



## Application for Interment at Mawnan Community Graveyard

This application & any fees must be delivered to Mawnan Parish Council Offices, Mawnan Memorial Hall, Sampys Hill, Mawnan Smith. TR11 5EW (email [clerk@mawnan.org.uk](mailto:clerk@mawnan.org.uk)) **no later than noon three working days before the burial.** It is essential this form is signed by the next of kin/ executor – it represents our legal agreement.

Name of Funeral director			
Day, date and time of burial			
Full name of deceased			Maiden name
Address (including postcode)			
Date of death		Age	
Place where death occurred			
Was deceased a resident of Mawnan?	<b>YES / NO</b>		
Occupation (before retirement)			

Request for the interment of a coffin / ashes (please give dimensions of coffin if possible)
Name of officiating minister (if any)
Intention for a Memorial Service to take place prior to interment or straight to grave
Interment in consecrated / un-consecrated ground required
Planned number of interments in plot (if more than standard number of 2)
Intention for a memorial headstone/marker to be installed at a later date <span style="float: right;">yes/no</span> (please note the additional form 'To Install /Amend a Memorial' will need to be completed prior to placing. Do not ask your memorial mason to start any works until they have been agreed and authorised.)

<p><b>How information about you will be used</b></p> <p>In accordance with our responsibility under the Data Protection Act, you should be aware that the personal information you are giving will be held so that you are provided with the best possible support.</p> <p>We only share your information with external organisations or individuals where we have a legal obligation to do so, for example, to prevent and detect fraud and corruption and will sanction the use of your personal information for direct marketing purposes.</p>
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Please tick **one** of the following and complete as necessary.

**Unpurchased grave**

I would like the burial to take place in an unpurchased grave. I understand that if I do not buy the exclusive right of burial to the grave the Council may bury other unrelated people in the grave. I understand that no memorials will be permitted on the grave.

**New grave**

I would like the burial to take place in a new grave and would like to buy the rights for 100 years. I have been given and have read Mawnan Parish Council's General Information & Regulations document. I have been advised of the location of the next available plot(s).

**Cremation Plot**

I would like to have cremated remains interred into a designated plot and would like to buy the rights for 100 years.

**Previously purchased grave to be reopened**

I would like the burial to take place in an existing grave within Mawnan Church/ Mawnan Parish Graveyard and have agreed this with the church officers there  
(delete as applicable)

I am the registered owner of the grave/next of kin/executor of the owner (delete as applicable)

If none of the above please state your relationship to the deceased grave owner

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Full name** \_\_\_\_\_  
(please print)

**Address** \_\_\_\_\_  
\_\_\_\_\_ **Postcode** \_\_\_\_\_

**Email** \_\_\_\_\_ **Telephone number** \_\_\_\_\_

**Relationship to deceased :**

N.B. Mawnan Parish Council can only authorise the opening of a purchased grave with the permission of the owner or for burial of the owner. In all other cases ownership must be transferred to someone who can prove that they are entitled to receive the ownership rights. Whilst the Council will offer all assistance in establishing the means of transfer, responsibility remains with the funeral arranger to have clarified this matter before booking.

Fees paid by CHEQUE  or BACS  (Account Name: Mawnan Parish Council Sort code: 30-98-57  
Account number: 00072434)

Fees		Details of funeral director/arranger
Purchase		
Burial		
Memorial		
Total		
Receipt number		

## Application to install/amend a Memorial in Mawnan Community Graveyard



This application must be delivered to Mawnan Parish Council Offices Mawnan Memorial Hall, Sampys Hill, Mawnan Smith. TR11 5EW (email clerk@mawnan.org.uk) and agreed to before any permanent memorial is situated. Please do not ask your memorial mason to start any works until they have been agreed and authorised by the Parish Council.

Please see Mawnan Parish Council's General Information & Regulations for specific fees. For guidelines the normal parishioner fee for first headstone is £100, with £25 for subsequent inscriptions. Stand-alone Memorials for a parishioner are £60.

It is essential this form is signed by the next of kin/ executor – it represents our legal agreement.

Full name of deceased		
Date of burial		Grave number if known
Details of Memorial Mason		

Only persons holding the Grant of Exclusive Right of Burial may authorise placement or amendment of memorials. Please add the number from top right of this document, as sent to you at time of interment, to confirm you have the right to request a memorial. **Grant Number** \_\_\_\_\_

Please tick **one** of the following and complete as necessary. We urge you to have read Mawnan Parish Council's General Information & Regulations document before ordering your memorial.

**New memorial (marking an interment)**

I would like a new memorial to be placed on the interment site of \_\_\_\_\_ and would like to buy the rights for **50 years**.

**New Memorial (no interment)**

I would like a memorial to be placed within the designated area and would like to buy the rights for **100 years**. I understand that purchase of an Exclusive Right of Burial goes with this request.

**Amendment to a current memorial**

I would like the current memorial for \_\_\_\_\_ to be amended to include further details

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Full name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Postcode** \_\_\_\_\_

**Email** \_\_\_\_\_ **Tel. number** \_\_\_\_\_

**Relationship to deceased :**

**Details of New Memorial:**

This memorial would be for: a full burial, interment of cremated remains, memorial purposes only  
(please delete as applicable)

Material to be used & intended finish:

(please include a rough sketch showing intended inscription and dimensions below)

Overall Size: \_\_\_\_\_ (h) \_\_\_\_\_ (w) \_\_\_\_\_ (d)

Base: included/ additional to above by \_\_\_\_\_(h) \_\_\_\_\_ (w)

Inscription: (please write clearly)

**How information about you will be used**

In accordance with our responsibility under the Data Protection Act, you should be aware that the personal information you are giving will be held so that you are provided with the best possible support.

We only share your information with external organisations or individuals where we have a legal obligation to do so, for example, to prevent and detect fraud and corruption and will sanction the use of your personal information for direct marketing purposes.

**Please note:** if there are any issues with a memorial application we will only hold an uncompleted application form for 60 days from receipt. After this point a new application form must be submitted.

Fees paid by CHEQUE  or BACS  (Account Name: Mawnan Parish Council Sort code: 30-98-57  
Account number: 00072434)

**Official Use only:**

Received:		Receipt number:
Approval Granted	Yes/ No / More info required	
Approved by:		Dated:

A copy of this application will be returned to the Memorials Mason once agreed by Mawnan Parish. Please do not start works until received.

## **BURIAL REGULATIONS**

Regulations made by Mawnan Parish Council to take immediate effect with regard to the erection of headstones and the provision of flower vases in the Community Graveyard at Old Church Road, Mawnan Smith.

Headstones are only allowed at the head of each grave or plot. No planting will be undertaken within the grave space or the grave space altered in any way. Items such as ceramic flower pots are permitted, but must be positioned at the head of the grave. Solar lights, toys and similar ornaments are strictly forbidden.

The Council reserves the right to re-locate these if they are not in the correct position. The Council will not undertake to keep clean or maintain memorials, which will remain the responsibility of the owner. We will however try to keep detritus from grass cutting to a minimum.

1. No headstone shall exceed an overall height of 4 feet or below 2 feet six inches above ground level. The width shall not be greater than three feet or below one foot eight inches and to be constructed of grey granite or slate.
2. No headstone shall exceed 6 inches in thickness or below 2 inches.
3. The plinth or base of the headstone shall not exceed 3 feet in width and 1 foot in thickness.
4. Memorials within the area set aside for cremations shall upright memorials of no greater size than 18 inches high, 15 inches wide, 4 inches thick. Memorial stones, without the interment of ashes, are also accepted within this area.
5. To permit the Graveyard to be laid out and maintained on a lawn type principle there shall be no kerbstones, nor planting of flowers or shrubs or any other ornamentation in front of the plinth on the graves.
6. All graves should be refilled level with the existing ground and excess soil be removed from the Graveyard. Mawnan Parish Council has nominated a local gravedigger as sole contractor. Your Funeral Director will be fully aware of this.
7. Where cremation plots are dug BY HAND by a funeral director (with agreement from the Burials Officer only) they must be dug to agreed depths and the turf & ground level reinstated after interment.
8. No planting of flowers or shrubs shall be carried out in the Graveyard without the prior approval of the Parish Council.
9. No receptacles other than flower vases especially designed for the purpose may be placed on grave spaces and then only within the immediate confines of the headstone plinth.
10. The design, the colour of designs and wording on all headstones must first be approved by Mawnan Parish Council's Burials Committee and be submitted by Council approved masons working to NAMM specifications.
11. All waste associated with setting memorials in the ground MUST be removed by the contractor responsible.

## FEES AND PAYMENTS AS FIXED BY MAWNAN PARISH COUNCIL 2025/26

The fees, payments and sums as set out below apply where the person to be interred is, or immediately before his or her death was, an inhabitant or parishioner of the Parish of Mawnan, or in the case of an infant under 1 month, where the parents (or one of them) are, or at the time of interment, were such inhabitants or parishioners. In all other cases the fees, payments and sums will be as indicated below. The fees indicated **EXCLUDE** the cost of digging graves, Minister's fees and the funeral directors fees.

First interment fees include the Exclusive Rights of Burial unless stated otherwise. For details on unpurchased interment fees please contact the Burials Officer.

	Parishioner £	Non-Parishioner £
<b>First Interment – Grave Space</b>		
Person over 12 years at time of death	500 £550 from 1 <sup>st</sup> Jan 2026	1250
Person under 12 years at time of death	0	150
Infants under the age of 1 month	0	On request
<b>Subsequent Interments – Grave Space</b>		
Person over 12 years at time of death	200 £220 from 1 <sup>st</sup> Jan 2026	500
Person under 12 years at time of death	0	150
<b>First Interment - Cremation plot (2' Deep)</b>		
	150	300
<b>Subsequent interments Cremation</b>		
In grave space – person over 12 years (full depth)	100	300
In grave space - person under 12 years (full depth)	50	250
In cremation plot (or grave space at 2' depth)	75	150
<b>Erection of Memorials and Monuments including gravestones, tablets, plaques inscriptions etc</b>		
Permission to erect a headstone/ remembrance plaque (50 Years)	100	300
Vases where there is no headstone (not applicable to cremation plots)	30	90
Second or subsequent inscriptions	25	75
Wooden Cross or similar ornament	60	180
<b>Miscellaneous Charges</b>		
Search for Register of Burials including certified copy of an entry of burial in the register books	20	40
Transfer of Exclusive Rights of Burial	25	50

**Cheques made payable to Mawnan Parish Council, but we would prefer payments by bank transfer .**

Please note that if you apply for a burial at the Mawnan Community Graveyard any future application for a memorial or headstone **MUST** come to the Parish Council on the forms below and be agreed before the stone can be placed.

The Parish Burials Officer will then make contact directly with your mason by email when a memorial application is approved to confirm the design is suitable and a copy of the agreement will be sent on.

Church Diocese Forms are no longer recognised by us.

Requests for memorials can only be made by the person who is named on the Exclusive Right of Burial, which would have been sent to them directly by the Burials Officer/ Parish Clerk when confirming the burial information supplied by the funeral director.