

# PERMIT APPLICATION TO LAY PLAQUE/PLACE VASE/ADDITIONAL INSCRIPTION

## ALLUM LANE CEMETERY, ELSTREE



Stonemason	
Address	
Telephone number	Contact email

Name of deceased	Reg. No.
Grave Number	Grant of Exclusive Right of Burial No.

I being the registered owner of give permission for the following works

Name	Signed
Address	

Person requesting work (if different to grave owner)

Name
Address

### Details of work

Material	Granite/Marble	Colour
Size of Plaque	Size of vase including base plate	
Wording/Layout		

The Council hereby give authority to \_\_\_\_\_ stonemason  
to lay a plaque (40mm below ground level)/place vase/additional inscription in accordance with the cemetery regulations  
detailed overleaf

Cemetery Officer

Permit Number \_\_\_\_\_ Date \_\_\_\_\_

Work inspected by Cemetery Groundsman \_\_\_\_\_ Date \_\_\_\_\_

Certified by Permit Holder \_\_\_\_\_ Date \_\_\_\_\_

Fee Paid \_\_\_\_\_ Receipt/Invoice Number \_\_\_\_\_

## Important notes and Cemetery regulations

### Plaques

- Purchased graves may have two plaques 610mm x 305mm x 50mm (2'x1'x2") with one floral tribute

Or

A desktop design plaque of 610mm x 508mm (2' x 1'8") with a maximum height of 203mm (8") at the back, sloping to 50mm (2") with the vase incorporated

- Cremated remains plots may have two plaques 305mm x 305mm x 50mm (1'x1'x2") or one plaque 610mm x 305mm x 50mm (2'x1'x2") together with one floral tribute
- A child's grave may have one plaque 305mm x 305mm x 50mm (1'x1'x2") and one floral tribute
- Common graves may have one plaque 305mm x 305mm x 50mm (1'x1'x2") per interment and one floral tribute
- Plaques may be square, rectangular or in the shape of any recognised religious symbol, provided they do not exceed the above dimensions.
- Plaques are to be installed 40mm below ground level in the gravel strip.

### Permits

- The permit application must be signed by the registered grave owner
- Permit will only be authorised once an invoice has been raised or a cheque for the correct fee received

### Laying of plaque/placement of vase

- You are requested to contact the Cemetery Officer on 020 8207 7497 to arrange a mutually agreeable time to carry out the permitted works.
- Please report to the groundsman on arrival at the Cemetery.
- The Groundsman will inspect the work prior to your departure and sign the permit form.
- Any work carried out with a permit will be removed.