



MEMORIALIZATION PERMIT – APPLICATION FORM

Parks and Recreation Services / Brandon Municipal Cemetery

Ph: 204-729-2150 Email: cemetery@brandon.ca Web: brandon.ca/home-property-environment/cemetery/

Date: _____

Permit No. _____

PART I – INTERMENT RIGHTS LOCATION

Brandon Municipal Cemetery	Section:	Block:	Lot:
Type:	<input type="checkbox"/> Ribbon Section	<input type="checkbox"/> Cremation Section	<input type="checkbox"/> Regular Section
	<input type="checkbox"/> Lawn Section	<input type="checkbox"/> Veteran Section	<input type="checkbox"/> Children’s Section
Name on Memorial: _____			
Date of Burial (if applicable): _____			

PART II – APPLICANT INFORMATION

Given Name(s): _____	Surname: _____
Address: _____	
City/Prov/Postal Code: _____	
Phone: _____	Email: _____
Is the applicant the Interment Rights Holder?	<input type="checkbox"/> Yes <input type="checkbox"/> No

****If the applicant of the memorialization permit is **not** the rights owner of the interment plot, authorization will be required from the rights owner or their closest next of kin/executor (if deceased) to proceed with this memorialization permit. The cemetery shall **not** be responsible for any disputes or claims arising from unauthorized marker installation or use.****

PART III – MEMORIAL PERMIT SERVICE REQUESTED

<input type="checkbox"/> Memorial placed on sections with ribbon <i>(permit only required)</i>	<input type="checkbox"/> Memorial placed on sections without ribbon <i>(permit required – if base supplied by cemetery is required, please check off below)</i>
<input type="checkbox"/> Upright memorial re-lettering and/or re-furbish <input type="checkbox"/> On-Site <input type="checkbox"/> Off Site <i>(permit only required)</i>	<input type="checkbox"/> Install flat marker only <i>(permit required – if base supplied by cemetery is required, please check off below)</i>
<input type="checkbox"/> Flat marker re-lettering and/or re-furbish <input type="checkbox"/> On-Site <input type="checkbox"/> Off Site <i>(permit only required)</i>	<input type="checkbox"/> Install flat marker with attached vase <i>(permit required – if base supplied by cemetery is required, please check off below)</i>
<input type="checkbox"/> Adding vase and/or sub-base to existing monument <i>(permit only required)</i>	<input type="checkbox"/> Install vase only <i>(permit required – if base supplied by cemetery is required, please check off below)</i>
<input type="checkbox"/> Install individual foundation for memorial installation <i>(permit only required)</i>	<input type="checkbox"/> Military Monument install <i>(permit required – base supplied by cemetery is required, please check off below)</i>

Flat marker exchange or removal
(permit required – removal fee applicable)

Concrete Base Requested
(permit required – base supplied by cemetery is requested, applicable fees apply)

Concrete Base Size <i>(if applicable)</i>	Length:	Width:	Thickness:
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PART IV – MEMORIAL DIMENSIONS

Memorial Dealer is permitted to install/remove memorials on foundation(s) only. Complete A, B, & C for UPRIGHT Monuments. Complete D & E for FLAT MARKER. Complete E only if bronze plaque is being placed on a granite flat marker.

A. Dimensions of Monument <i>(inches)</i> Cannot Exceed Maximum Height	Width: <i>(side to side)</i>	Depth: <i>(front to back)</i>	Height: <i>(top to bottom)</i>
B. Dimensions of Base <i>(inches)</i>	Width: <i>(side to side)</i>	Depth: <i>(front to back)</i>	Height: <i>(top to bottom)</i>
C. Dimensions of Sub-Base <i>(inches)</i> Cannot Exceed Maximum Height	Width: <i>(side to side)</i>	Depth: <i>(front to back)</i>	Height: <i>(top to bottom)</i>
D. Dimensions of Flat Marker <i>(inches)</i>	Width: <i>(side to side)</i>	Depth: <i>(surface to underside)</i>	Height: <i>(face top to bottom)</i>
E. Dimensions of Bronze Plaque <i>(inches)</i> Cannot exceed Maximum Height	Width: <i>(side to side)</i>	Depth: <i>(face top to bottom)</i>	

PART V – MEMORIAL DEALER

Memorial Dealer:

Address:

City/Prov/Postal Code:

Phone:

Email:

PART VI – MONUMENT PERMIT FEES (ITEMIZED)

Monument Permit Fee	\$
Concrete Base Fee <i>(if applicable)</i>	\$
Removal Fee <i>(if applicable)</i>	\$
Installation Fee <i>(if applicable)</i>	\$
GST	\$
Total	\$

Invoice Memorial Dealer (must be approved account)

Paying Cemetery Directly

Receipt/Invoice #:

PART VII – TERMS AND CONDITIONS

1. Approval Requirement

All monument, marker, or vase installations, inscriptions, etc., require prior approval and a valid permit from the cemetery. No monument or marker shall be installed without obtaining the necessary permit.

2. Application Submission

The applicant must submit a completed permit application form along with detailed design, dimensions, and material specifications including a proof of the proposed inscription, monument or marker.

3. Compliance with Regulations

All monuments must comply with the cemetery's rules, standards, and specifications, including size, type, and placement. The cemetery reserves the right to reject any monument that does not meet these requirements.

4. Ownership & Responsibility

The applicant certifies that they are the rights owner or have obtained and provided proper authorization from the rights owner, next-of-kin, executor(s) to install the monument. The applicant is responsible for all costs associated with installation, maintenance, and repair.

5. Installation & Timing

Installation must be performed by a qualified and approved vendor, and only after permit approval. The cemetery shall not be responsible for delays caused by weather, vendor scheduling, or other external factors.

6. Inspection & Approval

The cemetery reserves the right to inspect the monument or marker before and after installation to ensure compliance with approved plans and regulations.

7. Liability & Damage

The cemetery shall not be liable for any damages to the monument during installation, maintenance, or natural events. The applicant assumes all responsibility for any damages caused during installation or thereafter.

8. Maintenance & Upkeep

The cemetery is not responsible for the maintenance, repair, or replacement of the monument. The owner or designated party shall bear all responsibility for upkeep.

9. Modifications & Removal

The cemetery reserves the right to modify or remove any monument or marker that violates regulations, is unsafe, or has become unsightly or damaged, with prior notice to the owner.

10. Legal & Liability

The applicant agrees to indemnify and hold harmless the cemetery and its staff from any claims, damages, or liabilities arising from monument installation, maintenance, or use.

11. Acceptance of Terms

Submission of the permit application constitutes acceptance of all the above terms and conditions.

PART VIII – PRIVACY DECLARATION

Information collected on this form is held in accordance with *Manitoba's Freedom of Information and Protection of Privacy Act (FIPPA)*. Personal information is collected for a lawful purpose that directly relates to our primary function of providing cemetery services in accordance with the *Cemeteries Act of Manitoba*. We will not collect any more information than is necessary to fulfill these functions. Except as necessary to carry out these functions, we

will not disclose your personal information to anyone without your consent unless legally required to do so. We will take all reasonable steps to protect the security of any personal information held, be it stored in electronic or hard copy format.

PART IX – ACKNOWLEDGEMENT / DECLARATION

I, the undersigned have:

Read through the terms and conditions, and understand Brandon Municipal Cemetery’s requirements

Full name of Applicant

Signature of Applicant

Date

Full name of Interment Rights Holder (if applicable)

Signature of Interment Rights Holder (if applicable)

Date

PART X – REQUIRED ATTACHMENTS FOR MONUMENT PERMIT APPLICATION

To ensure prompt processing of your monument permit, please submit the following documentation:

- Completed and Signed Application Form**
- Monument Design Proof** (*photo or rendering of proof*)
- Description of Materials to be Used** (*if not standard granite*)
- Grave Marker Placement** (*sketch or plan indicating exact placement if special request*)
- Payment of Permit Fee**

Failure to provide the necessary documentation may delay the processing and confirmation of your memorialization permit. Please ensure all attachments are complete and legible.

OFFICE USE ONLY

Permit Fee:	Receipt/Invoice:	Additional Fees to be Invoiced:
Date for Install or Removal:	Foundation Size:	
Marker/Vase/Monument Received:	Name on Memorial:	