

GRAVE MEMORIAL PLAN

The grave memorial plan should be filled in, scanned and submitted to: hautapalvelut.espoo@evl.fi

Based on the Espoo Parish Union's memorial guidelines, I hereby propose the following plan for your approval:

Location of the memorial*:		Division: _____
<input type="checkbox"/> Kirkko Cemetery	<input type="checkbox"/> Kellonummi Cemetery	Row: _____
<input type="checkbox"/> Kappeli Cemetery	<input type="checkbox"/> Gräsa Urn Cemetery	Plot: _____
Details of grave*:		Grave specs: _____ m _____ m Width Length
<input type="checkbox"/> Grass cover	<input type="checkbox"/> Wood rim	<input type="checkbox"/> Permission sought to remove old memorial*
<input type="checkbox"/> Sand cover	<input type="checkbox"/> Foundation beam on site	
<input type="checkbox"/> Perennials	<input type="checkbox"/> There is an old memorial	
<input type="checkbox"/> Stone edging	<input type="checkbox"/> Memorial to be added to old one	
<input type="checkbox"/> Concrete rim	<input type="checkbox"/> There is no memorial at the grave	

* Tick the box

Text on the memorial:

Material & style: _____
Text: _____

Other memorial details:

Memorial material: _____ Colour: _____
Surface finish: Front: _____ Back: _____ Sides: _____

Memorial supplier:

Name: _____
Address: _____
Tel./fax: _____ E-mail: _____

The official holder of grave right/contact person :

Name: _____
Address: _____
Tel.: _____ E-mail: _____

Date _____ **Signature of holder of grave right/contact person (or holder of power of attorney):** _____

name in block letters

The memorial plan must be signed by the official holder of the grave right/the contact person or their authorised representative. A power of attorney must be appended to the memorial plan. Plans without the signature of the official holder of the grave right/the contact person or a power of attorney cannot be accepted. The official holder of the grave right/the contact person selected by the family must be registered in the grave registry of the Espoo Parish Union. Registration is carried out in the Parish Union's burial services, where you can also find the official holder of the grave right/the contact person. You can find the up-to-date opening hours of the burial services at: <https://www.espoonseurakunnat.fi/english/worship-and-ceremonies/burial-services>, tel. 09 8050 2200, email: hautapalvelut.espoo@evl.fi.

Drawing of the grave memorial, front and side view (also back and top view if necessary)

Ground

Drawing of the foundation stone, front and side view

If the new memorial is to be added to an old one, the drawing must show how they relate to each other.

Memorial dimensions: _____ cm _____ cm _____ cm width height depth	Foundation dimensions (if any): _____ cm _____ cm _____ cm width height depth
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Other regulations and instructions:

- Memorials higher than 70 cm must be secured with stainless steel pins 24 cm long, Ø 20mm
- The foundation stone must be sunk flush with the ground, and it must be 10 cm wider and deeper than the memorial
- Grave lantern fixtures are not allowed unless they are an integral part of the memorial
- The memorial supplier must remove the temporary wooden cross from the grave
- Permanent removal of a memorial requires permission: we aim to cherish memorials' cultural and historical value
- The holder of the grave right/contact person is responsible for the memorial; Espoo Parish Union is responsible for the foundation beams
- The memorial plan will be processed once all funeral fees have been paid to Espoo Parish Union
- The memorial may be installed when the plan has been approved
- At new coffin-burial graves, the memorial may be installed no earlier than three months after the burial
- The cemetery supervisor must be notified in advance of the installing of the memorial

Processing of the plan by Espoo Parish Union (to be filled in by a parish official):

The old memorial may be permanently removed

The memorial must not be permanently removed

The memorial plan cannot be approved

The memorial plan is hereby approved with the following changes: _____

The memorial plan is hereby approved

The memorial may be installed 1.6.- 31.10. 1.6. - 30.11. between _____ —

Further information: _____

Contact details of the cemetery supervisor or their substitute:
Date and signature: