

## **Undercliffe Cemetery Charity: January 2019**

### **Regulations Governing the Erection of Memorials and Placing of Inscriptions**

#### **Summary of key points:**

- All work on memorials is to be agreed in advance with the Registrar and carried out in accordance with the rules of the Undercliffe Cemetery Charity outlined below
- Work on memorials will only be carried out by competent masons who are current members of the National Association of Memorial Masons (NAMM) or British Register of Accredited Memorial Masons (BRAMM)
- The Charity reserves the right to remove from graves any unauthorised items
- Attention is drawn to the time limits associated with the Exclusive Right of Burial (ERB) and the right to erect a memorial

#### **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) 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. General:**

- (a) Memorials may only be placed on a grave plot for which the Exclusive Right of Burial has been purchased.
- (b) Applications to erect a memorial or to place an inscription will only be accepted from the registered owner of the Exclusive Right of Burial.
- (c) 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).
- (d) Work on memorials is to take place in the cemetery between 9.00 am and 3.00 pm Monday – Friday. Work outside these times, at weekends, or on any bank or public holiday will only be permitted with the express written permission of the Registrar and will incur an additional charge.
- (e) Monumental Masons will be required to suspend work for the duration of a funeral if necessary.
- (f) 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.
- (g) The Charity reserves the right to prune or remove, without notice, any tree or plant.
- (h) The Charity does not accept any liability in the event of memorials or plantings being vandalised or stolen.

(i) Any memorial, planting or item placed in the cemetery in contravention of these regulations may be removed by the Charity and disposed of without notice. The Charity reserves the right to charge for the removal of unauthorised items.

### **3. Procedure for Erecting a Headstone:**

#### **(a) 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.

#### **(b) 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.

#### **(c) 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, in accordance with the schedule of charges, as temporary grave markers for up to 12 months prior to the installation of a permanent memorial. After this period, an additional cost will be incurred, or the cross will be removed.

#### **(d) 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, and to charge for this service.

#### **(e) Monumental Masons - Code of Practice:**

All permanent memorials are to be constructed and installed by a competent stonemason (who is a current member of NAMM or BRAMM), in accordance with the current National Association of Memorial Masons Code of Practice or equivalent and to the satisfaction of the Charity.

No form of free-standing or unattached or non-fixed plinths or stone work is permitted. No memorial shall be altered in any way after it has been erected in accordance with the designs approved during the Application Process, except with the permission of the Registrar.

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 (a) above.

#### **4. Dimensions:**

The owner of the Exclusive Right of Burial (ERB) can arrange for a full memorial to be placed upon a traditional grave in areas of the Cemetery where this is permitted. The memorial can consist of a headstone and a kerbset 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 of other memorials already existing in that section.

#### **(b) Cremated Remains Plots:**

Details of new plots for the interment of cremated remains can be obtained from the Registrar.

The erection of a headstone is permitted on some cremated remains plots. Application should be made to the Registrar to check the requirements for specific areas of the Cemetery. 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. No kerbing of any kind is permitted on a plot for cremated remains.

#### **5. Memorabilia**

Memorabilia is categorised as all forms of memorialisation other than authorised formal memorials such as headstones and kerb stones. The Undercliffe Cemetery Charity recognises the wish of many visitors to remember loved ones with temporary tributes. At the same time the Charity is mindful of the need to ensure that any memorabilia do not compromise the Cemetery's unique character and grade 2\* listed status with English Heritage, particularly around prominent areas such as the Historic Core and Main Boulevard, and in the upper end more generally. The Charity therefore requires visitors to abide by the guidelines for memorabilia and reserves the right to remove tributes that are deemed inappropriate in this context.

The following items of memorabilia are specifically not permitted:

- Glass items
- Fencing or borders or any item with sharp edges
- Items deemed to be offensive, dangerous or unseemly
- Food or drink
- Items over 300mm in height (12 inches)
- Items considered to be ‘overbearing’ in terms of scale or content in relation to adjacent plots
- Items that are considered damaged or dishevelled

The Charity reserves the right to remove, without notice, and dispose of any items as detailed above, or that are deemed inappropriate to the purpose and particular context of Undercliffe Cemetery.

If you are in any doubt as to the suitability of proposed memorabilia, please consult the Registrar by email [undercliffecemetery@hotmail.co.uk](mailto:undercliffecemetery@hotmail.co.uk) or by phone 01274 642276.

Thank you for your co-operation in helping to maintain Undercliffe Cemetery as an appropriate garden of rest for the dead, and a place of beauty and inspiration for all visitors.

## 5. Review:

The Charity reserves the right to amend any of the regulations in this document without notice and to deal with any circumstances not provided for in these regulations as necessary.

-----  
**Declaration:** I declare that I have read and agreed to the Undercliffe Cemetery Charity Regulations and acknowledge that these will be regularly updated (copy from the Registrar).

Name.....Date.....

Address.....

Mobile.....Email.....

Grave section and number:.....Signature.....