

Application to erect a memorial in cemetery

This Application is to be delivered to the Cemeteries Manager, Portsmouth Cemetery Office, 224 New Road Lodge, Kingston Cemetery PO2 7RW. Telephone Portsmouth 023 9273 2559 prior to the erection or replacement of a memorial, any work carried out to a memorial or the placing of a vase. No work is to commence until the permit form has been issued by the Manager.

Deceased details

1	Name of person interred	
2	Date of Burial	
3	Details of proposed type of memorial	
4	Dimensions	
5	Type of stone to be used	
6	Proposed Inscription	

NOTE: Number of row and grave to be engraved on back of all new and replaced headstones in letters no less than 5/8ths of an inch in height. Owners to keep details up to date. Memorials will be tested every 5 years and laid down if dangerous. All effort will be made to contact the Grave Owner.

7	Name and address of Monumental Mason 	8	Details of Grave Owner (To be completed in all cases) Name Address Number Email Signed Date
9	As the owner of the right of burial in the grave Referred to herein I hereby authorise the erection of a memorial on the grave.		

FOR CEMETERY OFFICE USE

Permit to erect memorial in		cemetery
Permission is granted to		to proceed
With the erection/replacement/placing of a		
on the grave of the late		Plot
Row		Grave No
		Guides
At		
		End of grave
Date:		Fee £
Cemeteries manager		

Grave Location	Fee	D.N.	F.B.	A.B.	P.B.	Examined

Sketch plan of memorial with dimensions

NOTE The maximum outside measurements for lawn style memorials erected within the Portsmouth City Council Cemeteries are shown below:

Grave Type	Height	Width	Depth
Childs Grave	2'6" (750mm)	1'6" (375mm)	1'0" (300mm)
Adults Grave	3'6" (1050mm)	2'6" (750mm)	1'6" (375mm)
Mini Kerb	3'6" (1050mm)	2'6" (750mm)	3' (914mm)

The minimum thickness of a lawn style memorial is:

2" (50mm) up to 1'6" (450mm) in height and 3" (75mm) from 1'6" (450mm) to 3'6" (1050mm) in height.

All lawn style memorials to be constructed of solid natural stone and securely doweled.