



## IMPORTANT CEMETERY INFORMATION

### Can I place a memorial on a grave?

The erection of a memorial will be permitted only where:

- A Grant of Exclusive Rights of Burial exists for the grave
- The grant holders must submit a formal memorial application fully completed and **signed by all grant holders**. Where the owner is deceased a transfer of ownership must be completed before any memorial work is permitted
- the written permission of the burial authority has been granted
- payment of the prescribed fee as specified in the Table of Fees and Charges has been made to the burial authority

### What kind of memorial can I have?

Having satisfied the criteria above, the following types of memorials may be fitted in the following sections:

**Lawn sections** – Headstone, plaque, desk, or wooden cross may be placed at the head of the grave only. Maximum height from ground level 920mm

**(Please note: No kerb set or corner posts allowed in this section)**

**Traditional sections** – Headstone, plaque, kerb set, tablet, vase and wooden cross. Maximum height above ground level 920mm

**Ashes sections** – Plaque or desk. Maximum height above ground level 150mm. A headstone may be permitted in certain areas within some cemeteries.

All memorials, including the re-fixing and refurbishment of memorials, must be:

- constructed and erected in strict accordance with the size and design approved by the burial authority, by a mason who is an approved contractor and in strict accordance with the NAMM Code of Working Practice and or BS 8145
- prepared ready for fixing before being taken into the cemetery
- erected using an appropriate foundation which, where possible, must not be visible above the ground and which must be to the satisfaction of the burial authority
- secured into the ground using a fixing system that has been approved by the burial authority
- fixed in line with adjacent memorials

### Can I have a wooden cross?

Small wooden crosses are sometimes provided by a funeral director, as a temporary grave marker, pending the erection of a permanent memorial and may remain for a period not exceeding twelve months from the date of interment. If you are considering a wooden cross as a permanent memorial, please contact the Cemeteries Office in the first instance for a detailed specification regarding the type of wood, the finish, size and method of fixing. The same criteria as previously mentioned for other memorials will need to be satisfied. Wooden crosses fall into the same category as headstones for safety inspections, etc. and are therefore subject to the same fee.

**Green Bins:** Provided throughout the cemeteries. Please try not to put soil in these.

### What happens if my memorial falls into disrepair?

It is the responsibility of the grant holder to maintain their memorial in a safe condition. The authority has a duty to periodically inspect and test memorials for stability and take actions considered appropriate in order to maintain public safety. These inspections will be well advertised in the local press and cemetery information boards prior to the commencement.

If a memorial is found to be in a dangerous condition, the burial authority has a responsibility to make the memorial safe by either securing in the upright position or lowering it to the ground and then advising the registered owner where possible. It is then the responsibility of the registered owner to contact a stonemason and pay for the reinstatement work.

#### **Are there any restrictions on the materials used?**

Your stonemason can advise you on the type of materials that may be used. All memorials must be able to bear continuous exposure to the weather and **must not** be made of:

- **glass**
- **porcelain**
- **plastic**
- **artificial stone**
- **concrete**
- **polystyrene**
- **terracotta**
- **or any other material that in the opinion of the burial authority is unsuitable**

#### **Am I allowed to place what I like on the grave?**

Unfortunately no. The burial authority has certain regulations which prohibit this from happening. Examples of what is deemed as **unacceptable** are:

- **planting of any trees, shrubs or garden areas**
- **placing of any glass/plastic containers or grave furniture that can impede cemetery maintenance and if broken, cause injury to staff or visitors**
- **placing of any unauthorised grave surrounds**

**We ask respectfully that all Christmas wreathes, ornaments etc are removed from all areas of the cemeteries by the middle of February following the Christmas period. Signs will be placed within the cemeteries to remind visitors of this.**

#### **What maintenance can I expect around my memorial?**

In the majority of cases, burials take place within 'lawn sections' which means that the grass will be maintained on a regular basis. Currently, and unlike some authorities, we do not use herbicide around memorials as we believe this can detract from the cemeteries overall appearance. Due to the restrictions in space however, this does mean that during the process of grass cutting, arisings can be distributed or be blown onto memorials. Whilst we endeavour to keep this to a minimum it is unfortunately an unavoidable consequence of this approach but one which we feel is still less intrusive than the alternative.

#### **What can I expect when another burial takes place either close or adjacent to my memorial?**

During the process of digging a grave, there will be an enormous amount of earth displaced for a short time. This will always occur and will be the case for both the grave you have purchased and those that come later. This will also occur if a grave is reopened at a later date.

We take great care to ensure memorials adjacent to a new or re-opened grave are protected and boards are placed under the displaced earth to protect the grass, matting is also placed over the earth and against any closely positioned memorials to avoid damage. Any items associated with adjacent graves will be temporarily placed away from the current operation to protect them; these would normally be put to the rear of adjacent memorials and are treated and moved with due care.

Once the adjacent committal has taken place, the earth will be removed, items returned to their previous position and in the majority of cases, a later visit might suggest nothing has altered. If a grave is visited during the short time that an adjacent grave is open, please be assured that the whole area is treated respectfully, disruption is kept to an absolute minimum and the area 'left as it was found' on completion of the current committal.