION FOR PERMISSION TO ERECT A MEMORIAL STONE OR PROPOSED CHANGES TO A GRAVE AT HENLEY ROAD CEMETERY, LUDLOW

1. FORENAME name/s (in full) and SURNAME of person(s) interred.

2. Details of Grave Space (if known):

Plot	Row	Number

3. Date of interment (if known)

REGULATIONS FOR MEMORIALS

The Council requires the following conditions to be observed:

- a) no chains, fences or kerb stones are permitted;
- b) no flat stones may be laid in the main area of the Cemetery;
- c) flat stones may only be installed in the Cremation area;
- d) height of headstones should be restricted to 3 feet high x 2 feet 6 inches wide x 1 foot depth - there are no restrictions on the type of stone within the above dimensions;
- e) cremation memorial stones must be a standard size - 18inches x 18 inches; (See detail on reverse of form)
- f) flowers or plants may not be planted on a grave or around a memorial stone - except within 12 inches of the base of a headstone;
- g) all memorials must be fixed in accordance with the Council's guidelines - notes for Stonemasons are set out on the reverse of this form
- h) all graves should be levelled unless the applicant agrees to maintain the whole area around the grave.

The Council requires the Plot / Row / Grave Number to be **visibly inscribed** on every stone.

For a vertical headstone the inscription should be on the back of the stone.

For a horizontal stone the inscription should be on the edge of the stone.

NO STONE MAY BE ERECTED WITHOUT EVIDENCE THAT THE APPLICANT HAS EXCLUSIVE RIGHTS OF BURIAL FOR THE GRAVE SPACE DETAILED ABOVE AND PERMISSION HAS BEEN GRANTED.

A copy of the GRANT of EXCLUSIVE RIGHTS of BURIAL or other PROOF OF OWNERSHIP MUST be submitted with this application



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I agree to the conditions set out in this form and the cemetery regulations
I CERTIFY THAT I AM THE OWNER OF THE GRAVE FOR WHICH I MAKE THIS APPLICATION.

Signature of Applicant Date

Please print name.....

Address.....
.....

Post code.....

Contact telephone number

Please state headstone dimensions and inscription below:

GUIDANCE NOTES FOR STONEMASONS

NO STONE MAY BE ERECTED UNTIL PERMISSION HAS BEEN GRANTED. NOTICE OF THE DATE OF FIXING MUST BE GIVEN TO THE CEMETERY OFFICER.

STONEMASON:

ADDRESS:

Fees to be paid to Ludlow Town Council with the application:TotalDate
The current Table of Fees may be obtained from the Town Clerk.

Please state whether your firm is affiliated to the National Association of Memorial Masons Yes / No

**Disturbed earth must be left for six months before a headstone can be installed.
When the headstone is installed the ground must be levelled.**

No chains or fences are permitted. No kerbstones are permitted.

Headstones:

must be fixed below ground level to either a plinth of:

- a) wet concrete 3 inches thick and 3 inches wider than the Headstone x 2ft 6 for a 3ft high Headstone;
- or b) a concrete slab 3 ft x 2ft x 2 inches

Sections must be joined by steel dowels.

The Council requires the Plot / Row / Grave Number to be visibly inscribed on every stone.

Vertical headstones must have the inscription engraved on the back of the stone.

Cremation Area:

Care should be taken to align all memorials with previous stones and rows.

Cremation plot stones must be a standard size - 18inches x 18 inches and can be flat or sloping.

Upright stones are also permitted but they must not exceed 18 inches in height with a base not exceeding 16 inches wide or long.

Stones must be laid with a gap of 1 ft between stones and 2 ft between rows.

Stones must also be set on a slab of concrete 2 inches wider than the stone.

The Council requires the Plot / Row / Grave Number to be visibly inscribed on every stone.

Horizontal stones must have the inscription engraved on the edge of the stone.

Ludlow Cemetery:

At the time of fixing the headstone the Mason should level the grave either by removing a mound or by filling a hollow.

All waste material and stones must be removed from the site to the waste disposal area.

Due to damage to paths, vehicles other than hearses are not permitted beyond the Car Park.

All regulations are to assist with the maintenance of the Cemetery and for the benefit of all who use the cemetery your co-operation is appreciated.

Thank you

