

**CEMETERY MEMORIAL APPLICATION FORM**

Please mark the relevant box:

<b>NEW MEMORIAL</b>		<b>ADDITIONAL INSCRIPTION</b>		<b>REFURBISHMENT - INFO ONLY</b>	
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**SECTION A**

(To be completed before submission for approval of any new or changed memorials including inscriptions, cleaning and resetting. This also includes memorial benches)

**IMPORTANT NOTE:** By completing this application both Applicant and Purchaser confirm they have read and agree to comply with the Cemetery Rules & Regulations shown on the reverse of this page.

<b>Name of Company:</b>		<b>Applicant:</b>	
<b>Street Address:</b>		<b>Email:</b>	
<b>Town &amp; Post Code:</b>		<b>Cemetery:</b>	
<b>Telephone Number:</b>		<b>Date:</b>	

**Deceased Name and Date of Death:**

- 1) All memorials that are installed or reinstalled must be by the industry standard using the NAMM code of practice and BS8415.
- 2) Memorial Masons must book an appointment to install or work on memorials in our cemeteries to arrange this please ring the telephone number at the top of this form.
- 3) Insert: Sketch of proposed memorial with dimensions – materials to be used – Colour – Ground Fixings etc.

**Full Name & Address of Purchaser – Exclusive Rights of Burial – Copy Attached YES / NO**

**Proposed Inscription:**

**Signature of Ex Rights Holder :**

**Telephone Number:**

**SECTION B**

<b>Cemetery:</b>	<b>Grave No:</b>
<b>Estimator:</b>	<b>Date Approved:</b>
<b>Invoice No:</b>	<b>Total Charges:</b>

The exclusive rights holder is responsible for the continuing safety of all memorials/structures on the plot purchased.  
Regular inspections should be carried out by an approved NAMM & BRAMM stone mason to ensure the memorial/structure remains safe.

Cemetery plans are displayed on all main cemetery notice boards.

#### Definitions

**Lawn Section:** means those parts of the Council's cemeteries containing graves which are returned to lawn following burials and interments, for which planting or any other memorial is not permitted in front of the main memorial headstone channel.

**Traditional Section:** means those parts of the Council's cemeteries containing graves which can be enclosed with kerb surrounds and within the kerbs it may also contain a headstone, flat or sloping tablets, decorative stone, slate, ornaments, flower vases, memorials or planting in front of the main memorial.

#### General

- Planting, Free Standing Pots, Bowls Etc:** The provision of any planting, into the ground or placing plants in free standing pots, bowls or unauthorised flower containers, **is not permitted in any Lawn Section of the Cemetery.**
- Memorials on Plots:** No memorial will be permitted on a grave space or cremation plot or any part thereof unless the Exclusive Rights of Burial have been purchased. (see memorial section 17 overleaf)
- Vase:** An approved vase bearing no inscription or wording of any kind will be permitted whether or not the Exclusive Right of Burial has been purchased, within the headstone channel only. Any items found in front of this channel will be removed after 1 month from the date of interment.
- Wreaths:** Christmas wreaths are removed from Lawn plots in the cemeteries each year in the 2<sup>nd</sup> and 3<sup>rd</sup> weeks of February; this allows grass cutting to commence the 1<sup>st</sup> week of March each year.
- Memorials & Flower Receptacles:** No memorial, vase or receptacle for flowers may be placed on any grave without a prior Memorial Application Form being received and authorised by the Council and the requisite fee having been paid (see 2 above and memorial section 17 overleaf). An approved vase bearing no inscription or wording of any kind will be permitted whether or not the Exclusive Right of Burial has been purchased. (See 3 above)
- Free Standing Ornaments & Flower Receptacles:** The placing of free standing ornaments, flower receptacles of any material, including glass, plastic, pottery, ceramic or metal containers **are not allowed as they can be damaged, moved or stolen.**
- Erection of Railings, Kerbs, Fences etc:** Is not allowed in any Lawn Sections of the cemetery including the erection of railings, fences or other structures enclosing graves and/or memorials. The provision of any artificial or natural particles of stone or slate will not be permitted on any part of a Lawn Section. If required see above Traditional Section.
- Removal of Memorial or Structure not approved:** The Council reserves the right to remove any structure, memorial or item which has not received official approval and does not comply with these Regulations or is detrimental to the good order of the cemetery.
- Damage to Memorials & Structures:** The Council does not accept responsibility for any loss or damage to any memorials placed on graves or cremation plots in any cemetery administered by the authority.
- Insurance Cover for Memorial Damage:** Insurance cover should be considered by the person who is in possession of the Exclusive Rights of Burial for the plot, to cover any damage or work to the memorial for safety reasons.

#### Memorials

- Approved vases:** Should be only of natural stone, not exceeding 10" (254mm) diameter where circular in plan and not exceeding 8" x 8" (205mm x 205mm) where square in plan. No vase shall exceed 8" (205mm) in height.
- Approved Receptacles:** Flower receptacles can only be placed on the headstone base and they must be fixed to the memorial base on all graves. A vase conforming to Regulations 3 and 11 may be set immediately in front or to the side of the memorial, but must be fixed to the headstone base plinth only, providing the necessary Council approval has been obtained. No more than two vases will be allowed per grave space.
- Temporary Marker:** Following an interment, a temporary marker consisting of a small brass plate on a hardwood backboard and mounted on a short post, may be placed on a grave by a Funeral Director. The brass plate shall show the name of the deceased and the date of death. The marker may remain on the grave for a period of up to 12 months from the date of interment or until a permanent memorial is erected, whichever period is the shorter. Such a marker may be placed on a grave without the payment of any fee.
- Memorial Installation:** No memorial will be placed on a plot until after 32 weeks has passed since the interment to allow the plot to settle.
- Memorial Design:** The proposed design of all memorials shall be submitted to the Council on the Cemetery Memorial Application Form. Written approval must be obtained from the Council before any installation or erection is commenced. Any person erecting a memorial without written approval will be prohibited from making further applications for the erection of memorials in any cemetery under the control of Fenland District Council.
- Memorial Application Form:** The application form shall consist of a sketch or photograph showing the design, all dimensions, the type of stone to be used and all the inscriptions. Memorials must be constructed from natural stone, except those permitted under Regulation 22g (Wooden Cross).
- Marking of Memorial Stone:** The company name supplying and erecting the memorial and plot number of the grave or cremation plot must be cut plainly on the reverse or side of the memorial.
- Inscription Errors:** Where an inscription has been cut without approval, the holder of the Exclusive Right of Burial shall cause the inscription to be erased in a proper and workmanlike manner, at no expense to the Council so that the appearance of the memorial is not impaired.
- Memorial Location:** Within Lawn Sections only single memorials are permitted at the head of any grave at the centreline to each edge. A standard concrete (or equivalent) landing measuring 36" (915mm) long by up to 24" (610mm) wide by 2" (50mm) depth should be sunk into the ground to create a flush surface level with the turf. If two adjoining grave spaces are to share a single memorial spanning both graves the concrete slab may measure up to 84" (2135mm) long by 24" (610mm) wide by 2" (50mm) depth.
- Memorial Positioning:** The memorial base must be placed centrally upon the concrete landing (as described at 19 above) to ensure a minimum of 3" (76mm) border is created between the edge of the memorial base and the turf.
- Memorial Height:** When erected, no memorial shall exceed 36" (915mm) in height, including base and landing.
- Memorial Sizes:** The sizes of memorials which the Council will permit in its cemeteries are:

##### Traditional Section:

- Traditional Section - Single kerb set having a maximum size of 84" (2135mm) length by 36" (915mm) width.
  - Traditional Section - Double kerb set having a maximum size of 84" (2135mm) length by 84" (2135mm) width.
- Concrete foundation landings must not exceed the width or length of the memorial by more than 6" (152mm) (i.e. 3" (76mm) both sides and 3" (76mm) either ends) and must be flush with the ground level and must be wholly within the grave space.

##### Lawn Section:

- Lawn Section - Single width base, having a maximum width of 30" (762mm) by depth of 12" (305mm) by height of 4" (102mm) placed centrally on a single grave landing.
  - Lawn Section - Single memorial placed centrally on the base, having a maximum width of 24" (610mm) by height of 30" (762mm) by thickness of 4" (102mm) thick.
  - Lawn Section - Double width base, having a maximum width of 78" (1981mm) by depth of 12" (305mm) by height of 4" (102mm) spanning two graves, with a single memorial placed centrally.
  - Lawn Section - Double width base, having a maximum width of 78" (1981mm) by depth of 12" (305mm) by height of 4" (102mm) spanning two graves, with a double memorial having a maximum width of 48" (1220mm) placed centrally.
  - Lawn Section - Any approved hard wood cross shall not exceed 36" (915mm) in height when erected, and 24" (610mm) wide.
- No Memorial Erected:** If it is not desired to erect any memorial at all on the grave space, then this space will be maintained by the Council as a lawn turfed area.

#### Cremation Plots

- Approved Tablets or Slabs:** The size of a memorial slab or tablet on a 24" x 24" (610mm x 610mm) plot in cremation section will be 18" x 18" (457mm x 457mm) by 4" (102mm). Book type memorials on cremation plots must not exceed 12" (305mm) in total height. An approved metal flower container may be set flush into the memorial tablet.
- Approved Inscription:** Any inscription shall be subject to the Council's prior approval, see regulation 17 above.
- Vases on Cremation Plots:** These are only permitted to stand on a cremation plot if permanently affixed to an approved memorial tablet, they are subject to the Council's prior approval, see regulation 17 above.

#### Important Note

The Council will carry out regular memorial safety inspections. If a memorial is found to be unsafe it will either be supported with a temporary wooden stake or laid flat. The Council will make all reasonable efforts to contact the current owner of the Exclusive Rights of Burial requesting that a permanent repair is arranged using a memorial mason. **The Council retains the right to remove at any time an unsafe memorial if the required repairs to the memorial are not carried out.**