



**ATTLEBOROUGH TOWN COUNCIL**

Town Hall, Queens Square, Attleborough, Norfolk NR17 2AF  
Tel: 01953 456194 - email: [enquiries@attleboroughtc.org.uk](mailto:enquiries@attleboroughtc.org.uk)

Stonemasons **MUST** notify Attleborough Town Council 48 hours prior to coming into Cemetery to remove a headstone and graves **MUST** be left with a marker at all times and **MUST** also notify Attleborough Town Council prior to returning headstone. This remains the full responsibility of the Stonemason.

Stonemasons are required to engrave Section and Plot No on the back of the headstone.

**APPLICATION TO ERECT/CARRY OUT WORK ON A MEMORIAL**

This notice should be completed and delivered to the Town Council Office 48 hours **PRIOR TO WORK COMMENCING**. This form must be signed by the registered owner of the grave/burial/memorial rights.

**CEMETERY:** \_\_\_\_\_ **SECTION:** \_\_\_\_\_ **GRAVE NO:** \_\_\_\_\_

Name & Address of Memorial Mason: \_\_\_\_\_

Name & Address of Registered Grave Owner: \_\_\_\_\_

Description of Memorial / Work to be Completed:  
(Dimensions of dowels and drill holes must be given) \_\_\_\_\_

Type and manufacturer of ground anchor (must be compliant with BS8415): \_\_\_\_\_

Type of Stone: \_\_\_\_\_

**Overall Size of Memorial:** **Height:** \_\_\_\_\_ **Base Width:** \_\_\_\_\_ **Base Depth:** \_\_\_\_\_

Wording of Inscription: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature & Address of Owner: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The fixing time shall be during working hours only.

It is important that the given date and time are adhered to. Should any Sculptor wish to alter these details, they must inform the Burial Administration Office 48 hours prior to the date and time given.

**A Certificate of Conformity to BS8415 MUST be issued by the mason to the grave owner and Town Council Office following installation.**

**FOR OFFICE USE ONLY**

Permit Fee £  Certificate Fee £  Other Charges £  **TOTAL FEE** £

Surcharge: Yes / No \_\_\_\_\_ Yes / No \_\_\_\_\_

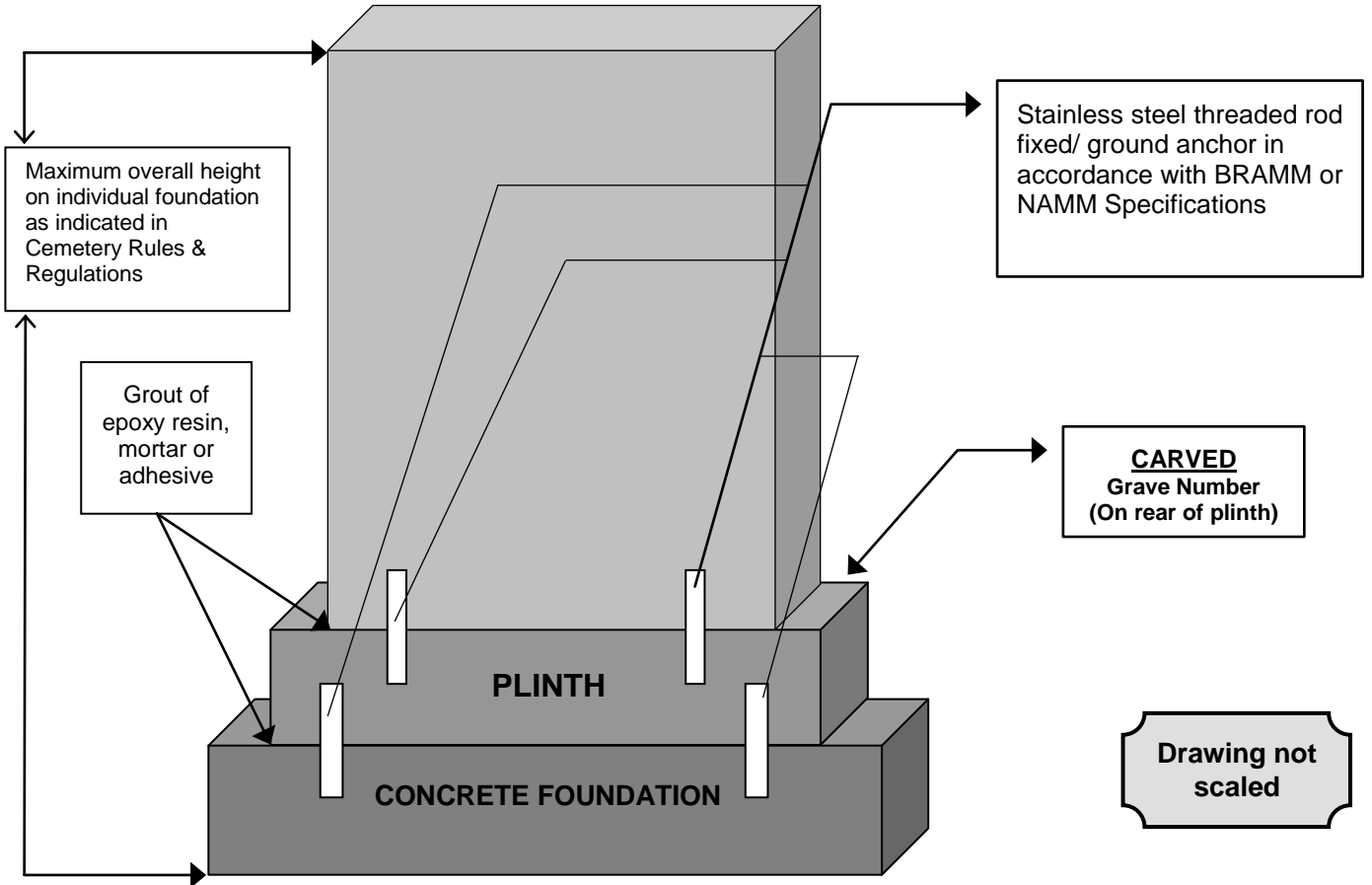
**Notice for:**  **Headstone**  **Plaque**  **Added Inscription**  **Renovations**  **Other:**

Date Received: \_\_\_\_\_ Checked: \_\_\_\_\_ Folio No: \_\_\_\_\_

DAY & DATE OF WORK: \_\_\_\_\_

TIME OF WORKING: \_\_\_\_\_

**Headstone Fixing Details**



**Please note any changes:**

(use additional sheet if required)

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Headstones not to exceed 1 metre in height from the ground, 3ft 6' or 1.07 metres wide including Landing

Tablet Size 18 x 18 Inches or 0.46 x 0.46 metres and be placed Flush to Ground

Headstones in the Garden of Remembrance should not exceed 26' x 18' or 0.66 metres x 0.46 metres in height