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Registered Charity: Secular Clergy Common Fund

Registered Charity Number: 234473(1)

Memorial Regulations

These regulations are in accordance with the British Standard 8415:2018, being the primary standard at the time of writing, as issued on December 13th, 2022.

Approved designs of memorials are permitted, provided that the Exclusive Rights to the grave have been purchased and permission to place and maintain a memorial has been granted.

Approvals will be granted following the submission of a **Cemetery Permit Form fully completed by the memorial mason** specifying the type of stone, colour, wording, diagram with sizes and signed by the Exclusive Rights owner. Forms not completed fully will be returned and may delay the process.

Approved memorials can be erected at any time following an initial 12-month period to ensure that consolidation of the grave is complete. During the 12-month period new graves will be topped as required and kept to a mound awaiting turfing in the November following the 12-month period. An approved memorial may be erected immediately upon an ashes plot where this is permitted.

Temporary memorials in the form of a wooden cross are permitted during the initial 12-month period.

1. A permit must be issued by St Mary's for any works to commence, once this has been issued an appointment to carry out the works will need to be made. This can be done by contacting the cemetery office this includes visits for removals. Memorial Masons must report to the Cemetery office upon arrival for all site visits. The permit should then be presented where it will be checked by the grounds staff before being shown or directed to the plot.
2. All Memorial Masons are required to be registered with us and provide us with a copy of their public liability insurance and BRAMM or NAMM registration. This will need to be updated annually.
3. Work is permitted between the hours of 9.30am -3pm Monday-Friday and must not extend beyond Cemetery opening hours.
4. Work will not be permitted when funerals are taking place in the proposed area, until the Cemetery Manager or Cemetery Foreman has granted permission.

5. Fixing guidelines

All memorials need to be fixed to a foundation standard size of no less than 35 inches x 18 inches x 2 inches for adult graves and 24 inches x 18 inches x 2 inches for child grave and installed in accordance with the latest version of the National Association of Memorial Masons Recommended Code of Working Practice.

6. Lawn sections

Only headstone memorials are permitted in lawn sections.

- Maximum size – 3ft high and 2ft 6” wide for adult graves and 2ft high and 2ft wide for a child grave
- A memorial garden on an adult grave plot up to a maximum size of 90cm x 45cm depth in front of the foundation slab is permitted if a headstone has been erected. For child’s lawn grave plot the maximum size is 60cm x 36cm depth in front of the foundation slab if a headstone has been erected. All flowers and personal mementos must be placed and kept within the garden area. All other grave space is to be left clear. Placing of boundary markers, benches or any other items which would obstruct the regular grass cutting will be removed without notice. Planting of trees or shrubbery of any kind is not permitted. The Cemetery reserves the right to dig up and remove any garden necessary for the purpose of allowing the grave to be used for additional interments at the risk and expense of the person requiring the grave to be opened.

7. Traditional Kerb Set Sections

- 3ft high, 6ft 6” long and 2ft 6” Wide.
- Kerb sets to use stainless steel dowels (A2 OR A4) where required (see BRAMM blue book for guidance).

8. Ashes

- 2ft x 2ft headstone, tablet, or slopping desk tablet

9. All memorials must have the grave number cut in 22-25mm letters.

10. Kerbs and landings will not be permitted unless they conform to the size of the grave space.

11. Please ensure that all areas are left clean and tidy after work is finished. All waste materials must be removed from site.

12. When work is being carried out, please report any loose or dangerous memorials in the vicinity of works.

13. If an additional inscription is being added onsite, a wind-dust barrier must be used.

Safety

The grave owner is responsible for ensuring that a memorial is in good order and repair. The cemetery will make reasonable efforts to communicate with the owner, by giving written notice when repairs are due. Repairs due will come to the attention of the cemetery following memorial stability testing (carried out every 5 years) or by a report from a member of the public or staff working within the cemetery. If the owners do not make such repairs within a reasonable timeframe the cemetery shall be at liberty to take appropriate action, with regard to a memorial in circumstances that are considered to be a risk to the safety of employees or to the general public. Such actions may include (but are not limited to) removal, the laying down, supporting, and sealing off the memorial area, and to include the erection of warning notices in the area.

Under no circumstances, if any memorial is removed, laid down or supported by the cemetery (in accordance with this regulation) will compensation of any kind be payable by the Cemetery for the loss or damage to the memorial.

Codes of Ethics and Practice

All persons at work in the cemeteries in connection with graves, memorials or otherwise shall comply with the Health and Safety at Work Act 1974 and comply with all reasonable directions and requirements of the cemetery.

All memorials of whatever description, admitted into the cemetery, shall remain at the sole risk of the owner. The Cemetery shall not be held responsible for any damage or breakage, which may occur. Masons should clearly inform clients of the above and advise of available insurance covers.

Any memorial erected or placed, or inscription or lettering made or cut without the approval of the cemetery manager or their appointed staff may be removed by the cemetery. The cemetery may recover the costs thereby incurred from the person responsible for the placing of such a memorial and registration may be withdrawn.