



TRURO PUBLIC CEMETERY

APPLICATION TO APPLY FOR A MEMORIAL PERMIT

This completed form, with a dimensional drawing indicating the proposed memorial and a copy of the wording proposed for the inscription, must be submitted to Truro City Council Burial Department, Municipal Buildings, Boscawen Street, Truro TR1 2NE. Upon approval of the application a Permit will be sent to the applicant (for their records) and written notification sent to the stone mason.

THIS NOTIFICATION MUST BE HANDED TO THE SEXTON BEFORE ANY WORK CAN COMMENCE

Full Name of Deceased:			
Date of Death:			
Grave reference:	Section:	Row:	No:

Applicant details

Name			
Address			
Telephone number			
Memorials are periodically checked for wear and tear. You will be contacted should any issues be found so please keep Truro City Council informed of any change of address.			
Signature			
Are you the owner of the Exclusive Right of Burial? Yes/No (delete as appropriate) Grant number			
YES – proof of burial rights *MUST be produced at the time of application. NO - separate application to purchase burial rights* MUST be made. (*please contact Truro City Council for advice & guidance 01872 245503)			
I agree that my information will be retained by Truro City Council as outlined in their Information and Data Protection policy. I agree to Truro City Council contacting regarding this and other applications relating to burials or the grave. <i>Please tick the box to agree</i> <input type="checkbox"/>			
Details of proposed memorial – headstone/desktop/wooden cross (delete as necessary)			
(continue on a separate sheet if necessary)			

NO MEMORIAL may be erected unless in compliance with the Cemetery Regulations, the required fees have been paid and a permit for the erection of a memorial has been issued. An appointment with the Sexton must be made to erect or remove any memorial.

NO MEMORIAL may be erected unless Exclusive Right of Burial for the grave space upon which it is proposed to be erected has been purchased from the City Council.

I (We) propose to erect a memorial in accordance with the particulars set out in Truro City Council's Cemetery Regulations and as detailed in the above plan.

I (We) agree that, in the event of the graves immediately adjoining on either side of the grave space upon which it is proposed to erect the memorial not having been dug or used, to hold myself (ourselves) responsible for any damage accruing to the proposed memorial during the digging or occupation of such adjoining grave or graves.

On 27 February 2017, the City Council approved that, with effect from that date, the following regulations should apply in respect of the erection of Memorials in Truro Public Cemetery and in respect of the replacement of any existing Memorial erected in the Cemetery:

- The base of each headstone erected is to be a maximum thirty-two inches long and twelve inches wide and set so that the top of the base is four inches above the level of the ground, measured on the high side
- The maximum width of the headstone is to be thirty inches, and the maximum height, thirty-six inches above the top of the base; the headstone to be four inches thick
- The foundation stone be set and doweled into a minimum of 100 mm deep concrete founding made up of - one-part cement; two-parts sand; four-parts of gravel or three-quarters to dust
- The foundation stone to be fixed below ground level
- The base stone to be doweled to the foundation stone following the final burial and inscriptions
- No kerbs or ledgers are to be fixed
- A flower receptacle not forming an integral part of a headstone may be placed to the right-hand side of the headstone; in line with the base of the headstone. All other receptacles placed elsewhere on the grave space will be removed by the Sexton without notice
- Wooden crosses may be erected if in compliance with these regulations
- All works to be inspected by the cemetery sexton following completion
- Trade names and grave reference **MUST** be inscribed on every monument – **please see Regulations**

Name and address of monumental mason

Signature

Memorial Fees (April 2020)

Headstone (up to 3')	£106
Desk top permit (cremated plots only)	£44
Wooden cross (up to 3')	£66
Permit to remove a headstone (additional inscription/replace the headstone)	£80

For Council use only

Burial rights submitted		Copy to Sexton	
Payment received	£	Copy to Customer	
Receipt number		Copy to Stone mason	