

**KINVER PARISH COUNCIL
COMBER RIDGE BURIAL GROUND**

APPLICATION FOR APPROVAL OF A NEW or WORKS TO EXISTING HEADSTONE OR TABLET AND INSCRIPTION

Section 1

Name of Grantee/Applicant..... Signature.....
dated.....

Section 2

If deedholder is interred within the plot: Grantee/Executor of Grantee/Next of Kin of Grantee (delete as applicable) I HEREBY give authority for grave No. to be re-opened for the interment of the above named deceased and produce herewith the Grant of Exclusive Right of Burial No..... I DECLARE that I am the person authorised to give this instruction and I will indemnify Kinver Parish Council against all claims etc., which may be suffered in consequence.

Signature..... Date

Address.....

..... Post Code

- NOTE: Kinver Parish Council will retain personal details of the Grantee/Applicant for the purpose of administration and/or improving these services in respect of this plot, submission of this form is taken as approval for this.
- Please refer to the Rules & Regulations for the size(s) and inscription colour appropriate to the section of the Burial ground. Copies can be obtained from Kinver Parish Council.
- Manufacture of the Headstone/Tablet must not be commenced until the Stonemason has received written permission from the Burial Ground Superintendent. All works must comply with the rules & regulations. Section 3 – *NEW or *WORKS to headstone/tablet (*delete as appropriate)

Name of Deceased		Death Certificate No.	
Name of Stonemason.....		Tel No:	
Address:		Post Code	
Sketch of Headstone/Tablet: Please complete dimensions overleaf:	Proposed Inscription Works proposed	Yes / No Yes / No	
Material and colour: Honed or Polished	Colour: NATURAL / BLACK /GOLD / SILVER Vase recess Yes/No Left/centre/right		

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Section 4

Has the headstone/Tablet has already been removed to allow the plot to be re-opened?

Removed by: on

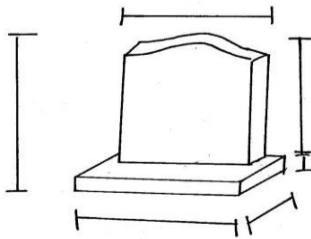
Fee paid by on

Please sketch the proposed Headstone/Tablet showing dimensions to be given.
A recess for a flower vase/pot may be incorporated within the headstone plinth/tablet.

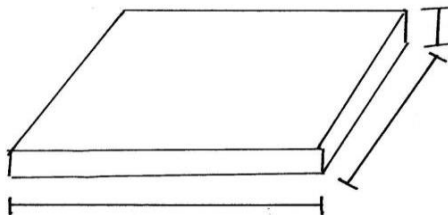
Headstones (limited to coffin burial graves) – Headstones/plinths must be mounted on a foundation slab, which must be set flush into the ground. Such foundation slabs may not exceed surface dimensions of 900mm (3ft) by 450mm (1ft 6ins) and have a minimum thickness of 65mm (2½ ins).

Tablets (limited to cremated remains plots) – 450mm by 380mm (1ft 6 ins by 1ft 3 ins) and must be mounted on a foundation slab 480mm by 410mm (1ft 7 ins by 1ft 4 ins) fitted flush to the ground.

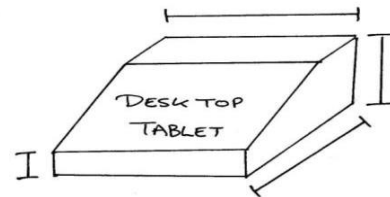
Examples (not to scale) Please enter dimensions as appropriate



Headstone



Tablet (Section F only)



Desktop tablet (Section F only)

Send completed application to the Burial Ground Superintendent:
Miss J S Cree, Kinver Parish Council 95 High Street, Kinver, South Staffordshire DY7 6HD.

Section 5

KINVER PARISH COUNCIL – COMBER RIDGE BURIAL GROUND – PERMIT APPROVAL

Name of Deceased: Plot no.

Death / Cremation Certificate No.

Permission is hereby granted to

- manufacture & install Headstone/Tablet
- additional Inscription/works on the above Grave Plot as per the submitted application.

Please contact the office a few days before you intend to install to arrange inspection also to arrange opening of the gates to allow entry to Comber Ridge Burial Ground for installation.

Signature.....Date:

Miss J S Cree - Burial Ground Superintendent

Kinver Parish Council, 95 High Street, Kinver, South Staffs DY7 6HD

Email: kinverparish@btconnect.com Tel: 01384-873878 Office open weekdays till 12.00 noon

Payment of Fees can be made by BACS. Please advise if you have paid this way.

Kinver Parish Council Co-op BANK sort code 08-90-08 A/C no. 61015319

Kinver Parish Council – Comber Ridge data protection fair processing notice

Data Controller

Your information is 'controlled' by Kinver Parish Council. We can be contacted at 95 High Street, Kinver DY7 6HD. Our telephone number is 01384 873878. Our Data Protection Officer is Miss Jenny Cree. They can be contacted using the same contact information.

Purpose and Lawful Basis of Processing

We collect and use your information so as to 1) enable us to progress applications for interment in the burial ground and to re-open graves where requested, 2) as a record of deed holders for each individual plot, 3) to process your information where a grant of right of burial has been lost or mislaid, 4) to carry out works in respect of a headstone etc. and, 5) in respect of requests to scatter ashes at the burial ground. We undertake all of this in the exercise of our official authority.

Retention

We keep your records for 75 years after allocation of a plot.

Your rights

You have the right to submit a request for access to your information; to have incorrect information rectified; to have your information erased and to have our use of your information restricted.

Information Commissioner

If you are unhappy about the way we have processed your information please speak to the Data Protection Officer in the first instance. However, notwithstanding this you have the right to complain to the Information Commissioner. They can be contacted at the:

Information Commissioner's Office,

Wycliffe House

Water Lane, Wilmslow

Cheshire, SK9 5AF

www.ico.org.uk

General

The provision of information by you to us is a statutory requirement. If you decline to provide information we may not be able to progress your application or indeed offer an interment plot to you.