

## POLICY FOR MEMORIALS

- 1 No memorial, with or without inscription, can be erected or fixed in the Cemetery without the agreement of the Council.
- 2 Anyone wishing to erect a memorial should contact a stonemason who must complete an application for permission to undertake memorial work. These application forms are available from the Town Council office. Completed forms must incorporate a drawing of the proposed memorial, inscription, dimensions, etc. All memorials must be approved by the Town Council.
- 3 On approval of the work, and the appropriate fee being paid, an Exclusive Right Certificate will be issued. No memorial can be erected on a grave without an Exclusive Right Certificate being issued.
- 4 The dimensions of memorials placed on graves on which Exclusive Rights have been granted are as follows:
  - a) Headstone – not exceeding 4' in height.
  - b) Cremation memorial (flat stone) – not exceeding 1'6" x 1'6".All headstones must be mounted on approved bases only and with foundations which comply with statutory safety regulations in force at that time.
- 5 For grounds maintenance and health and safety reasons, the placing of fencing, enclosures, kerb surrounds or border stones are not permitted on any grave space. Memorabilia of a temporary nature may be placed on the grave space for grieving purposes but shall be removed within 12-18 months of interment in conformance with these rules and regulations.
- 6 A programme of memorial testing will be carried out on a regular basis. All memorials are examined to ensure they pose no risk to users of the cemetery. When memorials fail the test or are found to be loose or otherwise defective, the owners of the Exclusive Right will be advised and given a period of time to make the memorial safe.
- 7 The Council may make safe any memorial that it deems necessary and recover any costs so incurred from the owner of the exclusive right. If the owner of the exclusive right cannot be contacted /found then the memorial will be laid down.
- 8 The Council will not be responsible for any accidents or damage to any memorial caused by vandalism, storm, wind, lightning, subsidence, earthquake, general grounds maintenance or any cause that is beyond the Council's control. Owners of memorials are advised to take out appropriate insurance cover against theft or damage.
- 9 Memorial benches are allowed in the Cemeteries – contact the Town Council office for further information.
- 10 Change of address: Owners of Exclusive Rights should notify the Town Council office of any change of address so records can be updated.
- 11 No grave to which the Exclusive Right of Burial has been purchased shall be opened without the permission of the owner (s), his or her rightful heirs or assignees.