

Hartshill Parish Council
Memorial Rules & Regulations

All memorials to be erected in Hartshill Cemetery must be done so strictly in accordance with the Rules & Regulations.

Memorial masons should:

- Have satisfactory and proven experience
 - Comply with NAMM Code of Working Practise or equivalent
 - Provide risk assessments and safe methods of working
 - Provide Public Liability Insurance, to a minimum of £5m
 - Provide grave owners with a workmanship guarantee for their memorial of 10 Years with a copy to be provided for burial records of the Council
 - Provide grave owners with memorial insurance or have them sign an indemnity notice with a Copy to be provided for burial records of the Council.
 - Agree to work within a permit scheme and to arrange with the authority a date and time for fixing to allow the authority to ensure that permission has been given and allow for random inspections as required.
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1. A headstone/memorial on a Lawn Section must not exceed 3'0" in height including base, 2'6 in width and 3" in thickness, with a base no deeper than 12".

1.1 A headstone/memorial on a designated Cremation Section or Childs Grave Space must not exceed 2'3" in height including base, 1'8" in width, and 3" in thickness, with a base no deeper than 12"

2. All heights will include the headstone and its base but not the foundation slab, which should be at ground level after fixing.

3. A vase must not exceed 8"x8"x8" and these are not allowed to be fixed in such a way that they protrude onto either lawn of the adjacent grave.

4. Kerbstones are not permitted.

5. Glass containers, edging stones, chipping stones, trellis, lattice or fencing of any type is not permitted on or around grave spaces.

6. All applications must be signed by the owner of the Exclusive Right of Burial stating their relationship to the deceased.

7. The Section and grave number must be cut into the lower right-hand corner of the base.

8. Full drawings or photographs and dimensions for all Headstones/Memorials must be completed on the Council's application form, with precise details of any proposed ornamentation.

9. A full copy of the proposed or additional inscription must be included on the form.

10. Fixing of memorials is only permitted between 10.00 a.m. and 2.00 p.m. and by prior appointment only. No Fixing of any memorials on a Saturday, Sunday, Statutory or Public Holiday.

11. The Authority normally considers memorial applications on the first Tuesday of the month; please bear this in mind when submitting applications. The application form must be completed by the mason who is to carry out the work and delivered to the address above, one clear working day prior to the first Tuesday of the month. If details are incomplete, or the stamped addressed envelope/correct fees are not included, your application will not be processed.

12. Masons are instructed not to commence work until written approval from the Authority has been received. Approval will be in the form of a Permit and will be presented to the mason on the date of erection.