

Cemeteries Service – Memorial Headstone Information Sheet 4

Erection of memorials at HOPE Cemetery

Please ensure that anyone who may visit or tend the grave reads the following, as this may help prevent unnecessary upset in the future.

Grave and memorial owners have a duty of care to maintain their memorials safely. Ideally, your memorial should be insured and structurally checked at least every five years by a professional memorial mason. The Council will also regularly test memorials for safety and inform you if work is needed. Therefore, the Council strongly recommends that you inform the Council of any change of address so that we may contact you if work is required to your memorial.

Any memorial tested and subsequently considered unsafe by the Council must be made safe (this may involve the Council laying the memorial flat if it is in imminent danger of falling). It must then, without due delay, be repaired professionally by an approved stonemason **at the owner's expense** or it may be removed from the cemetery. The Council has no obligation to maintain any memorial.

All memorials are placed in the cemeteries at the owner's risk. This means that the maintenance of the memorial is the responsibility and obligation of the memorial owner. The Council therefore strongly recommends that the memorial owner insures the memorial against all risks. Your memorial mason or the Council can give you information about memorial insurance.

Memorials on 'coffin' graves should not be placed until six months after the burial has taken place in order to allow settling of the grave (this period does not apply to ashes graves).

Applications for the Council's permission to erect, inscribe or replace a memorial are usually made via the firm of stonemasons acting on behalf of the grave owner. It is important that these applications accurately quote the grave number and should always be submitted prior to the manufacture of the memorial. **Erecting any memorial without permission will result in the memorial being removed from the cemetery.**

The Council's requirements relating to memorials are as follows:

1. Before any memorial is erected it is important to submit an application and the prescribed fee at least two weeks before the date of manufacture. The application must state the size, colour, material, inscription, position of dowelled joints, foundation size and type, and ground fixing method.
2. The application should include the name, address, telephone number and e-mail address of the memorial owner and the stonemason.
3. Applications must be submitted for added inscriptions, replacement memorials, re-erection and permanent removal of memorials from the cemetery.
4. Applications are not required for cleaning, levelling, repair and regilding.

5. Memorials must be made of natural stone and must be at the **head** of the grave only. The grave number and memorial masons name must be inscribed on the base of the headstone.
6. No new or replaced kerbing or stone edging will be permitted in any cemetery.
7. All new memorials must be erected in accordance with the NAMM Recommended Code of Working Practice.
8. Memorial headstones must be within the following sizes:

Burial and Ashes Plots		
Headstone	Maximum	Minimum
Height*	2'9" (840mm)	-
Width	2'6" (760mm)	-
Thickness	4" (100mm)	3" (75mm)
Base	Maximum	Minimum
Width	3'0" (910mm)	-
Depth	1'3" (380mm)	-
Thickness*	5" (130mm)	3" (75mm)
Flat tablet or desk	Maximum	Ashes plots are 1m wide x 1.25m front to back. No foundation slabs wider than 39" (1000mm) are permitted on ashes plots.
Length	2' 0"	
Width	2' 0"	
Height (rear)	1' 0"	
Height (front)	3"	
*The overall height (inc. foundation) of any memorial measured from ground level must not exceed 3' 2" for 'coffin' burial and ashes plots.		

Glass and ceramic (pottery) pots and ornaments, other breakable items, all kerbs, fencing, railings or edgings and gravel are not permitted and should never be placed on your grave as they will be removed without notice.

Trees, shrubs and plants (other than spring flowering bulbs in a six inch strip at the head of the grave only) should not be planted on any grave. The Council will remove these plants without notice if they prevent the lawned grave surface being maintained safely.

If the grave is re-opened for a future burial the memorial may need to be removed for safety reasons. We will inform the funeral director of this fact and insist that the memorial is removed at least two days before the burial takes place. It must then be removed from the cemetery and only re-installed once the grave has settled at the grave / memorial owner's expense.

- Copies of our cemetery regulations are kept at the Cemeteries Service at Buxton Town Hall and Glossop Municipal Buildings.
- If you require further information the Cemeteries Service may be contacted at PO Box 136, Buxton, Derbyshire, SK17 1AQ.

Telephone: 0345 129 7777 or 01298 28400, ext 2067 during office hours.
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