

# TRIMDON PARISH COUNCIL

## Cemetery Information and Regulations

### Stonemasons



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## **Trimdon Parish Council Cemetery Information and Regulations**

Trimdon Parish Council's Cemetery Policy is regulated by Article 3 or 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 Trimdon Parish Council 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 Trimdon Parish Council Cemetery. The Parish Clerk and Cemetery Supervisor have 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 Trimdon Parish Council.

**'The Cemetery'** means Trimdon Parish Council Cemetery located at Trimdon Grange.

**'The Manager'** means the Parish Clerk and includes anyone authorised to act on their behalf.

**'Burial'** means interment of human remains or cremated human remains or the interment of the bodies of still-born children or their cremated 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 or flat stone and any other construction or thing for remembering the dead, or marking a place of interment.

### **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**

Memorials and Headstones can be made of:

- Natural granite
- Marble
- Sandstone
- Slate
- Limestone
- Other material approved by Trimdon Parish Council

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.

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.

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 12 weeks following a burial (unless memorial beams have been installed). This period allows for the ground to settle.

One fixed vase with a foundation of at least 77mm (3") is allowed on each grave. It must be placed in the personalisation area or at the head of the grave in line with fixed memorials. Vase dimensions should not exceed 381mm (15") long, 152mm (6") wide and 152mm (6") high.

Other memorials are not to exceed 762mm (30") x 457mm (18"), including foundations.

#### **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 Trimdon Parish Council Application to Erect/Carry Out Work on a Memorial Form when requesting permission to erect a memorial, carry out work or add an inscription to a memorial.

The Form should be forwarded to the Cemetery Supervisor at least 14 clear 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 or 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, along with a copy of the Deed. This must be checked by the company before submitting for approval.
- Material and measurements of the memorial including fixing methods. The maximum permitted height of any headstone is 1.067m (3'6") and the maximum width 0.914m (3').
- 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 applications forms are not completed fully or the information on 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.

The Council must mark all graves prior to any installation being carried out and be advised of when and at what time the installation will be carried out.

All works should comply with the details specified in the application form, the NAMM code of working practice and the requirements of these rules and regulations. Whoever is carrying out the work should carry a copy of the permit issued in respect of the application. Failure to carry a copy of the permit may result in being asked to leave the Cemetery until such time as a copy can be presented.

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 being notified, 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 similar nature, is not permitted in the Cemetery or its grounds. All materials, headstones or other memorials shall be transported in and out of the Cemetery under the directions of the Parish Clerk and care needs to be taken to avoid damaging the grounds and walks.

Work on a memorial is only permitted during the normal hours of opening of the Cemetery, except in special circumstances and with the permission of the Parish Clerk.

### **Memorial Safety**

The Council will check the safety of memorials on an annual basis.

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.

If the owner does not make the repairs within six months after the issue of a notice, the Council may pocket the memorial or make it safe. The Council may also pocket (where possible) unsafe memorials in instances where no relatives can be traced or the family are unwilling to fund reinstatement.

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

### **Kerb Surrounds**

Kerb surrounds are not permitted in the Cemetery.

### **Register of Information**

A Register of Burials is available from the Parish Clerk. You may also view plans showing the locations of all graves. Please note that every effort will be made to provide information from the Council's records. However, where extensive staff time is involved, a charge may be due, notice of which will be given in advance of a search being carried out.

### **Arrangements for Payment of Fees**

All fees and charges due to the Council should be paid to the Cemetery Supervisor. Cheques should be payable to Trimdon Parish Council. Visit [www.trimdonparishcouncil.gov.uk](http://www.trimdonparishcouncil.gov.uk) for more information about the associated costs of funeral services.

### **General Cemetery Regulations**

The cemetery will be open to the public each day from 8:00 am until 8:00 pm or dusk (whichever is the earlier).

Only cars and vehicles belonging to undertakers and mourners accompanying a funeral or people visiting a grave will be allowed in the Cemetery. Drivers of vehicles must not exceed 10mph.

Visitors are asked:

- Not to obstruct or interfere with employees of the Council in the execution of their duties or to interfere with any burial taking place in the Cemetery.

- Not to access any building or enclosures in the Cemetery, except on lawful business.
- Not to wilfully create any disturbance in the Cemetery or behave in a way that may be a nuisance to others.
- Not to enter or remain in the Cemetery after it has closed to the public. No person is permitted to be in the Cemetery outside of opening hours.
- To enter the Cemetery using the entrance provided.
- Not to pull or cut shrubs or flowers growing within the Cemetery or to interfere with any grave or memorial.
- Not to be under the influence of alcohol or illegal drugs.
- Not to gamble or play games or sports in the Cemetery.
- To keep to footpaths and driveways and generally to respect the Cemetery at all times.
- To keep dogs on a leash at all times. The visitor in control of the dog must remove any dog waste from the Cemetery, with the exception of a guide dog accompanying a blind person.
- Not to bury or scatter ashes of pets in the Cemetery.
- Not to play musical instruments, walkmans or similar sound systems in the Cemetery, without the consent of the Parish Clerk.
- Not to offer Council employees any gifts or gratuity.
- To ensure that no demonstrations of any kind are held in the Cemetery without the consent of the Parish Clerk.

The Council may close the Cemetery, or any part of it, to the public for such time as they may consider necessary.