

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:

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)

Legacy Plot Kerb Surround
(Pre-2010 plots – Oak Hill only)

MEMORIAL PERMIT MEASUREMENTS AND GUIDELINES: Please provide the following measurements for your memorial. The measurements must comply with the specific guidelines for each grave type. All measurements refer to the memorial placed on top of the concrete base.

Lawn/Islamic Grave: Maximum memorial height including base: **3ft**, maximum memorial width including base: **3ft**, maximum memorial depth including base: **1ft 3in**, minimum memorial thickness: **3in**
(A diagram illustrating the style and measurements of Lawn/Islamic memorials is provided below.)

Legacy Plot (with Surround): As above, with maximum overall surround size of **3ft x 3ft**.

Memorial/Lily Garden Plot: Maximum memorial height including base: **2ft 2in**, Maximum memorial width including base: **3ft**, Maximum memorial depth: **1ft 3in**, Maximum memorial thickness: **3in**

Hyde Traditional Grave*: Maximum memorial height: **5ft**, maximum memorial width: **3ft**, maximum memorial length: **6ft 6in**, minimum memorial thickness: **3in**

CAD drawings are required All applications must be accompanied by a to-scale CAD drawing showing **front and side elevations, all measurements, and design details (including any inscriptions or artwork)**. Applications will not be processed without these drawings.

Important: Please ensure that all memorials fit within the above measurements specific to your plot type to comply with cemetery rules and regulations.

*Hatfield Hyde Cemetery only

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

Proposed Inscription:

The diagram illustrates the measurement points for a headstone memorial. It shows two views: a 'FRONT VIEW' and a 'SIDE VIEW'. In the front view, '1' indicates the height from the base to the top of the memorial, '2' indicates the width of the memorial, and '4' indicates the thickness of the memorial. In the side view, '3' indicates the depth of the memorial, and '4' indicates the thickness of the memorial. To the right of the diagram are four input boxes corresponding to these measurements:

- 1 Memorial height:
- 2 Memorial width:
- 3 Memorial depth:
- 4 Memorial thickness:

For other Memorial products, please provide a separate drawing.

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:

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.

MEMORIAL PERMIT GUIDANCE

If there is a contravention to the memorial regulations or if a memorial is installed in contravention of the memorial regulations or differs from the details approved within the permit application, the Council reserves the right to require the memorial mason to rectify the breach and may impose a financial penalty in accordance with the Council's fees and charges.

Where a memorial mason fails to comply with the regulations or repeatedly disregards the conditions of approval, the Council may take further enforcement action, including fines, recovery of costs incurred, and/or withdrawal of permission for the memorial mason to carry out works within the cemetery.

Failure to provide accurate information or the correct payment with a memorial application will result in delays to processing.

All memorial masons must, on an annual basis, provide copies of their risk assessments and evidence of training in accordance with NAMM/BRAMM guidelines and adhere to BS 8415. The Bereavement Services department must be notified in advance of the intended installation date, and all relevant documentation must be made available to the Bereavement officer on site.

LAWN GRAVES AND LEGACY SURROUNDS – OAK HILL LAWN CEMETERY

Since 2010, lawn graves purchased at Oak Hill Lawn Cemetery are not permitted to have kerb settings, surrounds, or any extensions beyond the concrete plinth.

A limited number of lawn graves purchased prior to 2010 are subject to legacy Deeds which permit a surround measuring up to 3ft x 3ft. These legacy arrangements will continue to be honoured; however, they do not apply to any graves purchased after 2010.

Where a stonemason is engaged to install, reinstate, or replace a permitted surround on one of these legacy plots, the surround must be constructed on suitable and sufficient foundations to ensure long-term stability and safety. A minimum period of 12 months is recommended from the date of the last interment before the installation of any surround.

All surrounds must be installed on a precast concrete landing supported by cross-bearers and carried out in accordance with recognised industry standards and good practice. Any surround or memorial installed without appropriate foundations or support may be deemed unsafe and may be required to be removed, altered, or made compliant at the grave owner's expense.

ERECTION AND FIXINGS

Where a concrete plinth has been provided, any memorial must be securely fixed to the plinth. All memorial headstones must be fixed using a NAMM/BRAMM-approved anchorage system.

Where a concrete plinth has not been provided, all memorials must be fixed on a York stone landing or a precast reinforced concrete landing. The landing must be no less than 4 inches in thickness and laid with the top surface at or below ground level.

At Hatfield Hyde Cemetery, it is recommended that no memorial is erected or re-erected until a minimum period of 12 months has elapsed from the date of the last interment, to allow for ground settlement.

At Oak Hill Lawn Cemetery, memorial headstones may be erected at any time following the burial, as they are fixed to a pre-installed concrete plinth and are not affected by ground settlement.

IDENTIFICATION

The grave number and the name of the memorial mason must be inscribed either on the back of the upright memorials, or on the kerb surround. Letters and figures must be a minimum of 1 inch in height. The cost of this inscription is the responsibility of the grave owner.

EXECUTION OF WORK

All stonework must be fully prepared for fixing before being brought into the cemetery. Persons engaged in memorial works must supply all necessary tools and materials and take all reasonable steps to protect surrounding turf and adjacent memorials.

All works must be carried out by competent tradespersons who must, if requested, produce a copy of the memorial permit approval issued by the Bereavement team.

Upon completion of works, all surplus soil and materials must be removed and the area left clean and tidy. Any damage caused to the ground or to cemetery property must be made good at the expense of the person responsible. Any temporary marker must be removed once the permanent memorial has been installed.

All work must be carried out during normal working hours and will not be permitted while a funeral is in progress. Memorial masons must contact the cemetery

office in advance to book an installation time and to confirm whether a funeral is scheduled. A height barrier may be in place at Oak Hill Lawn Cemetery & Crematorium. This can be opened once the Bereavement team has been notified of the mason's booking.

MAINTENANCE AND INSURANCE

All memorials must be maintained in a safe and good condition at the expense of the grave owner.

Memorials will be subject to memorial safety testing, normally undertaken at regular intervals, to ensure they remain stable and do not present a risk to public safety. Full details of the memorial safety testing process, inspection frequency, and any remedial actions are set out in the Council's Memorial Safety Policy and Procedure.

The Council strongly recommends that grave owners arrange appropriate memorial insurance through a suitable third-party provider to cover potential damage, movement, or unforeseen repairs. The Council does not provide memorial insurance and accepts no liability for damage to memorials.

The Council will not be held responsible for any accident, loss, or damage arising from or relating to memorials.

DETAILS OF MEMORIAL MAKER

Company / Mason name and address (including postcode):

Telephone:

Email:

MEMORIAL INDEMNITY: I am aware of the regulations enforced by the authority and confirm that the memorial will be installed as per current NAMM/BRAMM code of working practice.

Company / Mason signature:

NAMM/BRAMM Reg Number:

To be invoiced
for this permit:

Funeral
Director

Stonemason