

Undercliffe Cemetery Charity

Regulations Governing the Erection of Memorials and Placing of Inscriptions

1. Introduction:

Undercliffe Cemetery Charity recognises the importance of a permanent memorial as a means of commemorating the life of a loved one, acting as a focus for grief initially and in the future as a historical record.

As the burial authority Undercliffe Cemetery Charity has compiled the following regulations under the general powers of management contained in Article 3 (1) and Article 4 (1) of the Local Authorities Cemeteries Order 1977.

For the purposes of these Regulations “The Charity” means Undercliffe Cemetery Charity” and “Memorial” means any headstone, monument, cross, flat stone, tablet, kerbing or any other item placed for the purpose of being a permanent memorial over any grave plot.

2. Integrity of Historical Design:

Undercliffe Cemetery is listed by English Heritage as a Grade 11* site in their List of Parks and Gardens of Special Historic Interest. This recognises Undercliffe as one of the most important Victorian cemeteries in the country. In addition, within the cemetery six of the individual monuments are listed in their own right by English Heritage.

Bradford Metropolitan District Council has designated Undercliffe Cemetery as a Conservation area and carries out period appraisals and reviews.

This means that the Trustees of Undercliffe Cemetery are under a number of legal responsibilities in regard to developments on the site. The Trustees are also charged with the obligations of good stewardship of this unique site which has a historical importance not only for the people of Bradford but for Yorkshire and the country as a whole.

For these reasons the Charity will examine closely any application to erect a new memorial or to carry out works to an existing memorial. In particular proposed works in any Victorian or period sections of the Cemetery will come under close scrutiny and will need to satisfy the Trustees that the historic integrity of the site will not be compromised by the development.

If you have a grave which lies within a Victorian or period section of the Cemetery and you are considering repairing or restoring an existing monument or erecting a new memorial please contact the Registrar at an early stage to establish what specific Regulations may apply.

The Trustees will not only examine the effect of any proposed stone memorial structures but will also have regard to views and vistas, approaches to historical areas and the effect on the historic landscape design.

Please help the Charity to preserve and look after the unique historic fabric of the Cemetery and to provide a safe Cemetery which is an attractive and peaceful place to visit. As a responsible grave owner you have an important part to play.

3. General:

3.1 Memorials may only be placed on a grave plot for which the Exclusive Right of Burial has been purchased.

3.2 Applications to erect a memorial or to place an inscription will only be accepted from the registered owner of the Exclusive Right of Burial.

3.3 Only one headstone or memorial per grave is permitted unless written permission has been obtained from the Charity using the normal application procedure (see below).

3.4 Unless otherwise agreed with the Charity no work is to take place in the cemetery before 9.00 am and after 3.00 pm Monday – Friday. No work will take place at weekends or on any bank or public holiday.

3.5 Monumental Masons will be required to suspend work for the duration of a funeral if necessary.

3.6 Any damage done in connection with the erection of a memorial must be made good by the contractor erecting the memorial and the site left in a safe and tidy condition.

3.7 Shrubs, plants, bulbs and trees may not be planted without permission of the Charity. The Charity reserves the right to prune or remove, without notice, any tree or plant.

As part of routine ground maintenance programmes growth of grass and weeds are controlled using both power tools and hand tools.

Please note that grave owners are not permitted to use pesticides or herbicides of any kind in the Cemetery.

3.8 The Charity does not accept any liability in the event of memorials, ornaments or plantings being vandalised or stolen.

3.9 The Charity does not accept responsibility for damage or loss of any memorials, ornaments or tributes however caused. The Charity has a responsibility to ensure that the Cemetery is free of obvious or hidden dangers and hazards. Examples of hazards are glass, pottery items which break, sharp objects, items placed on paths reducing the width of the path, items which are a tripping hazard, plastic, wire or wooden fencing used to surround a plot. Such items will be removed with or without prior notification.

In addition, it may be necessary from time to time to remove items in the Cemetery that may cause offence to visitors attending the Cemetery.

3.10 Please be aware that Undercliffe is a working Cemetery and for operational reasons it may be necessary to temporarily board over graves adjacent to graves being prepared for a burial. It may also be necessary for some items on graves to be temporarily moved and subsequently replaced.

4. Procedure for Erecting a Headstone:

4.1 Application Procedure:

Application for approval for all proposed memorials or inscriptions must be submitted to the Charity on our standard application form - **Application to Erect a Memorial or Place an Inscription.**

This form requires a sketch plan of the proposed works together with details of the dimensions and materials to be used.

The application form will normally be submitted by a Monumental Mason and normally we will only accept an application form that has been signed by a Monumental Mason.

4.2 Permit:

If an application is acceptable the Charity will issue a Permit for the work.

No work on site should be started prior to the issue of a Permit and payment of the appropriate fees in full.

4.3 Materials:

Memorials must be constructed from a material approved by the Charity.

The Charity will only allow Memorials that are constructed of materials capable of withstanding continuous exposure to the weather.

This means that, in general, the Charity will only approve memorials constructed using natural quarried materials.

The Charity will not allow memorials that are constructed of materials that it considers unsuitable, of insufficient durability, out of keeping with the historic style of the Cemetery or that do not comply with Health and Safety considerations.

In practice this means that the Charity will not allow memorials to be fixed that are constructed of the following materials: artificial or manufactured stone, terracotta, china, porcelain, wood, wire, plastic or any other material which the Charity considers unsuitable or incongruous with the surroundings or the style of the Cemetery.

Wooden crosses are permitted as temporary grave markers prior to the installation of a permanent memorial.

4.4 Maintenance:

The responsibility for the safety and maintenance, including repairs to any memorials, remains solely with the registered owners of the Exclusive Right to Burial or their successors in title.

In this context the Charity recommends that grave owners obtain a guarantee from the Monumental Mason for all works carried out and arrange for a Monumental Mason to check the memorial for any defects every 5 years.

If the owner cannot be found or refuses to arrange repairs the Charity reserves the right, under Health and Safety Legislation, to make safe at its discretion any defective memorials found.

4.5 Monumental Masons - Code of Practice:

All permanent memorials are to be constructed and installed by a competent stonemason in accordance with the current National Association of Memorial Masons Code of Practice or equivalent and to the satisfaction of the Charity.

The Cemetery Registrar has the right to decline any memorial or inscription that they deem to be inappropriate for the Cemetery.

No form of free-standing or unattached or non-fixed plinths or stone work is permitted.

Every memorial must have the section, grave number and the name of the Memorial Mason inscribed upon it.

No memorial shall be altered in any way after it has been erected in accordance with the designs approved during the Application Process.

No memorial shall be removed from the Cemetery for the purposes of repair or cutting of an additional inscription until a permit has been issued in accordance with the Application Procedure.

All contractors are required to adequately protect grass, borders, and adjoining memorials.

All surplus materials must be removed on completion of work and the site left in a clean and satisfactory condition.

All memorials, tools and materials are to be transported into and through the cemetery without damage to roads, paths, walkways or grassed areas.

If an additional inscription involves the supply and fixing of a new plinth or further section of stone then an application for approval needs to be submitted under the procedure outlined at section 3.1 above.

5. Dimensions:

5.1 Traditional Full Size Plots:

The owner of the ERB can arrange for a full memorial to be placed upon a traditional grave. The memorial can consist of a headstone and a kerb set which must not exceed 2130 mm (84 inches) in length and 910 mm (36 inches) in width. The overall height of the headstone permitted will not exceed the height of those other memorials already existing in that section.

5.2 Cremated Remains Plots:

New plots for the interment of cremated remains, where available, are 1 metre by 1 metre in size. Other plots of varying sizes may also become available and details of these can be obtained from the Registrar.

The erection of a headstone is permitted on a cremated remains plot. The dimensions of the headstone should not exceed the following: Height (from ground level to the top of the structure) 660 mm; Width 640 mm; Depth (from the back to the front of the structure) 400 mm. The Headstone should be centred at the top end of the plot.

No kerbing of any kind is permitted on a plot for cremated remains.

(However, plots may occasionally become available in areas where kerbs are permitted and then the dimensions of the kerbing would not exceed the dimensions of the plot and the application procedures outlined above must be followed.)

6. Review:

The Charity reserves the right to review and amend any of the regulations in this document and to deal with any circumstances or contingency not provided for in these regulations as necessary.