



## RUSHDEN NEWTON ROAD CEMETERY

### APPLICATION FOR A MONUMENT OR AN ADDITIONAL INSCRIPTION

This application, **together with the prescribed fee**, should be completed in duplicate and delivered to  
 Rushden Town Council, Rushden Hall, Hall Park, Rushden, Northamptonshire, NN10 9NG

**(Cheques should be made payable to RUSHDEN TOWN COUNCIL)**

No gravestone, memorial or monument shall be erected over any grave unless the exclusive right of burial in the grave has been purchased. Every gravestone, memorial or monument erected in the cemetery must have the appropriate grave number and section clearly incised thereon.

**PLEASE COMPLETE ALL SECTIONS - USE CAPITAL LETTERS - WRITE IN UN-SHADED AREAS  
 DELETE YES / NO BOXES AS APPROPRIATE**

|  |                          |                        |                          |
|--|--------------------------|------------------------|--------------------------|
| I wish the following Monument or Additional Inscription to be erected in the above Cemetery in accordance with the Cemetery Regulations.       |                          |                        |                          |
| <b>PLEASE GIVE DETAILS OF DESIGN AND MEASUREMENTS ON THE BACK OF THIS FORM</b>   |                          |                        |                          |
| <b>* Please tick those that apply</b>  |                          |                        |                          |
| Headstone & Vase Base  | <input type="checkbox"/> | Individual Vase        | <input type="checkbox"/> |
| Kerbstone  | <input type="checkbox"/> | No. of Vases           | <input type="checkbox"/> |
| Small Tablet<br>(i.e. for Cremated Remains Plot)   | <input type="checkbox"/> | Additional Inscription | <input type="checkbox"/> |
| Other Monument (Please give details)   |                          |                        |                          |
| Name and Address of Monumental<br>Mason carrying out this work   |                          |                        |                          |
| Section  | <input type="checkbox"/> | Plot No.               | <input type="checkbox"/> |
| Name of Person Buried  |                          |                        |                          |
| Date of Death  | <input type="checkbox"/> | Date of Interment      | <input type="checkbox"/> |
| Name and Address of<br>Owner of Burial Rights  |                          |                        |                          |
| Signature of Owner of Burial Rights / Personal Representative / Assignee<br>who accepts and undertakes to comply with the Cemetery Regulations |                          |                        |                          |
| Date of Application  |                          |                        |                          |

| FOR OFFICIAL USE ONLY  |                          |                 |                          |
|--|--------------------------|-----------------|--------------------------|
| The above Memorial / Inscription is approved by the Council subject to the Cemetery Regulations. |                          |                 |                          |
| Signature: .....   |                          | Date: .....     |                          |
| (On behalf of Rushden Town Council)  |                          |                 |                          |
| Deed of Grant No.  | <input type="checkbox"/> | Checked By      | <input type="checkbox"/> |
| Application Fee  | £                        | RTC Invoice No. | <input type="checkbox"/> |

**PARTICULARS OF DESIGN**

(Sketch to scale of half an inch to a foot and include measurements)

**DESCRIPTION OF MATERIALS**

**INSCRIPTION**



## PRIVACY NOTICE

### RUSHDEN NEWTON ROAD CEMETERY

Rushden Town Council is the Data Controller under the new data protection law and will use the information you provide on this form to process your application for a monument/additional inscription.

The legal basis for processing this data is to enable the Council to process this contract. Our contact details for any queries is Rushden Hall, Hall Park, Rushden, Northamptonshire NN10 9NG.

In addition to enabling the Rushden Town Council to maintain the burial records we will retain this data to contact you if required on matters relating to the management and safety of the Cemetery. If you consent to us contacting you, please tick the boxes below.

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

Legally required data will be retained indefinitely for legal and archive purposes and, if ownership of the grave space is transferred to another person, for a period of six years for contract purposes.

Data held by consent will be retained indefinitely for legal, management and contract purposes or until a request is received to delete it.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at <http://www.rushdentowncouncil.gov.uk/>

Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can change your consent at any time.

#### **KEEPING IN TOUCH**

- Yes please, I would like to receive communications by email.
- Yes please, I would like to receive communications by telephone.
- Yes please, I would like to receive communications by mobile phone including text message.
- Yes please, I would like to receive communications by post.