

MONMOUTHSHIRE COUNTY COUNCIL MEMORIAL PERMIT APPLICATION



I/we, the undersigned, make an application to *(please tick relevant box)*

- erect a memorial stone
- erect a tablet
- add an additional inscription
- re-erect headstone/carry out works on memorial which has failed safety tests
- re-gild current lettering/ refurbish headstone

on the grave of:

(Name of deceased).....

InCemetery, in Plot/Section.....Row/Grave.....

I/We have been made aware of Monmouthshire County Council's Policy regarding Memorial applications which reads as follows:

All memorials must comply with procedures laid down within Exclusive Rights of Burial Grant, Permit Letter of Approval and Fixing Date Notice of which your nominated Memorial Mason is aware. The inscription on the memorial must be accurate i.e. real name or a nickname by which the deceased was known by family or members of the community. The Council expects friends and family to agree the wording of any inscriptions (taking into account the Council's requirements as set out in this policy). In the event of family and friends not being able to agree on the form of wording then the holder/s of any exclusive right of burial or the personal representative of the deceased (where no exclusive right of burial has been issued) would be the person who ultimately decides on the wording. The Council cannot be expected to act as arbitrator in such disputes between family/friends of the deceased.

DATA PRIVACY SUMMARY NOTICE

How we will use your information

Processing of your personal data by Monmouthshire County Council (MCC) is necessary to comply with the Local Governments Act 1972 and the Local Authorities Cemeteries Order 1977. Without this information, the MCC Cemeteries Service may not be able to carry out the request to erect a memorial.

Your details will be legitimately shared with the Funeral Director and Memorial Mason where necessary in a safe and secure manner. From time to time it may also be necessary to share details of a burial with members of the public. Your personal details will not be shared further, unless in relation to safeguarding or other legal obligations.

Your records will be safely stored and retained in line with our retention policy, unless we need to retain under another lawful basis.

You have a number of rights in relation to the information including the right of access to information we hold about you and the right to complain if you are unhappy with the way your information is being processed. For further information on how we process your information and your rights please visit

www.monmouthshire.gov.uk/home/data-protection

Should you need to make a complaint about the way your data has been processed, please contact dataprotection@monmouthshire.gov.uk or if you are not fully satisfied you may contact the Information Commissioner's Office online at www.ico.org.uk/concerns or via their helpline: 0303 123 1113

All EXCLUSIVE RIGHT OF BURIAL HOLDERS MUST SIGN

ERB Holder Signature.....

Address.....

ERB Holder Signature.....

Address.....

ERB Holder Signature.....

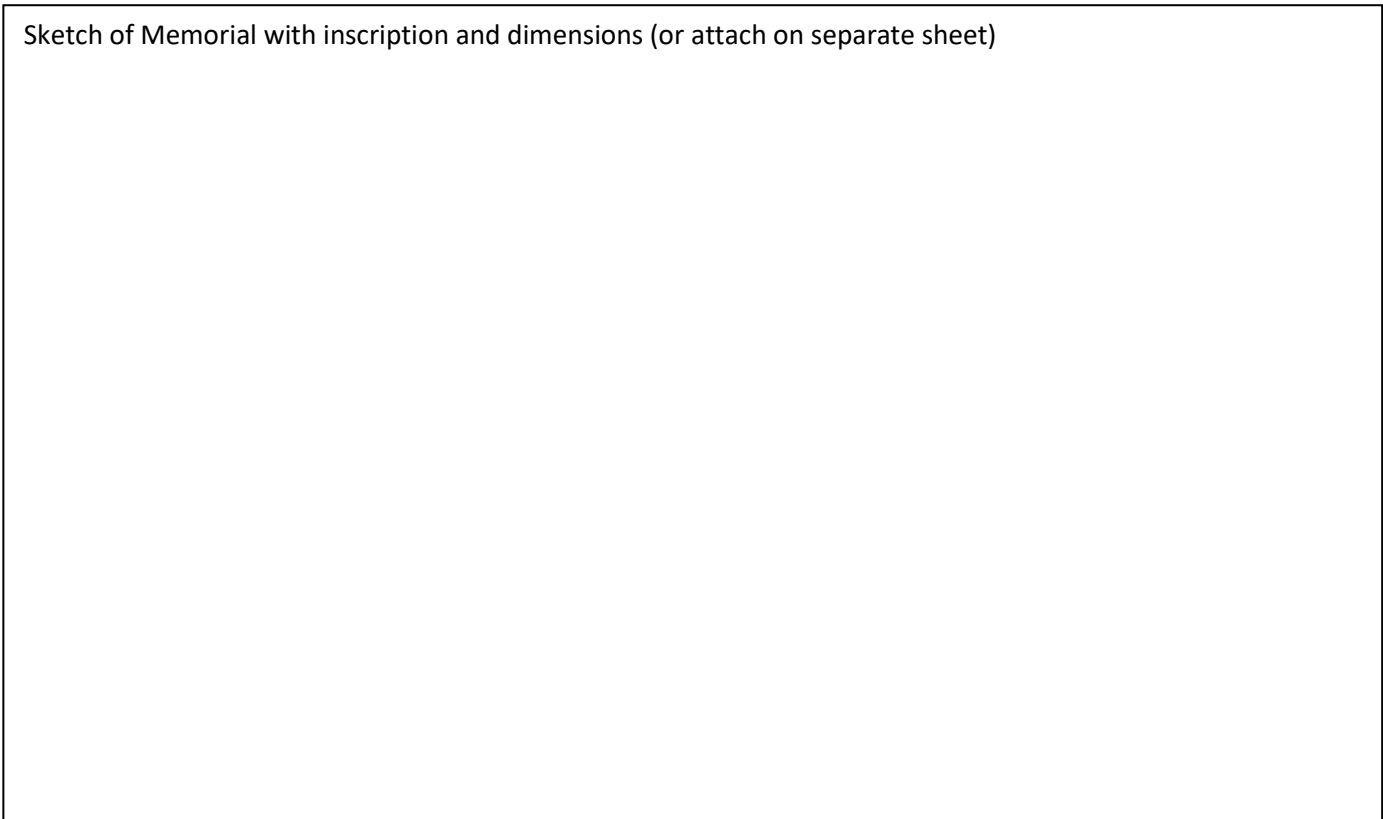
Address.....

Memorial Mason carrying out Works (name and address)

.....

Memorial Mason Signature.....

Sketch of Memorial with inscription and dimensions (or attach on separate sheet)



Documents/further information attached (we will be unable to process the application without all the necessary information and paperwork):

Please tick to show that it is included

- Sketch of new memorial or tablet**
- Dimensions of new memorial or tablet- height, width, depth, thickness (incl plinth/base where relevant)**
- Inscription**
- Copy of Exclusive Rights of Burial (ERB) for each ERB holder**