



**Application for a Permit to Place or Adjust a Memorial**

Please indicate which of the following this Application relates to:

**CEMETERY**

<input type="checkbox"/>	LANCING & SOMPTING
<input type="checkbox"/>	MILL LANE

<input type="checkbox"/>	SOUTHWICK
<input type="checkbox"/>	DURRINGTON

<input type="checkbox"/>	BROADWATER
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**GRAVE (Traditional & Lawn)**

<input type="checkbox"/>	NEW MEMORIAL
<input type="checkbox"/>	KERB & SET MEMORIAL
<input type="checkbox"/>	REPLACEMENT MEMORIAL
<input type="checkbox"/>	ADDITIONAL INSCRIPTION
<input type="checkbox"/>	ADDITION TO MEMORIAL

**CREMATION PLOT**

<input type="checkbox"/>	NEW MEMORIAL
<input type="checkbox"/>	REPLACEMENT MEMORIAL
<input type="checkbox"/>	ADDITIONAL INSCRIPTION
<input type="checkbox"/>	ADDITION TO MEMORIAL

**LAWN CREMATION PLOT**

<input type="checkbox"/>	NEW MEMORIAL
<input type="checkbox"/>	REPLACEMENT MEMORIAL
<input type="checkbox"/>	ADDITIONAL INSCRIPTION
<input type="checkbox"/>	ADDITION TO MEMORIAL

SECTION..... ROW..... GRAVE SPACE.....

FULL NAME OF DECEASED.....

**INSCRIPTION** (proposed/existing memorial)

Please detail the exact wording proposed. If an image is to be added, please attach a copy to this application

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**MEMORIAL FIXING METHOD**

Does the Memorial foundation stone, landing and fixing method meet (or exceed) the standard required by NAMM or BRAMM in their Code of Working Practice?

**YES / NO** (Please delete as appropriate)

**MEMORIAL PROPOSED**

A line drawing or photograph and a description of the Memorial inclusive of all dimensions is required.

Please see overleaf for Memorial Restrictions.

**NOTE:** Identification number (Section Row and Grave) must be visibly inscribed on the rear of the Memorial and indicated on the drawing.

State overall dimensions i.e. maximum  
Height (above ground level) ..... Width..... Length..... Depth.....  
Memorial Name/Model ..... Materials & Colour.....  
Finish to stone .....

**It is a requirement that an appointment is made to install any Memorial in our Cemeteries.  
Please contact us to make an appointment**

**MEMORIAL RESTRICTIONS**

Please refer to the Burial Ground Rules & Regulations 2021 relating to the memorial planting and maintenance of graves and cremation plots within the cemetery, as this may affect our choice of memorial. All memorials must have a minimum thickness of 3” and memorials must be constructed of materials suitable to the environment and period of lease. The council reserves the right to reject an application for any memorial that it deems unsuitable.

**MEMORIAL SIZE RESTRICTION** – Please see separate sheet

**Please Note:** If granted, the permit will be for the exact memorial of work as detailed upon this form. If the memorial is found to be of the incorrect size, description or location or found to have no identification number, you will be required to arrange rectification to the satisfaction of the Manager of Bereavement Services or his/her representative.

**STATEMENT OF THE REGISTERED GRAVE OWNER**

I hereby authorise Messrs.....(Monumental Masons)

Address.....

Telephone No.....

to carry out the work detailed above and overleaf, subject to the written approval (a permit) from Adur District Council & Worthing Borough Councils. I have instructed that the Stonemasons comply with the necessary terms and conditions of the permit and I agree to arrange for rectification of the memorial if requested to do so.

**All fields must be completed**

Signed (Registered Owner of Grave/Applicant).....Date.....

Name (Block Capitals) .....

Address.....

Tel.No..... Email.....

Fee Payable £.....

Adur & Worthing Councils are the data controllers for the purposes of applicable data protection legislation in relation to memorial applications. Full details about how your personal data is used are available at [www.worthingcrem.co.uk/privacy-notice](http://www.worthingcrem.co.uk/privacy-notice)

Please return this application, together with the fee (cheques made payable according to cemetery location i.e. Adur District Council **OR** Worthing Borough Council) to:-

Bereavement Services  
Worthing Crematorium  
Horsham Road  
Findon  
West Sussex  
BN14 0RG  
Email: [cemetery@adur-worthing.gov.uk](mailto:cemetery@adur-worthing.gov.uk)

