

# IXWORTH & IXWORTH THORPE PARISH COUNCIL

## APPLICATION FOR PERMISSION TO INTRODUCE MEMORIAL INTO IXWORTH CEMETERY

Rules as at October 2018 (please check with Parish Clerk that this is the most up to date version)

### 7. Memorials, headstones, tablets and grave markers (taken from Ixworth Cemetery Regulations)

- 7.1 No work should start until consent has explicitly been given. Any contract between the memorial supplier and the client is conditional on the appropriate approval being granted. All memorial suppliers must be registered members of NAMM – The National Association of Monumental Masons. All materials fixed in the Cemetery must comply with the British Standard 8415 (latest version) and the BRAMM Blue Book (latest version). Ground anchors and fixing systems used in the construction of memorials must have a certificate of compliance with BS8415 (latest version).
- 7.2 An application for installation of a memorial must be submitted to the Parish Clerk on the appropriate form supplied by the Parish Council. The grave owner must sign the form to give permission for the proposed memorial works. On approval by the Council a permit will be issued to the Memorial Mason.
- 7.3 Ixworth Cemetery is deemed a Lawn Cemetery. This means the **grass must be entirely clear** but for approved memorials granted Council permission. As such fences cannot be erected around a grave or the grave space defined, **no objects** must be placed on the length of the grave and nothing can be planted into the grass.
- 7.4 Permission to place a memorial will only be given by the Council with consent of the Exclusive Right of Burial holder or holders.
- 7.5 For memorials on a grave plot, as opposed to cremation, installation is unlikely to be considered until at least six months after a burial. Applicants are advised to read carefully the regulations regarding monuments and contact the Clerk to the Parish Council with any queries.
- 7.6 At least one month before the erection or installation of any tablet, monument, gravestone or other form of grave marker, including markers intended to be temporary, a drawing thereof, specifying dimensions, materials, finish and any proposed inscription shall be sent to the Clerk to the Parish Council for approval of the Council. The Council reserves the right in its absolute discretion to refuse designs or materials it deems unsuitable or wording it deems untrue or potentially offensive to other parties. A simple wooden plaque or cross bearing no more than the name of the person interred, and the date of death may be permitted as a temporary grave marker for up to eighteen months after which the Council reserves the right to remove it.
- 7.7 Ixworth Cemetery is laid out as lawn for neatness and maintenance. Consequently, headstones, grave markers, vases and commemorative or decorative items may only be placed or erected at the head of graves, and on the plinth of the headstone. For the same reason, the Council will not permit the installation of kerbs, fences or any kind of grave surrounds nor the planting of bulbs, flowers, shrubs or trees or the creation of any kind of hard or gravelled surfacing on or beside any grave or cremation plot. All new graves will be turfed after settlement of the grave surface when the weather permits. Any items or planting placed on or by graves or elsewhere in the Cemetery precincts not in accordance with the Council's specifications or written permission will be removed without notice. For safety reasons glass vases and ornaments are not permitted anywhere in Ixworth Cemetery.
- 7.8 The minimum height of lawn memorials is 300mm (1ft) to ensure they can be seen easily and they must be strong enough to avoid accidental damage. The maximum height of lawn memorials is 1000mm (3ft 6inches), the maximum width is 900mm (3ft). A base forming the integral part of the headstone is permitted. The base shall not project more than 100mm (4 inches) beyond the headstone in any direction. No more than two vases, made of materials other than glass, may be

incorporated in the base – in such cases the base may be extended to a maximum of 200mm (8 inches) in front of the headstone. The base itself shall be fixed on a foundation slab, which may be reinforced concrete, and should be positioned just below the turf so maintenance equipment such as lawnmowers can pass freely over it. The foundation slab should extend beyond the base by between 75mm (3 inches) and 125mm (4 inches) all round.

7.9 The maximum height of a memorial on cremated remains is 600mm (2ft), the maximum width is 450mm (1ft 6 inches). A base forming the integral part of the headstone is permitted. The base shall not project more than 80mm (3 inches) beyond the headstone in any direction.

7.10 **Existing memorials shall not be not be considered as a guide.**

7.11 The memorial mason may inscribe the company name only on the reverse of the stone towards the base in lettering not more than 25mm high. No trademark, phone number or other advertising will be allowed.

Memorial masons must remove all arisings from the Cemetery at the conclusion of their work and must leave the area in a tidy condition.

7.12 The following items are explicitly prohibited – kerbs, surrounds, railings, stone or other chippings, statues, sundials, birdbaths, portraits, wind-chimes, windmills and similar, candles, trees, shrubs, photographs, holograms, laminated cards, seats, lights, food and drink items, toys or any glass item. This list is not exhaustive and the Parish Council, as the Burial Authority, reserve the right to remove any items that are not in accordance with these rules and regulations or that they deem unsuitable

7.13 The Council reserves the right to repair or make safe any memorial which becomes unsafe or falls into disrepair, and to recover any expenses from the registered owner. The Council will undertake routine safety checks on all memorials and will notify the grave owner at the last registered address of any necessary works to make the memorial safe. The grave owner will be given a period of 6 months from the date of the letter to affect the necessary repairs. The Council reserves the right to temporarily make safe any memorials that pose a threat until such works are completed. This may include laying items such as headstones flat. If the grave owner does not arrange for the repairs to be made, the Council may repair or remove the memorial at the owner's expense.

7.14 The Council will not be held responsible for any damage to any items installed to mark a grave or commemorate a buried person except that caused by the action or proven negligence of its own employees or agents. Responsibility for the cleaning, repair and maintenance of such items installed, including vandalism damage, rests with the persons who install them. Insurance is available from stonemasons and funeral directors and such policies are encouraged.

<p><b><u>Right to install permanent headstone or monument at head of Coffin Grave</u></b></p>	<p><b><u>With or without inscription or decoration</u></b></p> <p><b><u>Minimum height 300mm (1ft)</u></b></p> <p><b><u>Max height 1000mm (3ft 6inches)</u></b></p> <p><b><u>Max width 900mm (3ft)</u></b></p>	<p><b><u>£100</u></b></p>
<p><b><u>Right to install permanent vase, raised tablet or tablet with vase or statuary in centre of cremation ashes burial plot.</u></b></p>	<p><b><u>With or without inscription or decoration</u></b></p> <p><b><u>Max height 600mm (2ft)</u></b></p> <p><b><u>Max width 450mm (1ft 6inches)</u></b></p>	<p><b><u>£100</u></b></p>

**APPLICATION**

**Applicants Name**

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**Applicant Address**

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Please return the following;

- Full Sketch of Memorial including sizes showing ground level
- The relevant fee (made payable to Ixworth & Ixworth Thorpe Parish Council)
- Signed Application (by all parties, Mason and or Applicant - E.R.B. holder)

1. I have read the current RULES and agree to abide by its terms.
2. On behalf of the Applicant I apply for permission to erect the memorial as described above.
4. I undertake that if permission is granted the monument will be erected in exact conformity with its description in this application.
5. I further undertake to indemnify Ixworth & Ixworth Thorpe Parish Council against all costs and expenses to which they may be put in respect of any deviation from the undertaking I have given.
6. I will notify Ixworth & Ixworth Thorpe Parish Council when the memorial is to be installed.
7. I enclose the prescribed fee of £.....

Signed ..... Dated ..... (Memorial mason)

Name of Memorial mason.....

Address.....

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NAMM/BRAMM registration no.....Expiry Date.....

I authorise the stonemason to make the above application on my behalf and I undertake to abide by the terms on which consent is given.

Signed..... Name..... Dated ..... (Applicant)

Signed..... Name ..... Dated..... (E.R.B. Holder if different from Applicant))