

Stanwick Parish Council

Cemetery Information and Regulations for Stone Masons

Stanwick Parish Council's Cemetery Policy is regulated by Article 3 of the Local Authorities Cemeteries Order 1977 (LACO) amended by the Local Authorities (Amendment) order 1986 and any further regulations made from time to time by the Secretary of State.

Although these regulations are a necessary requirement for the management of our cemetery, every effort has been made to avoid restricting the rights and choices of the individual. When preparing these regulations the rights of the individual and the need to ensure that the grounds are safe and tidy have both been taken into consideration (Health and Safety at Work Act 1974).

These rules and regulations are to be observed in the cemetery. The Parish Clerk has the authority to act on behalf of the Council. Anyone visiting the cemetery should respect these rules and regulations. The Council reserves the right to amend any of the cemetery rules and regulations or fees and charges at any time.

Terms and expressions used in the regulations

'The Council' means Stanwick Parish Council.

The 'Cemetery' means any or all of the cemeteries provided by the Council.

'The Clerk' means the Council's Parish Clerk.

'Burial' means interment of human remains or cremated human remains, the interment of the bodies of still-born children or their cremated remains, cremated human remains.

'Grave' means the burial place formed in the ground by excavation and without any internal wall, or brickwork, or stonework or any other artificial lining.

'Grant' means a grant of the exclusive right of burial whether by deed or otherwise.

'Memorial' includes any monument, tablet, head, foot, flat, or kerb stone, and any other construction or thing for remembering the dead, or marking a place of interment.

Permission to carry out work to memorial / headstones etc.

Before any memorials or headstones are erected or works undertaken to any existing memorial, an application must be submitted for approval to the Council.

Please use the Stanwick Parish Council Grave Memorial Application Form when requesting permission to erect a memorial, carry out work or add an inscription to a memorial, a copy of which is available from the Parish Clerk or the Council's website.

Arrangements for payment of fees

All fees and charges due to the Council should be paid in advance. Cheques should be made payable to Stanwick Parish Council. Payment of fees by bank transfer can be arranged.

Submission of Memorial Application Forms

The form should be forwarded to the Clerk for approval at least 10 working days before works are due to start.

You will be required to include the following:

- Name and address of the memorial mason who will carry out the work.
- Relevant fixer licence number i.e. City & Guilds, Register of Qualified Memorial Masons, National Vocational Qualification, or British Register of Accredited Memorial Masons.
- Current full names and signatures of the registered grave owner/s to give permission for the work to be carried out. This must be checked by the company before submitting for approval.
- Material and measurements of the memorial including fixing methods. The measurements should not exceed the dimensions set out below.
- Details of proposed inscription, any isometric projections, photographs or prints if suitable, ensuring they are all marked with detailed dimensions.

Any plans or drawings must be in ink and include detailed dimensions.

If application forms are not completed fully or the information of the deed holder is incorrect, the forms may have to be returned which may lead to a delay in a permit being granted.

Work cannot commence until approval has been granted and a permit to work has been issued. Anyone carrying out works without approval or prior notice may be excluded from further works.

If any works are carried out without prior approval then the Council may remove the headstone or memorial without notice. This will be at the expense of the owner.

All works should comply with the details specified in the application form, the NAMM code of working practice, current at the time of installation, and the requirements of these rules and regulations.

Anyone erecting, moving and fixing a headstone or other memorial is responsible for removing all turf, spare materials and other wastes and leaving the ground in good condition. If this is not done within 24 hours of works, the Council may remove the waste and recover the cost of doing so from the person erecting the headstone.

Hewing or dressing of stones, or work of a similar nature, is not permitted in the cemetery.

National Association of Memorial Masons (NAMM)

All new memorials and cemetery fixtures must be undertaken by suitably qualified memorial masons and erected in accordance with BS8415 and the National Association of Memorial Mason's (NAMM) Code of Practice current at the time of installation.

Memorials and Headstones

No advertising, canvassing or trademarks are allowed in the cemetery except the name of the firm supplying or erecting a memorial which may be cut in small letters on the side or the back of the memorial only.

All lawn memorials must be fitted with, or in cases of reinstatement following temporary removal, be re-erected, with a ground anchor irrespective of whether a ground anchor was previously in place.

Every headstone or other memorial erected over a grave space should bear the number of that grave space inscribed in letters 19.05mm (3/4") in height on the side or back of the headstone.

All wooden crosses should be permanent structures, made of oak or teak only, stained, varnished and set in a concrete base by an authorised person.

Memorials may only be placed on a grave space for which the exclusive right of burial has been purchased.

All memorials erected are the sole responsibility of the owner of the grave or their successor in title. They are responsible for the safety and upkeep of the memorial including any repairs needed caused by vandalism, storm, wind, lightning, cracking or subsidence of footings.

A memorial can only be fitted after a minimum of 24 weeks following a burial. This period allows for the ground to settle.

Memorial dimensions

Memorial dimension should not exceed the maximums stated below:

Headstone for graves:

914mm (3'0") high x 914mm (3'0") wide measured from ground level.

Memorials for cremated remains plots

508mm high by 610mm wide by 508mm deep (1'8" x 2'0" x 1'8") measured from ground level.

Kerbs

2133 mm by 914mm (7'0" x 3'0")

Memorial Safety

The Council will check the safety of memorials at least every five years, as recommended by the Health and Safety Executive.

If a memorial is found to be unsafe, the Council will contact the family accordingly and if necessary take temporary action to prevent any injury to staff and other users of the cemetery. If the Council is unable to contact the owner they may display a public notice in the cemetery and in local newspapers over two consecutive weeks.

It is the owner's responsibility to ensure that memorials are kept in good repair at their own expense. If a memorial becomes unsafe, the Council may contact the registered owner (or representative) advising that repairs are required.

In the event of a memorial being in a dangerous condition, immediate action will be taken by the Council.

Contact details for council

Tel 01933 625616 (the parish office is generally open weekday mornings)

Clerk.stanwickpc@outlook.com

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www.stanwickparishcouncil.org.uk