


<h1 style="margin: 0;">OFFICE USE</h1> 	Wall Space Reference		Parishioner OR Non-parishioner	
	Permit Reference		Memorial Permit Fee	
	Memorial/s Requested		Date Invoiced	
			Date Paid	

Crowborough Town Council

HERNE ROAD CEMETERY, CROWBOROUGH

APPLICATION TO ERECT, ALTER OR REPAIR A MEMORIAL

OLD WALL OF REMEMBRANCE ONLY

This application is made subject to the Cemetery Regulations of Crowborough Town Council and must be delivered to Crowborough Town Council, Council Offices, Pine Grove, Crowborough, East Sussex, TN6 1DH and a memorial permit obtained **before** any works may be carried out.

New plaque: A memorial permit for a new plaque on the Old Wall of Remembrance will only be issued if the plaque relates to a new or existing interment in the Old Garden of Remembrance.

Existing plaque: A memorial permit needs to be issued before any alterations, repairs or replacements can be carried out.

Wall Space reference	
Wall reference	
Plaque number	

Stonemason Details	
All installations must be constructed and installed in line with the current National Association of Memorial Masons (NAMM) or British Register of Accredited Memorial Masons (BRAMM) recommendations.	
Name of Stonemason	
Address of Stonemason	
Email address	
Telephone number	
Contact name	
Position held	
Signature of Stonemason:	Date:

Personal Information of the Deceased

Full name of deceased

Permanent address of deceased
at time of death

Was the deceased a parishioner?

YES

NO

(Refer to Parishioner Guidelines below)

Parishioner Guidelines: In determining whether fees will be chargeable at the Parishioner or Non-Parishioner rate, the last permanent address of the deceased will be used. If a resident of Crowborough has been accommodated in a residential care/nursing home outside the town, the Parishioner rate will apply so long as the deceased has lived in the residential care/nursing home for no more than five years and has previously lived within the parish of Crowborough for at least five years.

Memorial Information

Please attach any further details or drawings to this application.

Material to used

Please indicate below which type of memorial work you wish to undertake:

Single Stone Tablet

To be 25cm x 15cm x 2cm

Double Stone Tablet

To be 25cm x 33cm x 2cm

Additional Inscription

Inscription to read:

Declaration to be completed by the deceased's authorised representative

Relationship to the deceased

I declare that I have read, understood and agree to comply with the Cemetery Regulations relating to Herne Road Cemetery, Crowborough. I am aware that no form of memorial other than that prescribed under the Council's Cemetery Regulations will be allowed to be placed on the Old Wall of Remembrance. I also acknowledge that any unauthorised item/s will be removed.

Forenames & Surname

Address
(including postcode)

Telephone/mobile number

Email address

Signature of authorised representative:

Date:

General Data Protection Regulations

All data contained and submitted in this form will be processed in line with our Privacy Notice. You can read our Privacy Notice on our website: <https://www.crowboroughtowncouncil.gov.uk/privacy-notice/>
A paper copy is available on request from the Cemeteries Officer.