

# APPLICATION FOR MEMORIAL PERMIT - TO ERECT A NEW MEMORIAL OR REPAIR AN EXISTING MEMORIAL



To: Orkney Islands Council, Neighbourhood Services and Infrastructure, Burial Grounds Officer, School Place, Kirkwall, Orkney, KW15 1NY

Telephone: 01856 873535

Email: developmentandinfrastructure@orkney.gov.uk

A memorial permit application fee must be paid **if the application is for a new memorial**. There is no charge for repairing existing memorials.

Payment can be made over the phone with Customer Services.

Memorials are inspected on a rolling programme. Orkney Islands Council reserves the right to take whatever action is necessary to ensure the memorial is maintained in a safe condition and will not be liable for any damage that occurs in this process.

Cemetery  Section  Lair No

I, below, being the person entitled to Exclusive Right of Burial in the above lair understand that the safe erection and maintenance of this memorial is my responsibility.

PRINT Name  Signature

Address (inc. postcode)

Email Address

Relationship to deceased  Contact No

ERECTING A NEW MEMORIAL

REPAIRING AN EXISTING MEMORIAL

Size of Memorial (cm): Depth  Width  Height

Memorial Material  Proposed Inscription

Memorial Shape

I, below, have been instructed to carry out the memorial work, a full description is submitted with this form, the applicant has seen and approved these. An approved permit will be in my possession before works begin. I confirm this memorial will be installed to meet BS 8415:2018 standard.

Name and address of Council approved stonemason:

Signature of stonemason

Planned date of completion

Date

Actual date of completion

USE REVERSE FOR ANY ADDITIONAL REMARKS

## OFFICE USE ONLY:

Date Received

Permit Approved By

Reference Number

Permit paid	<input type="checkbox"/>	Inspected by OIC	<input type="checkbox"/>
Correct lair identified	<input type="checkbox"/>	Inspection records updated	<input type="checkbox"/>
Approval sent	<input type="checkbox"/>	Memorial added to plot plan	<input type="checkbox"/>
Notified work complete	<input type="checkbox"/>	Permit details added to register	<input type="checkbox"/>

## **Privacy Statement**

The personal information provided on this form will only be used as a means of contacting the lair owner/next of kin to discuss the application or inform of any irregularities or damage that may have occurred to their memorial - or if the memorial has failed a safety inspection.

The information will not be shared with any third party organisations other than the stone masons responsible for erecting the memorial. It will be retained as part of the Council's memorial installation and inspection records.

## **Process for submitting, approval and payment of permits**

- 1) Customer agrees memorial design and proposed inscription with stonemason.
- 2) Customer ensures lair and contact details are correct on permit form, sign and give to stonemason.
- 3) Stonemason fills out remainder of permit form, signs and gives/sends to Council. If the memorial is of a non-standard design, an accompanying sketch must be submitted.
- 4) Council processes permit form and contacts customer to inform that payment can be made online or over the phone with Customer Services.
- 5) Once payment received, permit issued to stonemason to carry out work.
- 6) Once work complete, stonemason must inform the Council. Memorial will then be inspected after 28 days.

**ANY ADDITIONAL REMARKS:**