

MEMORIAL PERMIT FORM

Memorial site (tick as appropriate):

Oak Hill Lawn Cemetery & Crematorium
(Southway, Hatfield)

Hatfield Hyde Cemetery
(Hollybush Lane, Welwyn Garden City)

Name of Deceased Person(s):

Grave Number:

DETAILS OF MEMORIAL MAKER

Company / Mason name and address (including postcode):

Telephone:

Email:

Company / Mason signature:

NAMM/BRAMM Reg Number:

To be invoiced
for this permit:

Funeral
Director

Stonemason

MEMORIAL DETAILS

Permission requested for/to (tick as appropriate):

New
Memorial

Add
Inscription

Replacement

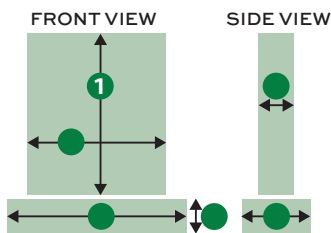
Repair

Tablet/
Vase

Clean

Trad. Kerb
Setting
(Hatfield Hyde
Cemetery only)

Headstone Memorial Size (please enter sizes in feet and inches):



For other Memorial products,
please provide a separate
drawing.

① Memorial height:

② Memorial width:

③ Base width:

④ Base height:

⑤ Memorial depth:

⑥ Base depth:

Proposed Inscription:

Lawn/Islamic Grave:

Maximum memorial height including base – 2ft 11in, maximum memorial width including base – 2ft 11in, maximum memorial base depth – 1ft 3in, maximum memorial depth – 3in

Memorial/Lily Garden Plot:

Maximum memorial height including base – 2ft 2in, Maximum memorial width including base – 2ft 11in, Maximum base depth 1ft 3in, Maximum memorial depth 3in

Hyde Traditional Grave:

Maximum memorial height – 4ft 12in, maximum memorial width – 2ft 11in, maximum base depth – 1ft 3in, maximum memorial depth – 3in, maximum length – 6ft 6in

The applicant(s) must be the owner(s) of the grant of exclusive rights of burial. If the grave owner is deceased, please contact us to transfer the ownership. The information collected on this form is necessary to process your application of a memorial permit and will not be used for any other purpose. Please tick this box to confirm you are happy to provide this data.

GRAVE OWNER DETAILS

Name (in BLOCK CAPITALS):

Signature:

Address (including postcode):

Telephone:

Email:

SECOND GRAVE OWNER DETAILS (if applicable)

Name (in BLOCK CAPITALS):

Signature:

Address (including postcode):

Telephone:

Email:

MEMORIAL PERMIT GUIDANCE

If there is a contravention to the memorial regulations or to the application received by the Council to what is installed in the cemetery, the council reserves the right to fine the memorial mason. Continuous disregard for the regulations will result in the memorial mason not being permitted to continue works in the cemetery.

Failure to provide correct information or payment in respect to the memorial applications will result in a delay of processing the application.

All memorial masons must annually produce copies of their risk assessments and certification that they have been trained in accordance to NAMM/BRAMM guidelines. The council must be informed of the date of the installation and all paperwork must be produced to the officer onsite.

ERECTION AND FIXINGS

Where a concrete plinth has been provided, any memorial must be secured to it.

Memorial headstones must be fixed using a NAMM approved anchorage system. This shall be identified by a small anchor inscribed on the back of the memorial.

Where a concrete plinth has not been provided, all memorials must be fixed on a york stone landing or on a pre-case re-inforced concrete landing. The landing must not be less than 4 inches in thickness and laid with the top surface at or below ground level. No memorial shall be erected or re-erected on such graves within a 6-12 month period from the date of the last interment.

IDENTIFICATION

The grave number and name only of the sculptor or mason must be inscribed either on the back of all upright memorials or on the foot of the kerb. The letters and

figures must be at least 1 inch high. Grave owners are required to pay for this inscription.

EXECUTION OF WORK

All stone-work must be ready for fixing before being brought to the cemetery. Persons engaged to work on memorials must provide all necessary tools and materials for the required work, and must take all steps necessary to protect the surrounding turf and adjacent memorials. All works must be carried out by competent tradesman and must be able, if requested to produce a copy of the permit approval issued by the Cemetery Department.

Upon completion the mason shall remove all spare soil and clean the ground carefully. Any damage to the ground, or any object within the cemetery is to be made good at the expense of the person causing the damage.

All work must be completed during normal working hours and will not be permitted whilst a funeral is in progress. Masons must phone the cemetery department in advance to book a time and to confirm whether a funeral is going to take place.*

Any temporary marker must be removed once the installation of the permanent memorial has taken place.

MAINTENANCE

All memorials must be maintained in good condition and repaired at the expense of their respective owners. Memorials will be subjected to stability testing every five years. Failure to comply may result in the memorial being removed. The council will not be responsible for any accident or damage caused to any memorial.

*A height barrier is in place at Oak Hill Lawn Cemetery & Crematorium. This will be opened when we are made aware of the masons booking.