

Stratton St Margaret Parish Council

Managing Memorials



The installation of new memorials, renovation of existing memorials, and added inscriptions to memorials is carefully controlled by the Council in the following ways, we ensure that:

- No work must be carried out before the Council has granted permission and the appropriate fee paid – this includes fixing, re-lettering and cleaning
- Work is only carried out with the authority of the registered owner(s), of the rights of burial.
- A memorial will be removed if for any reason the fees has not been paid. The plot owner will be advised sensitively of their responsibilities.
- All memorials comply with our own regulations regarding the erection and maintenance of memorials and that work carried out adheres to all health and safety regulations.
- Only Memorial Masons on the Council's Register of Accredited Stonemasons are able to fix memorials, and they must have a BRAMM Business Registration Certificate which indicates that they employ staff with a fixer's licence.
- Memorials may not be placed onto full graves until twelve months have elapsed since the interment, to enable the ground to settle first.
- The Council allows temporary grave markers for a period of twelve months after a full interment. They are to be removed when a permanent memorial has been fixed.
- All memorials must be of natural quarried solid stone.
- Memorial permits will be issued by the Council.

1. Plot Owner's Authority

- a. The full names, address and signature/s of the person placing the order for the memorial work to be undertaken must be the Owner of the Exclusive Right of Burial. No other signature will be accepted.
- b. If the Owner of the Exclusive Right of Burial is deceased, the applicant must make an application to the Council and transfer the exclusive rights or, on production of proof of identity make an application as the Executor for the deceased.

2. Inscriptions Upon Memorials

- a. No inscription can be placed upon any headstone, monument or memorial without prior written permission from the Council.
- b. Inscriptions may be incised, or in relief in a colour of choice but only the surname/plot number may be displayed on the back of the stone. Additions may be made to an inscription at a later date, following a subsequent interment in the same grave. However, any such addition must be separately approved. The lettering, layout and wording must be consistent with the original inscription.
- c. Any inscription in a language other than English requires a certified translation. The Council reserves the right to decline any inscription that they deem inappropriate for the Cemetery.

3. Memorial Permits

- a. No headstone, monument or memorial will be admitted into nor any inscription worked on with in the Cemeteries without the prior consent of the Council.
- b. An official permit must be issued by the Council Office before a new memorial is created, and upon payment of the appropriate fee. (The relevant application form may be obtained from the Council Office).
- c. The issue of a Memorial Permit, which will be valid for 6 months will confirm the approval of the Council for any such application, but this may be extended at the Council's discretion.

No works will be undertaken unless a permit has been issued. The permit is issued on the understanding that the work undertaken will comply with the details specified within the application form and the requirements of these Regulations.

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4. Memorial Sizes

Cremated Remains Memorials - shall consist of desk tablets, manufactured in one piece, mounted on the slab provided by the Council measuring a maximum of 45.7cm (18") in length, 45.7cm (18") in width, and 23.00/8.00cm (9"/3") in height.

Full Grave Memorials - Memorials must be made of hard natural stone or granite of a design approved by the Council and must conform with the following dimensions: 91.5cm (36") in height, 60.9cm (24") in width, a minimum thickness of 5.1cm (2") and a maximum of 7.6cm (3"), erected onto a base with a finished height set at ground level, not above and not exceeding 91.5cm (36") in width, 45.7cm (18") in depth and 7.62cm (3") thickness.

Additional memorial tablets in front of headstones, providing further memorial information upon full burial plots are allowable but must be made of hard natural stone or granite, must lie flat on the ground and be of a flat tablet stone design only. Finished height should be ground level and it should abut up to the base stone of the headstone memorial. They must conform with the following dimensions: Maximum 45.7cm (18") in height, 45.7cm (18") in width and a minimum thickness of 5.1cm (2") and a maximum of 7.6cm (3").

5. Applications

A drawing to the scale of 25mm to 300mm (one inch to one foot) of every memorial, or other monumental work showing the form, dimensions, particulars of the materials to be used and a copy of the inscription (or added) proposed to be provided on the Memorial Application Form together with the appropriate fees, shall be sent to the Council Office for approval.

This form to include:

- the name and address of the Memorial Mason who will carry out the work
- the material and measurements of the memorial
- the requested inscription
- a diagram of the proposed memorial
- the full names of the registered plot owner(s)
- the plot owner(s) signatures to give permission for the work to be done.
- The shape and design of a memorial will be considered on application, as long as they do not exceed the sizes given. (Please note, the overall height of a memorial includes the height of its base).

6. Additional Information

- a. Only Memorial Masons who appear on the Council's Register are permitted to carry out work on memorials. This is to ensure the installation of memorials is carried out in a safe manner and to national standards.
- b. Masons working in the Cemeteries must give a Guarantee of Workmanship – a minimum of 10 years
- c. The Council has the right, at the Memorial Mason's cost, to require the Memorial Mason to dismantle a memorial to demonstrate that correct fixing methods have been used. Contravention of the Regulations may result in removal from the Register.
- d. All memorials are to be fixed on approved foundations and to National Association of Memorial Masons (NAMM) Code of Working Practice, as specified in the licensing agreement.
- e. The Council has the right to decline any memorial/inscription that is deemed inappropriate.
- f. Trade names must not be placed on any memorial.
- g. All memorials must be of natural quarried solid stone.
- h. Every memorial must have the number and section of the grave that it is going to be erected, inscribed on the right hand side of the reverse of the base.
- i. Admission of Workpeople - No admissions are allowed to the Cemeteries on Saturdays, Sundays, and UK public holidays, or on any other day before 9.00am, or when a funeral is due to take place or is taking place, except with the sanction of the Council.
- j. Control of Workpeople - All workpeople (employed on behalf of the owner of the Exclusive Right of Burial, to erect any monument) shall carry out their work strictly under the direction of the Council and shall:
 - comply with all reasonable directions and requirements of a Council representative;
 - at the cost of the owner, or personal representative, fill up and level the ground, remove all waste and unwanted material and make good any damage.
 - provide their own tools and equipment
- k. Position of Memorials - The position for headstones, monuments and memorials shall be subject to the approval of the Council.
- l. Headstones shall be fixed in alignment with adjacent memorials.
- m. All memorials must comply with these Regulations regarding the erection and maintenance of memorials, and that all work carried out adheres to all Health and Safety Regulations.

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Adopted by Full Council on 29 September 2021

Adopted by Open Spaces 31 July 2024