

## Application for permission to erect a memorial

Name of Cemetery: .....

Grave Number: ..... Section: .....

Name of Registered Owner of the Grave.....

Signature.....

Address.....

Contact Number.....Email.....

<b>Inscription</b>	<b>Description of memorial</b> Measurements & Materials to be used <b>MUST</b> be shown

Name of Memorial Mason..... Address.....

.....Contact No.....Email.....

**Our Privacy Policy has been updated to reflect changes to data protection legislation and can be viewed at the following link <http://www.stevenage.gov.uk/privacy-policy>**

**FOR OFFICE USE ONLY**

Signed by Cemeteries Officer.....Dated:.....

Return form to: Cemeteries Officer, Stevenage Borough Council,  
Cavendish Road, SG1 2ET. 01438 367109  
[cemeteries@stevenage.gov.uk](mailto:cemeteries@stevenage.gov.uk)

Please see overleaf

Approval No.	
Date Received:	
Fee	£
Receipt Number:	

# **Memorial Regulations**

This application form is for permission to erect a memorial in either Weston Road or Almond Lane Cemeteries, this form must be returned for approval to the **Cemeteries Officer, Stevenage Borough Council, Cavendish Road, Stevenage, Herts. SG1 2ET** before any work can be carried out.

Permanent monuments may only be erected on graves where the Grant of Exclusive Right of Burial has been purchased. The full name, signature, full address and/or written permission of the registered owner of the Exclusive Right of Burial must be given before any work is approved.

Drawings, measurements, type of stone and proposed inscription (or additional inscription) must be provided on this form where indicated, this form must be forwarded to the Cemetery Office for approval, along with the fee due before any work can be carried out.

The overall height of each memorial will not exceed 3' in height including the base stone of 2' 6" wide x 12" from front to back and 4" thick. (900mm x 760mm x 300mm x 100mm).

The ground anchor system which is approved by the National Association of Memorial Masons (NAMM), will be used on every new memorial that is fixed in the Weston Road Cemetery, the concrete beams are laid out to use this system.

The surface of the concrete beams will be roughened to form a good key for a good lasting adhesion. All adhesives and fixings used shall conform to the relevant British Standard (BS) mark and should be confirmed by the manufacturers as being suitable for this purpose and shall be applied correctly on the prepared surface.

When a memorial has been fixed in either Weston Road or Almond Lane Cemeteries, a notice (supplied by the stonemason) will be placed on the memorial informing the customer not to touch or move the memorial in case of movement, as the cement may still be wet.

## **Drilling and Re-fixing with Dowel/Anchor to a Memorial at Weston Road Cemetery**

A 2" (50mm) hole will be drilled 10" (250mm) from the front of our foundation beam to the back, this will accommodate a

1" stainless steel dowel/anchor, to fix to the base of the memorial. Attention shall be given to the careful drilling, filling and sealing of all dowel/anchor holes. The length of the dowel/anchor to be used is 9" (228mm).

## **Almond Lane Cemetery Lawn Section**

The ground anchor system will be used on all memorial stones, new or reopened graves in the lawn sections, the size and length of the anchor will be 1 - 1<sup>1</sup>/<sub>2</sub> or 30mm - 40mm in diameter; the minimum length will be 20" long (500mm)

## **Almond Lane Sections with Full Kerb Sets**

All memorial stones fixed to kerb sets will have 2" x 1<sup>1</sup>/<sub>2</sub>" stainless steel dowels, to be set into the landing and base of the headstone to ensure the headstone is secure. All adhesives and fixings used shall conform to the (BS) mark.

## **Child Section**

A 2" (50mm) hole will be drilled 9" (230mm) from front to back in the centre of the base to the memorial, this will accommodate a 1" stainless steel dowel/anchor, to fix to the foundation beam. Attention shall be given to the careful drilling, filling and sealing of all dowel/anchor holes. The length of the dowel/anchor to be used is 4" (100mm) or 7" (175mm).

## **Garden of Rest – Fixing of Memorials in Weston Road & Almond Lane**

In the Garden of Rest the base slab measures 20" x 18" (508mm x 457mm), which is provided by the Council, and thereon will be permitted a maximum of one memorial. The memorial will not exceed 18" x 16" x 3" thick (475mm x 406mm x 76mm) with a maximum height of 18". The base stone must not exceed 20" x 18" x 2" thick (508mm x 457mm x 51 mm). All memorials in the garden of rest must be fitted to the base slab provided by the council and we shall not permit any gravestones, fencing, railings, vases or the like please note that all memorials will be subject to approval. When there is a reopened plot in the Garden of Rest, the council will provide a new foundation slab.

Permanent memorials may only be erected on Garden of Rest plots where the Grant of Exclusive Right of Burial has been purchased.

The Memorial Application Form will be supplied from a Memorial Mason of your choice and requires the signature and printed name and address of the grant owner before any work is approved. On approval of the Memorial Application the council will attach a 'Fixing Form' to the approval form, this will have to be completed by the fixer of the memorial on the day the stone is installed, it will need to be signed, dated and then returned to the **Cemeteries Officer, Stevenage Borough Council, Cavendish Road, Stevenage, Herts SG1 2ET**. **Inspection of Memorials Council staff will carry out random checks of memorials when stonemasons are fixing.**