



Parish Council Office
27 Victoria Road
Mortimer
Reading
RG7 3SH

☐ 07436 807543

the.clerk@stratfield-mortimer.gov.uk

Web: www.stratfield-mortimer.gov.uk

APPLICATION FOR APPROVAL TO ERECT A MEMORIAL IN STRATFIELD MORTIMER CEMETERY

(1 April 2025)

This notice must be completed and delivered to The Clerk at the address above for approval prior to work commencing. (Please complete the form in Block Capitals)

Full Name of Person(s) Interred:	
Plot No:	
Date of Burial:	
Name, Address and Telephone Number of Memorial Mason to whom permit is to be sent:	
Full Name & Address of the Registered Owner of the Exclusive Right of Burial Deed (Grantee) for the Grave:	
<p>A design of the proposed memorial must be attached. This must clearly show:</p> <ul style="list-style-type: none"> Foundation details, Description of stone to be used (please see Rule No. 4 overleaf) Proposed inscription(s) Any artwork (please see Rule No. 5 overleaf) All dimensions: <div style="margin-left: 20px;"> Height from ground level: _____ mm/ins Width: _____ mm/ins Thickness: _____ mm/ins Headstone Fixing Method: _____ </div> 	

Minimum/Maximum Sizes Permitted in mm/ins

	Height inc base	Width	Thickness
Headstone	675-1050mm/27-42 ins	450-675mm/18-27 ins	75-125mm/3-5 ins
Memorial Tablet	Max 100mm/4ins	Max 450mm/18ins	Max 450mm/18ins

All memorials shall be placed upon a concrete base. **All memorials shall be erected using the NAMM method of fixing.** Where a receptacle for flowers is incorporated it must be flush with the base and may extend up to 200mm/8 ins in front of the headstone. Flowers may **only** be placed in a flower holder incorporated into the base of the headstone/memorial tablet and will not be permitted anywhere else (see SMPC Cemetery Regulations No. 5 on Flowers).

1. **Memorials and Inscriptions to be approved:** No one may in The Cemetery erect or fix any memorial, or make any inscription thereon, or place therein any vase bearing an inscription, without the written approval of the Council. Applications for the erection of memorials (whether a headstone or cremation memorial tablet), or the addition of an inscription must be submitted on The Council's Memorial Application Form (dated April 2012) to The Clerk.
2. Headstones must not be erected or re-erected after a 2nd interment until the Council are satisfied the grave has settled and until at least 6 calendar months following interment. Cremation Tablets may be installed after one calendar month. To add a 2nd inscription/replace memorial, please note a new memorial application form must be completed and approved before any work is carried out.
3. All memorials shall be erected and secured by an accredited memorial fixer who is on the British Register of Accredited Masons in accordance with the National Association of Memorial Masons, latest Code of Working Practice (NAMM).
4. **Permitted Memorials:** Memorials shall be made of natural stone and may be polished if desired.
5. Flat stones laid horizontally, metal vases, railings, fencing, kerbs or other structures enclosing graves are **not** permitted. The vertical surface of the main stone may contain suitable engraved lettering and engraved artwork; enamel photo plaques with a maximum height of 150mm/6" are also permitted. No other forms of decoration will be permitted.
6. The plot/grave identification number **must** be cut at the base of the memorial, on the right hand side of the base so as to be visible when erected and viewed from the back in lettering approximately 25mm/1in in height. Please note the named wooden grave marker will be removed once a memorial has been installed.
7. **Restrictions on Inscriptions:** No memorial mason shall inscribe or cause or allow or permit to be inscribed on any memorial or tablet any inscription relating to his name or trade of business.

As owner of the Exclusive Right of Burial (Grantee) in respect of the grave referred to herein, I hereby authorise the erection of a memorial on the grave and agree to abide by the Cemetery Regulations:

Signed: _____ (Grantee); Dated: _____

I confirm that this memorial will be erected in accordance with the above conditions.

Signed: _____ (Stonemason); Dated _____

Total Memorial Permit Fee (Enclosed) £ _____ (Cheques payable to Stratfield Mortimer Parish Council)

Work approved by:

Dated: _____ Signed: _____
(On behalf of Stratfield Mortimer Parish Council)

Please contact The Clerk to make an appointment for the work to be carried out in the Cemetery

THE COUNCIL'S CEMETERY REGULATIONS (JUNE 2024 VERSION) MUST BE COMPLIED WITH AT ALL TIMES.