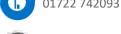
Wilton Town Council







Email the clerk

Shaftesbury Road Cemetery



Application for Memorials

(If more than one plot is required, please complete a separate form for each plot)

APPLICATION TYPE		New Memorial		Additional Inscription					
		Replacement		Maintenance					
SECTION ONE: TO BE COMPLETED BY THE GRAVE OWNER									
I/We, the undersigned, being the person(s) entitled to the Exclusive Right of Burial for grave number [
in the Shaftesbury Road Cemetery, Wilton, apply for permission for the work to be carried out as detailed									
below on the aforementioned grave and in accordance with the council's Cemetery Regulations.									
If required by the council I will produce the Burial Grant as evidence of ownership of the Exclusive Right of									
Burial.									
FULL NAME (print)									
ADDRESS									
SIGNATURE									
DATE									

This form must be signed by both/all registered owners, where applicable.

SECTION TWO: TO BE COMPLETED BY THE CONTRACTOR

I hereby apply to carry out the work as detailed below and in accordance with the Council's Cemetery Regulations. I confirm that the business is licensed with the Wilton Town Council Memorial Mason Scheme and that all works will comply with the Wilton Town Council Cemetery Regulations in compliance with the registration scheme.

NAME OF CONTRACTOR	
BUSINESS ADDRESS	
CONTACT TELEPHONE	
BRAMM / NAMM FIXER NO. & EXPIRY For the fixer undertaking the works.	
SIGNATURE AND DATE	
DETAILED DRAWING SHOWING DIMENSIONS Drawings can be submitted on additional shee	
PROPOSED COLOUR & MATERIAL	
TYPE OF GROUND ANCHOR SYSTEM	
EIIII NAME(S) OF DECEASED	
FULL NAME(S) OF DECEASED	

PROPOSED INSCRIPTION(S) OR DETAIL OF OTHER WORK:

For office use only:

Guidance Notes Data Sharing Checklist - systematic data sharing

Scenario: You want to enter into an agreement to share personal data on an ongoing basis is this form relevant and the sharing justified? Read the below:

Key points to consider:

What is the sharing meant to achieve?

Have you assessed the potential benefits and risks to individuals and/or society of sharing or not sharing?

- Is the sharing proportionate to the issue you are addressing?
- Could the objective be achieved without sharing personal data?

Do you have the power to share?

Key points to consider:

- The type of organisation you work for.
- Any relevant functions or powers of your organisation.
- The nature of the information you have been asked to share (for example was it given in confidence?).
- Any legal obligation to share information (for example a statutory requirement or a court order).

If you decide to share

It is good practice to have a data sharing agreement in place.

As well as considering the key points above, your data sharing agreement should cover the following issues:

- What information needs to be shared?
- The organisations that will be involved.
- What you need to tell people about the data sharing and how you will communicate that information.
- Measures to ensure adequate security is in place to protect the data.
- What arrangements need to be in place to provide individuals with access to their personal data if they request it?
- Agreed common retention periods for the data.
- Processes to ensure secure deletion takes place.

Date Data received	Date consent received and approved for data to be held	Data received as Phone, email, hard copy or other	Data approved to be shared with the below	Removal of consent received	Date data disposed of and method of disposal actioned