

Stamford Cemetery

Memorial Regulations



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Information regarding Memorials

General Information

There is no obligation to erect a memorial on a grave and the Council do not appoint or nominate contractors to provide or erect memorials. The right to erect a memorial rests with the Exclusive Right of Burial deed holder.

A memorial may only be erected on a grave space within the cemetery subject to obtaining the Council's permission and upon payment of the appropriate permit fee.

The Council reserves the right to refuse permission of any memorial or inscription which it considers in appropriate or does not comply with its regulations. It is recommended that memorial stones are not placed on graves until at least one year after a burial, this is to allow the ground to settle. In sections where memorial landings have been provided memorials may be installed immediately, once permission has been granted. The Council will not be held responsible for subsidence of memorials.

All memorials must be installed by a BRAMM or NAMM registered stone mason.

A static anchored Memorial may only be installed upon graves which has a current valid Exclusive Right of Burial issued. With a minimum of 25 years being initially purchased.

New kerbstones are not permitted in the Cemetery. Permission needs to be sought from the Town Hall for any remedial work to any existing old kerbstones in the old part of the Cemetery. Such work must be undertaken to NAMM or BRAMM standards.

In the event of a request for an inscription in a foreign language, this must be accompanied by a translation in English and countersigned by a responsible person of the same faith.

All applications must be signed by the Exclusive Right of Burial holder or if the grave owner is deceased, the ownership must be transferred before this application can be submitted and approved for a new memorial. Where an additional inscription for the deceased grant holder is required and there are no living grant holders, the applicant for the burial must sign.

Memorials shall not be altered, repaired, or removed once erected. Any such work is subject to application using the Memorial Permit Application and paying the prescribed fees.

All cleaning of memorials is subject to submission of the memorial cleaning form which must be signed by the grant holder.

All memorials placed in Stamford Cemetery are done so at the risk of the Registered Grave Owner(s), and the Stamford Town Council is not responsible for any loss or damage.

It is recommended that appropriate insurance cover is obtained by the registered grave owner for the memorial to insure against all risks. Further information can be obtained from your appointed Memorial Mason.

Anyone who undertakes any memorial work within a cemetery not in compliance with these regulations will be required to remove the said memorial and pay all costs involved.

Memorial Benches

Only benches ordered through Stamford Town Council will be permitted to be placed in the cemetery grounds. Stamford Town Council reserves the right to remove and dispose of any other benches placed within the cemetery without permission.

Non-Compliant items

Stamford Town Council is not responsible for any damages or loss of the unauthorised item.

For reasons of safety and in order to maintain a dignified environment within the cemetery the following items are not permitted.

Glass containers, vases etc

Glass jars or vessels will not be allowed, if so done, the container will be removed without warning, this includes glass, plastic, thin pottery, or thin metal. Memorial vases must be placed in the head row (NOT on the grave space) and only two memorial vases per plot.

NO GLASS, TINPLATE, PLASTIC or PORCELAIN or anything of a shatterable nature for containers of flowers will be allowed under any circumstances and will be removed without notice.

Kerb Sets & Chippings

Kerb sets are not permitted anywhere on the grave or head row. Kerbs set which were allowed to be erected prior to 1.8.1975 are allowed to be re-erected, adjoining existing kerbs, or memorials, the space between the two is to be concreted over at the expense of the person having the kerb re-erected. N.B. no new kerbs are allowed in any part of the Cemetery, nor any tomb or flat stone, except as heretofore provided, is to be laid over any grave.

Chippings should not be placed on a grave space or in the head row except in the designated garden area. Chippings which were allowed to be laid prior to 1.8.1975 these are allowed to be replenished at the expense of the person having the chippings replenished as when strimmers/grass cutters are used chippings may be picked up and damage headstones or cause injury to operators of the machinery.

Should an unauthorised item be placed on a grave, every effort will be made to contact the deed owner and request removal. Should it not be possible to contact the deed owner, a notice will be attached to the item allowing the Deed owner or a relative a suitable amount of time to remove the item concerned. If after the given period, the item is not removed the cemetery staff will be instructed to do so.

Floral tributes, wreaths, trees, and shrubs

Floral tributes may be placed on a grave on the day of the burial and may, if deemed necessary, be removed by cemetery staff four weeks after the burial.

Flowers must be placed in a vase, either a memorial vase in the head row or in the memorial stone vase.

The Council does not undertake to keep the plants upon any grave either under its charge or otherwise, duly watered, where special attention is required in any case, arrangements must be made with the Council.

The Council reserve the right to prune, cut down, dig up and remove any of the shrubs, plants, flowers or wreaths at any time when in its opinion or that of the Cemetery Officer the same having become unsightly or overgrown, or where necessary for the purpose of allowing the grave to be used again.

No trees can be planted in any part of the Cemetery except by the Council:

Conifers, trees, and large shrubs you are not to be planted within the grave space or head row. Any existing planting which has overgrown the grave space will, with consultation with the exclusive right of burial holder, be removed.

Cemetery personnel will remove all funeral flowers and oasis displays, or other floral tributes real and artificial when they become unsightly.

To avoid accidents and to retain a well-maintained appearance, damaged/broken or discarded items found on all burial areas will be removed and disposed of.

Christmas Wreaths

If you wish to place a Christmas wreath or a similar tribute on the grave of a loved one, please feel welcome to do so. I am sure you will appreciate that if left for a long time they can damage the grass, deteriorate, and become unsightly. It is for these reasons that we remove all wreaths immediately following 31 January.

Change of Address

Please advise the cemetery office of any change of address so that we can update our cemetery records. This is very important should there be a need for future correspondence.

Memorial Regulations

Memorial Permit Application

If you purchase a grave, you will have the right to apply to erect a memorial on the grave. A memorial permit is required for all permanent memorials.

Please note that no work can be carried out on a memorial without:

- The authority of the person holding the Right of Burial to the grave
- Your memorial mason submitting an application form and fee to the Council.
- The Council issuing a permit.

The authority of the person holding the Right of Burial to the grave

The name, address and signature of the person placing the order for the memorial work to be undertaken must be the owner of the Exclusive Right of Burial. No other signature will be accepted.

If the owner of the Exclusive Right of Burial is deceased, the applicant must make an application to transfer the exclusive rights before any permit can be issued.

The cemetery will charge a permit fee for permission to erect any memorial (i.e., headstone, kerbing, vase, plate, plaque or book, bench) and for adding inscriptions to memorials.

Your memorial mason submitting an application form and fee to the Council.

Application for the approval to place a new memorial or kerb set in a cemetery, alter or add any inscription, or replace, add to or remove from the cemetery any memorial or kerb set, must be submitted to the Council on the appropriate Memorial Permit Application Form



The Council issuing a permit.

The Council reserves the right to refuse permission for a memorial to be placed in the cemetery when the inscription is deemed to be unsuitable.

No works shall be undertaken until the Memorial Permit is granted by Stamford Town Council, this permission can take up to 6 weeks for the approval to be issued.

Unauthorised memorials

In accordance with the Local Authorities Cemeteries Order 1977, the council reserve the right to remove from the cemetery any unauthorised memorial. The council may remove unauthorised items at any time without giving further notice and shall be at the expense of the grave owner or their personal representative.

Memorial specifications

Only one memorial stone will be allowed on any one grave space at the head of a grave consisting on ONE BASE of either; a headstone, vase/s or a single vase or a headstone with vase/s attached, all vases to be of a substantial nature. Written permission from the Bereavement Officer must be obtained for an additional memorial, which will be subject to location, space and Council approval

Memorials must not exceed 91 cm (3 ft) in height (including the height of the base) For every additional 15cm (6 ins) or part thereof, in excess 78cm (31") in height an additional charge will be made subject to permission granted.

Adult Graves

Headstone of a traditional design

Height including base 3' (914.4mm).

Width 2' 6" (750mm) maximum.

Thickness 3" (75mm) to 5" (127mm).

Foundation (where no landing is available)

Height 3" (76.2mm) maximum

Wide 3" (75mm) overlap around headstone base

Thickness 3" (75mm) maximum

Vase

• 8" x 8" x 8" (200mm x 200mm x 200mm) mandatory.

• Maximum 2 allowed per grave.

Foundation (where no landing is available)

Height 3" (76.2mm) maximum

Wide 3" (75mm) overlap around headstone base

Thickness 3" (75mm) maximum

Tablets

Memorials must not exceed 18" (457.2mm) square

Foundation (where no landing is available)
Height 3” (76.2mm) maximum
Wide 3” (75mm) overlap around headstone base
Thickness 3” (75mm) maximum

Children’s Graves

Children’s section dimensions on Burial plot

Height including base 2’ 6” (750mm) maximum 2’ (914.4mm).
Width 21” (533.4 mm) maximum.
Thickness 3” (75mm) to 5” (127mm).

Foundation (where no landing is available)
Height 3” (76.2mm) maximum
Wide 3” (75mm) overlap around headstone base
Thickness 3” (75mm) maximum

Children’s section dimensions on Cremation plot

Tablets only

Memorials must not exceed 18” (457.2mm) square

Foundation (where no landing is available)
Height 3” (76.2mm) maximum
Wide 3” (75mm) overlap around headstone base
Thickness 3” (75mm) maximum

Memorial on Unpurchased Grave

No memorial shall be fixed to or erected upon an unpurchased grave.

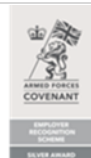
General points for Memorial Masons

The person applying for the Right to Erect a Memorial must be the owner of the Exclusive Right of Burial.

All memorials to be put on a grave space are subject to the approval of the Bereavement Services Officer. The earliest fixing date after a full interment for a full-sized memorial will be 12 months to allow the ground to fully settle. (Unless in the sections where memorial landings have been provided).

The appropriate Memorial Permit Application Form (available from the website or office) must be completed, and permission granted, before any memorial is erected within the Cemetery grounds. A drawing showing the full dimensions of the intended memorial, proposed material and inscription, and method of installation must be submitted to the office for approval. All work will be inspected after one month to ensure it has met the NAMM/BRAMM standard.

Inscriptions on the reverse of memorials will be permitted subject to the following format being adhered: ‘that the name of the deceased only is permitted on the reverse of memorial and letters should be no more than 5 cm in height’.



Memorials must be prepared ready for fixing before being taken into the cemetery. Masons must provide their own tools and equipment for the work.

No hewing or dressing of stones will be permitted in the Cemetery, except in special circumstances, and in all cases, all materials, gravestones, memorials and monuments must be conveyed into the Cemetery by hand or on vehicles or trucks weighing no more than 7.5 tonnes, and all waste soil and materials shall be removed in like manner.

Work on memorials shall not be carried out at the cemetery until a permit has been issued and all fees paid to the Stamford Town Council. Appropriate fees are detailed on the Council's website (www.stamfordtowncouncil.gov.uk) and are updated yearly.

All work must be carried out by a BRAMM or NAMM Registered Stone Mason ONLY, and in accordance with the British Register of Accredited Memorial Masons' The Blue Book complying with BS 8415:2018. This should also be done to the satisfaction of the Stamford Town Council. The Stamford Town Council should be provided with a current BRAMM or NAMM membership certificate, public liability insurance certificate prior to any work taking place. People working on memorials must produce the permit on request for the works they are carrying out. Otherwise the works may be suspended until a permit is produced. Surplus materials and debris must be removed from the cemetery, the grave space and surrounding area must be left clean and tidy.

The correct plot, row and number of the grave space must be clearly cut on the left-hand side of the base or alternatively on the back of the memorial in characters of not more than 2.5 cm (1 in).

All work shall be carried out at the sole risk and liability of the stone mason employed or engaged to undertake such work on behalf of the Grant Holder. Any damage caused shall be made good to the satisfaction of the Council and/or the owner of the damaged property.

No memorial mason may carry out work within the cemeteries on Saturdays (except by prior arrangement), Sundays, Christmas Day, Good Friday, or other Public Holidays, or on other holidays granted by the Council. Work to be carried out must be done by prior notification to and after seeking permission from the Bereavement Services Officer. Work must be requested to be done by completing a Memorial Application form (available on the website) and after a permit has been issued.

Any work carried out must be done between the hours of 9.00am to 4.00pm Monday to Friday.

Memorial Masons, and others employed to work for them, must not continue working whilst a funeral is taking place.

The surrounding ground must not be damaged by their work, but if any such damage does occur, the Memorial Mason will be responsible for any repairs necessary.

Memorial Safety

Stamford Town Council has a statutory duty under the Local Authorities Cemeteries Order 1977 and Health and Safety at Work Act 1974 to ensure that risks within our cemeteries are properly managed. In order to fulfil this requirement all memorials are subject to safety inspections.

Any memorial installed in our cemeteries will be inspected and tested every 5 years to ensure that it is safe. This will include a test to ensure the memorial can withstand a reasonable pressure without falling over.

Where an inspection reveals a memorial to be unsafe, we are legally required to make safe any hazard. Please note we will not carry out any repairs. This may involve laying flat the headstone.

Owners of unsafe memorials will be notified in writing at their last known address of the situation. Owners are then responsible for contacting a qualified memorial mason in order to carry out any necessary repairs.

Dangerous Memorials Headstone and kerbs (action and inspection)

All memorials must be kept in good repair by the owners and following inspection if found in an unsafe condition may be made safe by the cemeteries staff as a precaution to public safety.

Stamford Town Council has no responsibility for any damage to monuments, graves or kerb stone or vases however caused. If a memorial is not kept in proper repair, Stamford Town Council may carry out such work to ensure the due order of the cemetery, without first obtaining the consent of the owner.

Where a memorial, headstone and /or kerb is found to be in a dangerous or dilapidated condition immediate remedial action will be taken to hopefully eliminate any danger or potential danger. Initially it will be in the form of an inspection by an officer of the council or an authorised officer of its nominated contractor. For this particular purpose a detailed report on the condition of any such dangerous memorial(s)headstone(s)and kerb(s)followed by any action deemed necessary to prevent injury to the public or any employees. A copy of the report will be sent the owner of the rights of interment (where possible) either via a letter or a note attached to the memorial.

If not repaired after due notice, may be removed by order of the Council. If, after reasonable enquiry, no such owner or his or her representatives can be found to whom notice may be given, the right to such memorials shall pass to the Council to be dealt with as shall be deemed fit.

In the case of a memorial falling into disrepair where the owner cannot be found by the Council, or where the grant for such memorial has lapsed, the Council will display a notice of their intention to demolish, or remove, or move the said memorial/s in a conspicuous position at the entrance of the Cemetery, also will publish the notice in two successive weeks issues of the Local Newspaper, will notify the Rural Dean or such representative of a religious body, if a Commonwealth War Grave, notify the Commission, and if no objections to their proposals be raised with three calendar months of such notification, the Council will either remove, or destroy any such memorials.

Approved:

