

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



To: Orkney Islands Council, Burial Grounds Officer, Infrastructure & Organisational Development, School Place, Kirkwall, Orkney, KW15 1NY

Telephone: 01856 873535

Email: burialgroundsofficer@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 (01856 873535) or online at https://orkney-self.achieveservice.com/service/Memorial_Permits_Payment. 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.

Applicant Name
(Please Print)

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

Name of
Deceased
or
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 details added to register

☐

Notified work complete

☐

Correct lair identified

☐

Inspected by OIC

☐

Permit paid

☐

Inspection records updated

☐

Approval sent

☐

Memorial added to plot plan

☐

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, signs and passes to stonemason.
- 3) Stonemason fills out remainder of permit form, signs and submits 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 over the phone with Customer Services (01856 873535) or online at https://orkney-self.achieveservice.com/service/Memorial_Permit_Payment.
- 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: