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Comhairle Contae Thiobraid Árann
 Tipperary County Council

HEADSTONE /MEMORIAL PERMIT APPLICATION FORM

Please include all information requested as incomplete applications will be returned.

Section A

This Section to be completed by Deed Owner or nominated Applicant/ Monumental Sculptor			
Name of Burial Ground:			
Lawn Section or Other (tick):	Lawn Section: <input type="checkbox"/>	Other: <input type="checkbox"/>	
Name of Applicant:			
Address of Applicant:			
EIRCODE:			
Contact No:			
Relationship to Plot/ Deed Owner:			
Name of Deceased:			
Date when Plot/ Deed Purchased:			Purchase Receipt No:
Burial Plot(s) Number(s):			
Memorial Type Proposed (tick):	Headstone: <input type="checkbox"/>	Kerb-set: <input type="checkbox"/>	* Modification <input type="checkbox"/>
** Fee Amount Enclosed:	Headstone Fee: €	Kerb-set: €	Modification Fee: €

* *Modification to existing headstone/memorial including any alterations, additions, sandblasting etc.*

** *Specific Fees apply to Town Council Burial Grounds; please contact relevant Municipal District Office*

Section B

This Section to be completed by Monumental Sculptor/ Contractor who has undertaken to carry out works as described below, as authorised by Right of Burial Deed Owner/ nominated Applicant.

Name of Monumental Sculptor:		
Business Address:		
Business Telephone No.		
Listed on Tipperary County Council Contractors Register?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
PROPOSED WORKS: (to include any modifications to existing headstone/memorial)		

Headstone/ Memorial Sketch:

Note: For a standard type headstone/ memorial proposal a simple dimensioned sketch may suffice (insert below); for a more elaborate proposal (Celtic Cross, ornaments, carvings, statues, etc) either a separate finely detailed, dimensioned sketch and example photograph or scaled, dimensioned drawings may be required, as applicable:

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Proposed Inscription/ Additional Inscription:

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Section B continued

HEADSTONE/MEMORIAL DETAILS:

1. HEADSTONE/ PLAQUE:

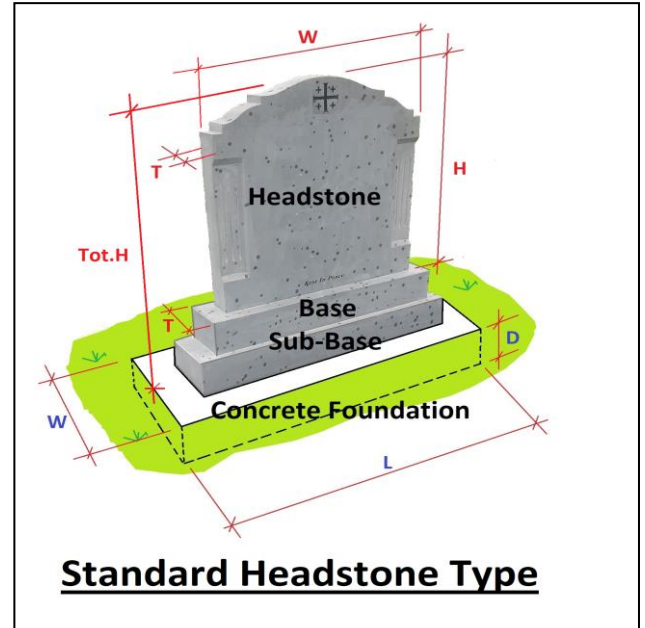
Material (type & Colour) _____
 Height **(H)** (mm) _____
 Width **(W)** (mm) _____
 Thickness **(T)** (mm) _____

2. HEADSTONE Base:

Material (type & Colour) _____
 Height **(H)** (mm) _____
 Width **(W)** (mm) _____
 Thickness **(T)** (mm) _____

3. HEADSTONE Sub-Base (if applicable):

Material (type & Colour) _____
 Height **(H)** (mm) _____
 Width **(W)** (mm) _____
 Thickness **(T)** (mm) _____



4. HEADSTONE FOUNDATION (Refer to Bye Law 6.4 & 6.5)

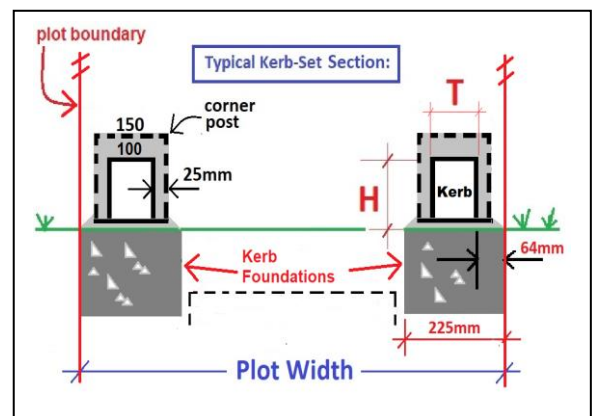
Length **(L)** (mm) _____
 Width **(W)** (mm) _____
 Depth **(D)** (mm) _____
 Concrete Strength _____

5. HEADSTONE: TOTAL HEIGHT ABOVE GROUND LEVEL: Tot.H (mm) _____

The total height of the memorial (Tot.H = headstone + Base + sub base) shall not exceed 1.5 metres above ground level as outlined in section 6.3 of the Byelaws, For Lisbunny Lawn Cemetery (Nenagh) the total height of the Memorial or Celtic Cross shall not exceed 1.2 meters

6. KERBING/ SURROUND (Strictly Not permitted in designated Lawn Cemeteries or in designated Lawn Cemetery Sections)

Material (type & Colour) _____
 Height **(H)** (mm) _____
 Thickness **(T)** (mm) _____



I wish to confirm that the works will be carried out in accordance with the information supplied on this form and/or with the terms of any Permit granted for the erection of a headstone/memorial in Burial Grounds owned by Tipperary County Council.

Signed on behalf of the Company: _____ Date: _____

NO MEMORIAL WORKS SHALL COMMENCE WITHIN ANY BURIAL GROUND SITE UNTIL SUCH TIME AS THE APPLICANT HAS RECEIVED APPROVAL FROM THE COUNCIL IN THE FORM OF A GRANT OF A HEADSTONE/MEMORIAL PERMIT

Section C

This Section - to be completed by the Right of Burial Deed Owner.

I, being the **Right of Burial Deed Owner** of Plot No:at:Burial Ground, hereby request the Granting of a **Headstone/ Memorial Permit** from Tipperary County Council to carry out the proposed memorial works as documented and described in this application form where such works shall be carried out by the aforementioned **Sculptor/ Contractor**.

I have read and accept the standard terms and conditions of this **Headstone/ Memorial Permit** as listed below i.e. items 1 to 12 and, any Additional Terms/Conditions as may be prescribed;

Signed: _____ **Date:** _____

1	All Works shall comply with Tipperary County Council Burial Ground Bye Laws 2022 and " <i>Rules & regulations for the Installation, Modification & Maintenance of Headstones/Memorials, Kerbs & Plaques in Tipperary County Council/ Municipal District Burial Grounds</i> "
2	Once a Headstone Permit has been granted, the Right of Burial Deed Owner/Monumental Sculptor must give at least 48 hours' notice to the relevant registrar/caretaker before any planned works takes place.
3	Headstones and kerbs (where permitted) including the full extent of their foundations, shall all be fully contained within the boundaries of the allocated grave/plot space.
4	The permit holder shall be held liable for any damage caused to adjoining grave plots arising from the carrying out of excavation work.
5	Tipperary County Council reserve the right to remove any unauthorised furniture, bench, monument, headstone kerb, tablet or any other permanent structure, where such structures may have been erected at any time within a Cemetery and one which has not been erected in accordance with the terms and conditions of the Headstone / Memorial Permit as granted to the Right of Burial Deed Owner by Tipperary County Council.
6	In Lawn Cemeteries and sections of Burial Grounds designated as 'Lawn Cemetery', the Installation of Kerbing In such specific areas is strictly prohibited as is stipulated in Section 6.6a of Bye Law) and, any breach of such rule may result in the removal of the Monumental Sculptor from Tipperary County Council List of Approved Monumental Sculptors .
7	Unauthorised/or additional works that do not comply with either the Permit Conditions as granted or contravene any Bye Law rule will result in the Monumental Sculptor being removed from the List of Approved Monumental Sculptors.
8	Unauthorised Furniture - The placing on grave spaces/plots of any type of headstone, memorabilia, enclosures, kerbs, railings, etc manufactured in any type of material is strictly prohibited unless sanctioned by the Council by way of the grant of a Headstone Permit to the applicant result in the Monumental Sculptor being removed from the List of Approved Monumental Sculptors.
9	The headstone must be erected in the position and face the direction as indicated by either the Caretaker/ Registrar or authorised Council official.
10	After completion of memorial works, the plot shall be left in a neat and tidy condition and all surplus material removed from the Burial Ground forthwith.
11	Headstones and kerbs (where permitted) shall be maintained by the Right of Burial Deed Owner at all times, in a good and safe state of repair.
12	A Headstone/ Memorial found to pose an imminent risk of injury to those visiting the burial ground, Tipperary County Council, reserve the right at any time to either lay a Headstone down flat on the grave or, to remove the Headstone entirely from the burial ground, in order to eliminate the risk of it falling over. Tipperary County Council will contact the last known Right of Burial Deed Owner to advise them of the action taken.

Section D

This Section for Tipperary County Council Office Use only		
Application Approved or Not:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Certifying Officer:	Date:	
Environment & Climate Action / Municipal District:		
Comments:		
Additional Terms/ Conditions:		