**STANTON PARISH COUNCIL**

**APPLICATION FOR PERMISSION TO INTRODUCE MEMORIAL INTO PARISH COUNCIL CEMETERY**

Rules as at Feb 2022 – (please check with Clerk that this is the most up to date version)

a. **No work should start until consent has actually been given. A permit will not be issued unless this form is signed, completed in full, the Exclusive Right of Burial has been transferred where relevant, the appropriate fee paid in advance and a copy of the deed or statutory declaration is included.**

Applicants for monuments should ask the memorial supplier to confirm whether the memorial falls within the scope of the authority delegated by the Parish Council. Any contract between the memorial supplier and the client is conditional on the appropriate approval being granted. (see notes on headstones below). **All Memorial suppliers must be registered members of NAMM or BRAMM.**

b. The Parish Council cannot give consent to a monument outside the scope of conditions listed in sections j. to p. inclusive below even if there are existing monuments in the cemetery that are broadly similar.

c. Applications for earth burial (as opposed to cremation) monuments are **unlikely to be considered until at least six months after a burial.** Applicants are advised toread carefully the regulations regarding monuments and contact the Clerk to the Parish Council with any queries.

d. The Parish Council can order the removal of unauthorised memorials and monuments and will charge accordingly for the cost of such removal and any ancillary expenditure.

e. The Council offers the following guidance for those who would like to install any item on or adjacent to any grave or cremation plot to commemorate the interred or to distinguish the grave.

f. At least one month before the erection or installation of any tablet, monument, gravestone or other form of grave marker, including markers intended to be temporary, a drawing thereof, specifying the dimensions, materials, finish and any proposed inscription shall be sent to the Clerk of the Council for the approval of the Council.

The Council reserves the right in its absolute discretion to forbid designs or materials it deems unsuitable or wording it deems untrue or potentially offensive to other parties.

Following interment in a grave, a simple wooden plaque or cross bearing no more than the name of the person interred and date of death may be permitted as a temporary grave marker for up to eighteen months after which the Council reserves the right to remove it. In the absence of any other permanent marker, the Council may identify the grave with an Oak stake and brass numbers showing solely the grave number.

g. Coffin burial areas within the Cemetery are laid out as lawns for neatness and maintenance. Consequently, headstones, grave markers, vases and commemorative or decorative items may only be placed or erected at the head of graves, and on the plinth of the headstone. For the same reason, the Council will not permit the installation of kerbs, fences or any kind of grave surrounds nor the planting of bulbs, flowers, shrubs or trees or the creation of any kind of hard or gravelled surfacing on or beside any grave or cremation plot. All new graves will be turfed after settlement of the grave surface and when the weather permits.

Any items or planting placed on or by graves or elsewhere in the Cemetery precincts not in accordance with the Council's specifications or written permission will be removed without notice. For safety reasons, glass vases and ornaments are not permitted anywhere in this cemetery.

h. An identified area, ‘The Jubilee Oak ashes scatter area’ at the North East end of the Cemetery is set aside for the unmarked scattering of cremated ashes. It is important that ashes are fully broadcast and not simply heaped in one spot (which might prevent the natural growth of the grasses and flowers or might leave an unpleasant deposit in wet weather). No markers of any kind are permitted in or around this area.

Any request for the placing of trees, shrubs, statuary and seats 'dedicated' as marked memorials may be considered provided they form part of the landscaping of the cemetery. The potential costs and positioning must be discussed with the Clerk and approved by the Council.

The Council will not be held responsible for any damage to any item installed to mark a grave or commemorate a buried person except that caused by the action or proven negligence of its own employees or agents. Responsibility for the cleaning, repair and maintenance of such items, including vandalism damage, rests with the persons who install them. Insurance is available from stonemasons and funeral directors and such policies are encouraged.

The Council reserves the right to reinstall or to lower any such item if, in the opinion or the Parish Council, it is deemed unsafe.

i. All surplus soil, equipment or materials for the digging of graves, or installation or maintenance of gravestones, markers and monuments etc must be conveyed to and from the plot in such a manner as to cause no injury to the surfaces of roads or walks, to other graves, their furnishings or to landscaping.

j. Both faces of the headstone must be flat, not curved and be erected horizontally. A base forming an integral part of the headstone is permitted. The headstone must be fixed in accordance with the National Association of Memorial Masons Code of Practice and in strict accordance with British Standard 8415. The person carrying out the work must have adequate public liability insurance and produce evidence of same if it is required.

The base shall not project more than 100mm beyond the headstone in any direction. Not more than two vases (not glass) may be incorporated in the base – in such case the base may be extended to a maximum of 200mm in front of the headstone. The base itself shall be fixed on a foundation slab (which may be reinforced concrete) and should be positioned just below the turf so that a mower can pass freely over it. The foundation slab shall extend beyond the base by between 75mm and 125 mm all round.

k. Headstones for young children should be large enough to be seen easily so that they are not damaged inadvertently and should be strong enough to avoid accidental damage. The minimum sizes should be 450mm in height by 300mm in width and 75mm thickness for all materials other than slate which must have a minimum thickness of 38mm.

l. Cremated remains may be commemorated by a memorial not exceeding 600mm square, upright or flush with the turf. A vase may be incorporated.

m. Headstones and memorials should not be garish in colour. Stones traditionally used in local buildings or similar to them in colour and texture are preferred. Solid wood memorials are permitted with a natural matt finish. All other materials are prohibited including concrete, synthetic and / or composite stone, plastic, fibre glass and metal.

n. The following items are prohibited – kerbs, surrounds, railings, stone or other chippings, statues, sundials, birdbaths, portraits, wind-chimes, windmills and similar, candles, trees, shrubs, photographs, holograms, laminated cards, seats, lights, toys, horizontal ledgers and slabs.

o. Memorials and monuments should have a simple shape, shall not be in the form of a figure, heart, book or anything else unusual. Designs of a simple nature and/or words may be incised on one side only. Inscriptions must not be profane or offensive. Uncoloured lettering is preferred, black, silver or gold may be allowed but not leaded.

Further inscriptions may be added with the written permission of the Parish Council, usually on a second internment in the same grave. Existing lettering may, in such case, be renovated so as to match the new but not otherwise. No advertisement or trade mark shall be inscribed on the monument but the name of the mason may be inscribed at the side or on the reverse of the headstone in letters no more than 12mm in height.

p. Laser etched photographic images of the deceased may be permitted providing they fit within a 22cm square on the headstone (round or oval permitted) subject to the absolute and final discretion of the full council.

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| Right to install permanent headstone or monument at head of Coffin Grave | With or without inscription or decoration  Max height 750mm  Max width 750mm  Max thickness 300mm at plinth. | Resident - £95  Non-resident - £190 |
| Right to install permanent vase, raised tablet or tablet with vase or statuary in centre of cremation ashes burial plot. | With or without inscription or decoration  Max thickness of tablet 50mm  Max overall height 300mm  Max horizontal dimensions 600mm x 600mm | Resident - £60  Non-resident £120 |

**APPLICATION DETAILS**

Name

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Applicant Address

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Name of Monumental Mason

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Headstone or Cross

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Size of Memorial

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Type of stone to be used

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Surface Finish

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Description of any Carving or Decoration/Wording of Inscription

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Type of Lettering

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Colour of Lettering

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Size of Lettering

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Particulars of any Vase incorporated in the Memorial

……………………………………………………………………………………………

Full Sketch of Memorial showing ground level (On separate sheet if necessary)

1. I have read the current RULES and agree to abide by its terms.
2. On behalf of the Applicant I apply for permission to erect the memorial as described above.
3. I undertake that if permission is granted the monument will be erected in exact conformity with its description in this application.
4. I further undertake to indemnify Stanton Parish Council against all costs and expenses to which they may be put in respect of any deviation from the undertaking I have given.
5. I will notify Stanton Parish Council when the memorial is to be installed.

6. I enclose the prescribed fee of £………………….

Dated ............................................... Signed ..............................................

(Memorial mason)

Name of Memorial mason………………………………………………………

Address…………………………………………………………………………..

………………………………………….……Post Code………………………………..

NAMM/BRAMM registration no………………………Expiry Date………………………..

I authorise the stonemason to make the above application on my behalf and I

undertake to abide by the terms on which consent is given.

Dated ............................................... Signed ..............................................

(Applicant)

**For use by Stanton Parish Council**

**Considered at Parish Council Meeting on ………………………….**

**Permission granted (minutes reference) …………………………………….**

The fee payable of £ has been paid.

Dated ............................................... Signed ..............................................

(Clerk to Stanton Parish Council)

Date copy returned to Memorial Mason……..............post/email