

## **MEMORIALS AND MONUMENTAL INSCRIPTIONS**

1. It is recommended that a memorial is not erected on a grave for at least nine months after the most recent interment (3 months on a cremated remains plot). A monumental mason will be able to advise further.
2. Applications for approval for any monumental work must be submitted on an "Application to Erect/Reinstate a Memorial" form provided by the District Council and must comply with the regulations as stated for the relevant cemetery and must include detailed drawings and specifications of the memorial.
3. Upon approval of such application a permit shall be issued. The permit must be available at the Cemetery when the works are to be undertaken and any Monumental Mason without a permit may be refused access to the Cemetery.
4. All fees and charges must be paid to the Council and an official receipt/permit, as above, obtained before any monumental work is carried out.
5. Additional inscriptions on existing memorials i.e. headstones, must be applied for on an Application to Erect/Reinstate a Memorial form, as stated above.
6. A Grant of Right must be issued by the Council to the purchaser after the first interment before any monument/memorial/grave stone is erected or before a further interment takes place. A Grant of Right will be issued after payment of the Right of Burial fee.
7. Any work on, or any re-opening of graves, or the erection or removal and re-fixing of monuments must be carried out by persons appointed by the owner of a purchased grave or their agent.
8. The Council will not undertake any work in or about the erection or removal or re-fixing of monuments, headstones, kerbs or other erection, with the exception of Regulation 40.
9. All such work must be done at the cost of the person requiring the same, or his agent procuring the same on his behalf, and they shall be responsible for the re-erection or replacement as soon as possible after the interment.
10. All memorials and arisings removed for the purpose of interment must be taken to the Monumental Masons' premises for safe keeping and not placed on adjacent graves or land.
11. Monumental Masons should attempt to arrange with the purchaser for the memorials to be re-positioned on the grave with the additional inscription within a reasonable period of time after the interment.

12. All such work shall be carried out subject to the direction of the Cemeteries Officer or their appointed representative and the persons employed on such work must use means for protecting the grass walks as are directed by the Cemeteries Officer or their representative, and as soon as the works are completed, the whole area used for such works must be cleaned out to the satisfaction of the Cemeteries Officer. All work to be carried out to NAMM/BRAMM Regulations.
13. In the interest of safety and to preserve the original appearance and tidiness of the Cemeteries, the Council reserve the right to make safe, leaning or fallen memorials on graves where it is no longer possible to contact the owner or relative.
14. All working and dressing of stone or other materials to be used in or about any grave, monument or other memorial stone, shall be done and completed outside the Cemeteries and not otherwise, except such work as is absolutely necessary to be done upon the spot, for the purpose of putting together and fixing the same.
15. Such things shall not be done upon the roads, walks or adjoining graves upon any pretence whatever, nor shall any stones or bricks or other materials be thrown thereon. All such materials shall be carefully removed from the vehicles and neatly placed in such a position upon or near the spot where they have to be used as may be directed by the Cemeteries Officer or their representative.
16. All monuments and materials must be conveyed into the Cemeteries in such a manner as not to cause any damage to the roads, walks or turf.
17. All damaged and surplus stone and material must be removed from the Cemetery upon completion of the works. Such monumental works must only be carried out during the working day of the Council Staff and be disposed of at the Monumental Masons' tip.
18. Memorials must not be of glass, concrete or synthetic materials and shall not be painted without the prior approval of the Cemeteries Officer. Any vases and bases associated with them must be of best natural quarried material and all dowels shall comply with NAMM/BRAMM Regulations.
19. A maximum of only two vases to be placed on a grave. In the case of no headstone, the vases are to be placed at the head end. The Council reserve the right to remove any additional vases or items which do not conform to these regulations. In the case of Etwall, Marston-on-Dove and Newhall Cemeteries please refer to the Lawned Cemetery Section.
20. The Council will not indemnify any owner for any damage or defacement to any monument, tablet, inscription, gravestone, vault, vase, etc.
21. The number of every grave corresponding with the number in the grave register shall be cut at the rear of every headstone in figures of  $\frac{1}{2}$ " (1.3cm) in height, by and at the expense of the person erecting the same.

22. No monument or memorial stone shall be altered or interfered with after it has been erected in the Cemetery according to the design submitted and approved, nor shall any work of any kind or description be undertaken or carried out within the Cemeteries without the consent of the Cemeteries Officer first being obtained.

### **MEMORIAL SIZES**

50. (i) Headstones and vases only shall be allowed and the materials used must be natural stone unless prior approval has been given by the Cemeteries Officer for the use of other materials. Headstones to be between 2" (50mm) and 4" (100mm) in thickness.
- (ii) The overall size of headstones including base and plinth, shall not exceed 3ft (91.4cm) in height on a full sized grave, 2'6" (76.2cm) in width and back to front 1'6" (45.7cm). Vases shall not exceed a size of 10" (25.4cm) square base and 8" (20.32cm) in height.
- (iii) The overall size of headstones including base and plinth in the Cremated Remains area, apart from those within the cremated remains section of Section J at Newhall Cemetery, shall not exceed 2ft (61cm) in height, 2ft (61cm) in width and back to front 1'6" (45.7cm).
- (iv) The overall size of headstones, including base plinth in the Children's section shall not exceed 2ft (61cm) in height, 2ft (61cm) in width and back to front 1'6" (45.7cm).
- (v) Newhall Cemetery, **Section J only** – The overall size of a cremated remains memorial, within the cremated remains section of Section J at Newhall Cemetery, shall not exceed 2ft (61cm) in width, 1'6" (45.7cm) front to back and 4" (10.2cm) in height/depth. A temporary marker of no more than 1ft (30cm) in height will be permitted for a reasonable period of time.
51. Memorials not conforming to the Regulations as approved by the Council will be removed, in accordance with such Regulations but prior to removal a letter will be sent to the next of kin or the person owning the Grant of Right requesting them to remove the non-conforming memorial within 14 days following which it will be removed by the Council.