

## Application for Memorial Permit in Brookwood Cemetery

*PLEASE NOTE: We request full burial memorials are not installed until at least 1 year has passed, to allow for ground settlement. Shroud burials may take longer for ground settlement. Brookwood Park will investigate the grave area and advise before any permit is issued. All installations must be first booked in through the office. Any memorials installed without a booking will be removed and BRAMM informed of malpractice.*

### Terms & Conditions

#### **An Application to Install a Memorial / Headstone or Cremation Tablet must be accompanied by the following:~**

- a) Details of the design of the memorial
- b) A copy of the Memorial Company's invoice to the client.
- c) **The Memorial Permit Fee:**  
**£500** for a Memorial / Headstone. **£175** for a Cremation Tablet.
- d) Commission charge, represents 10% of the total invoice value (*excluding VAT*)
- e) Addition of Cremation Tablet to existing grave, Fee as additional Inscription £74 no permit fee or 10% Commission charge

*An Invoice will be issued by the Cemetery for payment of the Permit Fee & Commission charge*

#### **An Application for Additional Inscription must be accompanied by the following:~**

- a) Details of the additional inscription
- b) Additional Inscription Fee ~ **£74** ~ ( *No Commission charge* )

*An Invoice will be issued by the Cemetery for payment of the Additional Inscription Fee*

*Once payment of Fees have been received by the Cemetery Office the Permit will be issued.*

#### **Application to Remove a Memorial for the purpose of :~**

**( No Fees )**

**Re Opening of Grave for Burial.** ~ Stonemason will undertake to remove from Brookwood Cemetery the

- Memorial, all foundations and any other associated materials for secure storage or appropriate disposal pending its Reinstallation.

#### **Application to Remove a Memorial for the purpose of :~**

**Fee: £74**

**Renovation** ~ Stonemason will undertake to remove ( if applicable ) from Brookwood Cemetery the

- Memorial, and any other associated materials for secure storage or appropriate disposal pending its Reinstallation.

**Like for Like Replacement** ~ Stonemason will undertake to remove from Brookwood Cemetery Original

- Memorial and any other associated materials no longer required or being replaced and replace with New Memorial and associated materials of the same design and dimensions.

**It is the responsibility of the Stonemason to remove from Brookwood Cemetery any debris or waste materials generated by the removal and subsequent reinstallation of memorials.**

# BROOKWOOD PARK LIMITED



## Application for Memorial Permit in Brookwood Cemetery

PERMIT NUMBER:-

INVOICE NUMBER:-

**Application for a Memorial Permit for the following:~ (please indicate as applicable)**

To Install a New Memorial / Headstone

Cremation Tablet

To Install a like for like replacement Memorial

To Add/Or an Additional Inscription

in SITU

Remove

To Renovate / Clean a Memorial

in SITU

Remove

To Remove a Memorial for Burial

*Memorial should remain off site for 1 year before being replaced. Please notify the Cemetery Office when you wish to re install.*

### Memorial Mason

Our Job ref

Trade Name

Office Address

Telephone Number

Email

Memorial Mason Applicant

Date

### Grave Details

Name of Deceased

Burial Number of Deceased

Grave Number

Plot or Location if known

### Owner of the Exclusive Right of Burial / Client

Name

Address

Contact Number

Email

Signature

*If the Deed of Grant of Exclusive Right of Burial is not available or the registered owner of the Exclusive Right of Burial for this grave is deceased, the client applying for the Permit must contact Brookwood Cemetery Office without delay to establish their claim to ownership or to transfer ownership to the person legally entitled.*

## Application for Memorial Permit in Brookwood Cemetery

### Brookwood Cemetery Regulation Dimensions for Full Burial Memorial

HEADSTONE MEMORIAL		KERBING	
THICKNESS	3" to 5"	MAX LENGTH	6'6" ~ 78"
MAX WIDTH	2'6" ~ 30"	MAX WIDTH	2'6" ~ 30"
MAX HEIGHT	36"	MAX HEIGHT	6"

### Brookwood Cemetery Regulation Dimensions for Baby Burial Memorial

HEADSTONE MEMORIAL		KERBING	
THICKNESS	3" to 5"	MAX LENGTH	24"
MAX WIDTH	18"	MAX WIDTH	18"
MAX HEIGHT	18"	MAX HEIGHT	3"

### Brookwood Cemetery Regulation Dimensions for Cremation Memorial

	Headstone Memorial	Tablet	Wedge
THICKNESS	3" to 5"	3"	3"
MAX WIDTH	18"	18"	18"
MAX HEIGHT	18"	18"	at the back 7"

### Proposed Memorial

Type of Stone	
Type of Finish	
Type of Lettering	<div style="border-bottom: 1px dotted black; height: 15px;"></div> <div style="border-bottom: 1px dotted black; height: 15px;"></div>

PLEASE NOTE: ALL LANDINGS MUST BE GROUND LEVEL

Additional Notes or Diagram