

Bereavement Services  
 Western Road  
 KILMARNOCK  
 KA3 1LL  
 Tel: 01563 554775/554776 Fax: 01563 554777  
 Email: BereavementServices@east-ayrshire.gov.uk

East Ayrshire  
 COUNCIL



**NOTICE OF FIXING / RE-ERECTION OF MEMORIAL**

This notice should be completed and **faxed** to the Bereavement Services Office **PRIOR TO WORK COMMENCING**. A minimum of **48hrs notice must be given**. The prompt delivery of this form is essential in ensuring the smooth running of the service.

The fixing time shall be during working hours only, unless otherwise requested. Fixing outwith working hours will be by prior arrangement only and may incur an additional cost.

It is important that the agreed date and time are adhered to. Should any Sculptor wish to alter these details, they must inform the Bereavement Services Office immediately.

| DAY & DATE OF FIXING | TIME OF FIXING | CEMETERY | SECTION / LAIR NO. | NAME ON MEMORIAL | RE-ERECT / NEW MEMORIAL |
|----------------------|----------------|----------|--------------------|------------------|-------------------------|
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Name & Address of Monumental Sculptor:

Fixer/s Name:  Fixer/s BFL No:  Fixer/s Contact No:

| FOR OFFICE USE ONLY   |   |  |   |
|---|---|--|---|
| Date Received: <input style="width: 80%; height: 20px;" type="text"/> | Checked: <input style="width: 80%; height: 20px;" type="text"/> | Date Passed for Inspection: <input style="width: 80%; height: 20px;" type="text"/> | Inspection by: <input style="width: 80%; height: 20px;" type="text"/> |
| Comments: <input style="width: 95%; height: 60px;" type="text"/>      |   |  |   |