

**Form E.A.2****Greener Communities, Bereavement Services**

Western Road, Kilmarnock KA31LL

Tel: 01563 554425

Email: [bereavementservices@east-ayrshire.gov.uk](mailto:bereavementservices@east-ayrshire.gov.uk)
**East Ayrshire Council**  
 Comhairle Siorrachd Àir an Ear

**NOTICE OF ERECTION OF MEMORIAL, ADDED INSCRIPTIONS, RENOVATIONS ETC.**

This notice should be completed and delivered to the Bereavement Services Office **PRIOR TO WORK COMMENCING**. The prompt delivery of this form is essential in ensuring the smooth running of the service.

**CEMETERY**  **SECTION**  **LAIR NO**

**Name & Address of Monumental Sculptor:**

**Name & Address of Registered Lair Owner:**

**Description of Memorial / Work to be Completed:**

**Type of Granite**

**Overall Size Of Memorial:**

**Height (base + plate)**  mm **Base Width**  mm **Base Depth**

**Wording of Inscription:**

**Signature of Lair Owner(s)**  
(All Lair Owners must sign)

**Address(s)**

The Certificate of Sale or a Duplicate Certificate **MUST** accompany this application before permission is granted.

Data Protection Act 1998. Please tick this box if you **DO NOT** wish this information to be shared with other interested parties

☐
**FOR OFFICE USE ONLY**

Permit Fee £  Certificate Fee £  Other Charges £  TOTAL FEE £

Surcharge: Yes / No

Yes / No

Notice for: ☐ Headstone ☐ Plaque ☐ Added Inscription ☐ Renovations ☐ Other:

Date Received:  Checked:  Folio No:

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.

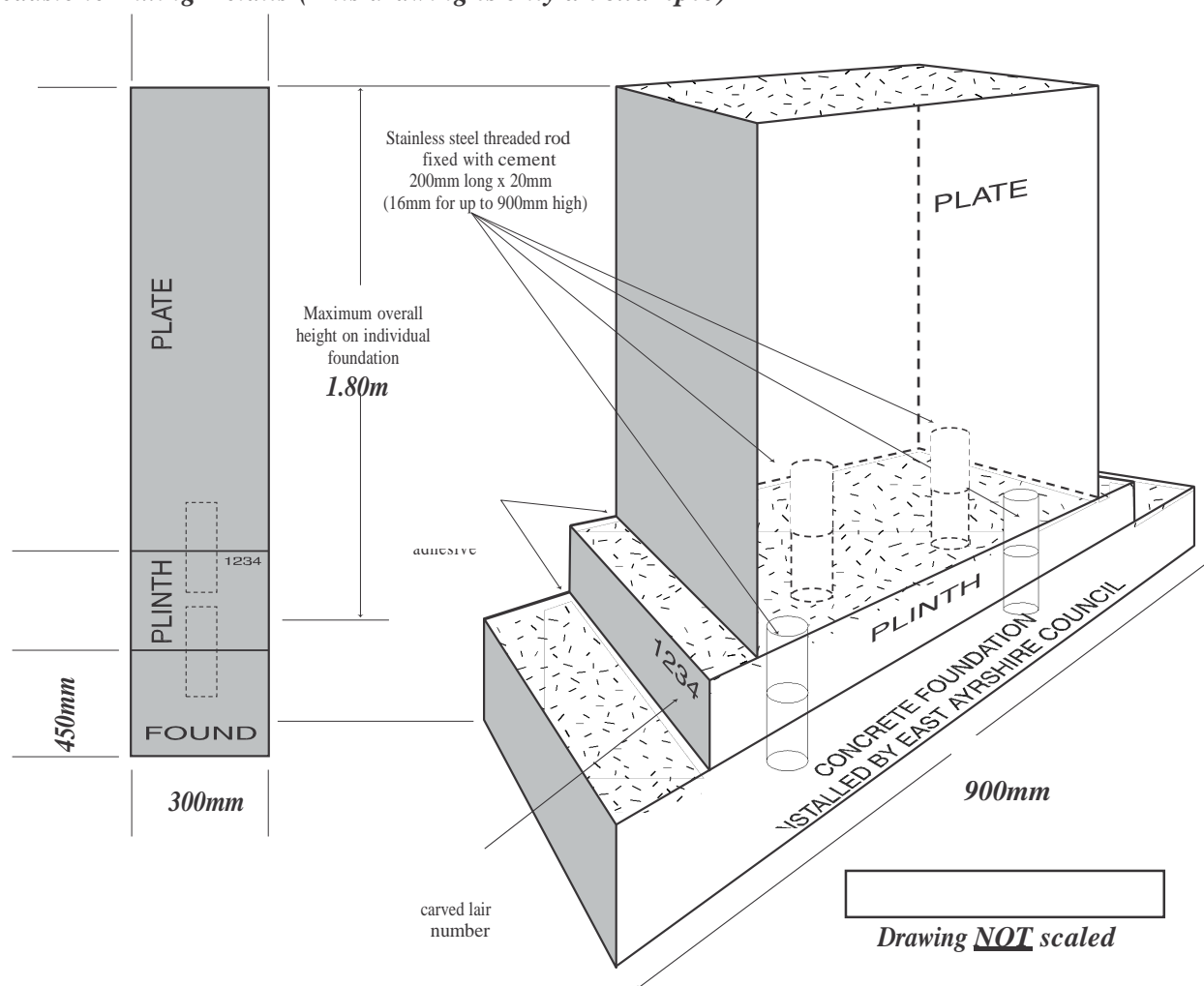
It is important that the agreed date and time are adhered to. Should any Sculptor wish to alter these details, they must inform the Bereavement Services Office 24 hours prior to the agreed date and time.

### **DATE & TIME OF FIXING**

A minimum of 48hrs notice must be given to the Bereavement Services Office prior to carrying out any erection/added inscription/renovation works.

**You must allow 14 clear working days from receipt of the form EA3 before calling to erect the headstone.**

***Headstone Fixing Details (This drawing is only an example)***



**Memorials exceeding the above specifications will incur an additional charge.**

**Please note any changes (use additional sheet if required)**

I declare that the memorial shall be installed as indicated on the Application to Erect a Memorial. No variation to the details on the application will be permitted. All work undertaken on site will also be in accordance with the detail submitted on the Application to Erect a Memorial and the NAMM Code of Working Practice (latest relevant edition). Or as updated from time to time.

Signature of Monumental Mason:

Date: