



CITY OF TRURO

TRURO PUBLIC CEMETERY

APPLICATION TO APPLY FOR A MEMORIAL PERMIT

This completed form must be signed and submitted to Truro City Council Burial Department, Municipal Buildings, Boscawen Street, Truro TR1 2NE. Alternatively email to nikki@truro.gov.uk

Full Name of Deceased:			
Date of Death:			
Grave reference:	Section:	Row:	No:

Applicant details

Name	
Address	
Telephone number	

Memorials are periodically checked for wear and tear. You will be contacted should any issues be found so please keep Truro City Council informed of any change of address.

Signature	
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Are you the owner of the Exclusive Right of Burial? Yes/No (delete as appropriate) Grant number	
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YES – proof of burial rights ***MUST** be produced at the time of application.
NO - separate application to purchase burial rights* **MUST** be made.
(*please contact Truro City Council for advice & guidance 01872 245503)

I agree that my information will be retained by Truro City Council as outlined in their Information and Data Protection policy.
I agree to Truro City Council contacting regarding this and other applications relating to burials or the grave.
Please tick the box to agree

NO MEMORIAL may be erected unless in compliance with the Cemetery Regulations, the required fees have been paid and a permit for the erection of a memorial has been issued. An appointment with the Sexton must be made to erect or remove any memorial.

NO MEMORIAL may be erected unless Exclusive Right of Burial for the grave space upon which it is proposed to be erected has been purchased from the City Council.

An appointment **MUST** be made with the Burial Officer to erect, clean or renovate any memorial in the cemetery.

Application forms **MUST** be completed, signed and submitted prior to any work beginning.

Upon approval of the application a permit will be sent to the applicant (for their records) and written notification sent to the stone mason. Once you are in receipt of this paperwork please contact the Burial Officer to make an appointment to work in the cemetery.

TO BE COMPLETED BY THE MASON

Please provide a clear diagram of the proposed memorial, including measurements for each part (in inches only), the type of stone, colour and size of lettering and any additional features (vase, photo etc). It is a requirement that ALL memorials be engraved with the grave reference and trade name; please add the size, dimension and position to the proposed diagram.

Permitted memorials, including type and measurement, can be found in the Cemetery Regulations - [https://www.truro.gov.uk/ UserFiles/Files/Regulations.pdf](https://www.truro.gov.uk/UserFiles/Files/Regulations.pdf)

I (We) propose to create a memorial to the above proposed diagram and erect/remove/renovate/clean a memorial in accordance with the particulars set out in Truro City Council's Cemetery Regulations.

I (We) agree that, in the event of the graves immediately adjoining on either side of the grave space upon which it is proposed to erect the memorial not having been dug or used, to hold myself (ourselves) responsible for any damage accruing to the proposed memorial during the digging or occupation of such adjoining grave or graves.

Name and address of monumental mason

Signature

Cheques should be made payable to TRURO CITY COUNCIL

BACS payment – HSBC Sort code: **40-44-34** Account **11120565** ****please use grave reference and deceased's name when making a BACS payment**

Memorial Fees (April 2021/2022)	
Headstone (up to 3')	£110
Desk top permit (cremated plots only)	£46
Wooden cross (up to 3')	£68
Permit to remove a headstone (additional inscription/replace the headstone)	£83

Memorial Insurance

It is highly recommended that all memorials are insured against accidental damage, vandalism, and theft. It is advisable that the cover takes effect when the memorial is fixed.

For Council use only			
Burial rights submitted		Copy to Sexton	
Payment received	£	Copy to Customer	
Receipt number		Notification to Stone mason	