

Form E.A.2 (d)

Bereavement Services

Western Road, Kilmarnock KA31LL

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East Ayrshire  
COUNCIL

### NOTICE OF REPAIR, RE-ERECT, RE-GILD AND CLEANING OF MEMORIALS

This notice should be completed **ONLY** if there are no living lairowner(s) and only covers repair, re-erect, re-gild and cleaning of existing memorials. (Additional works please use E.A.2)

Deliver 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 person(s) authorising works:**

**Description of Repair, Re-erect, Re-gild or Cleaning:**

**Type of Granite**

**Overall Size Of Memorial:**

**Height (base + plate)**

**Wording of Existing Inscription:** (Must be completed in full, failure to do so might result in application being returned)

**Authorised Signatory(s)**

**Address(s)**

By signing this application you take all responsibility for the above repair, re-erect, re-gild and cleaning of memorial being carried out and confirm no further additional works will be undertaken on this memorial and furthermore indemnify East Ayrshire Council of any liability in this matter or arising therefrom.

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 £

Notice for: **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.

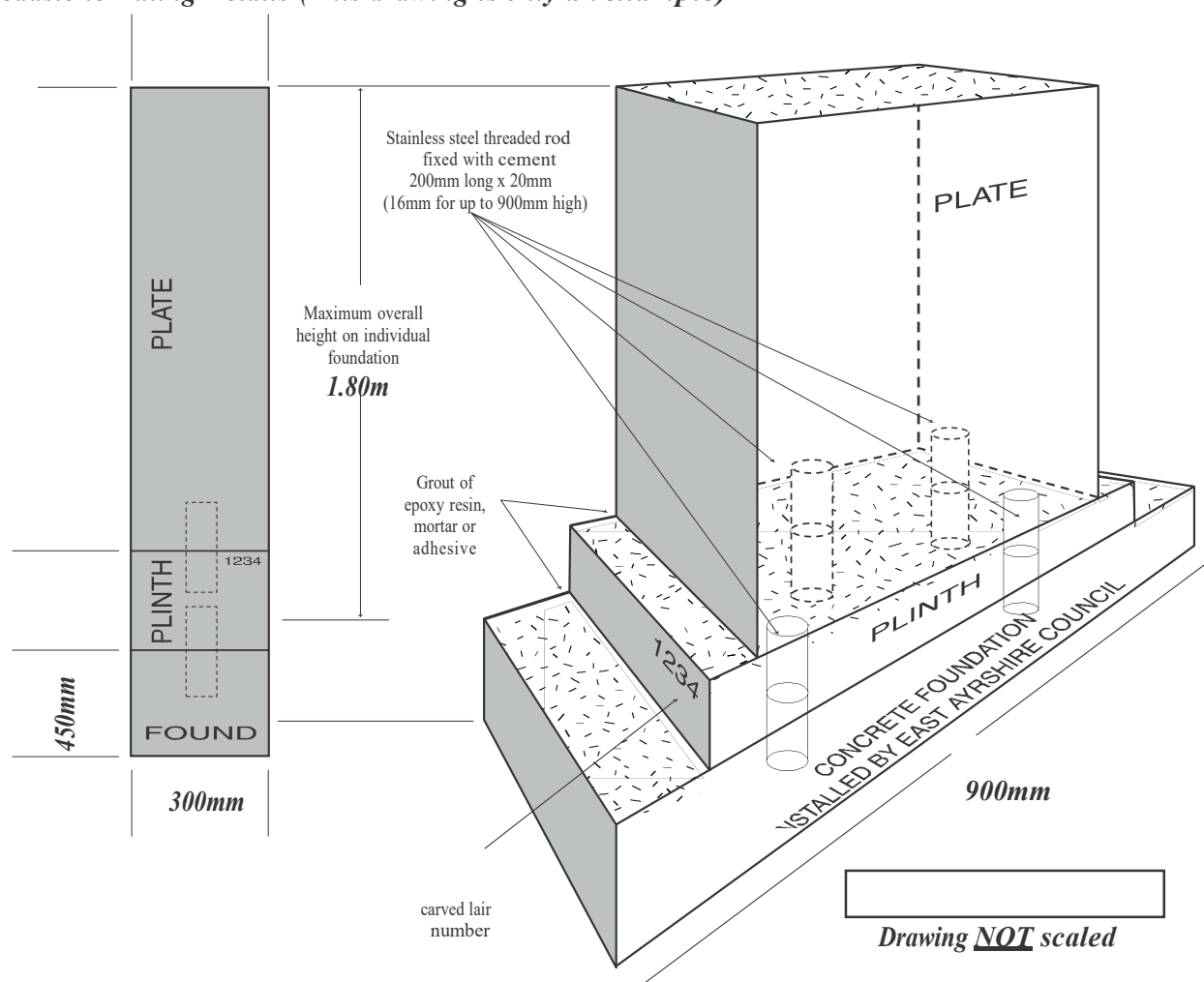
It is important that the agreed date and time are adhered to. Should any Sculptor wish to alter these details, they must inform the Bereavement Services Office 24 hours prior to the agreed date and time.

### **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: