



**APPLICATION FOR INSTALLATION OF MONUMENTS, GRAVESTONES,
TABLETS AND INSCRIPTIONS IN DISS CEMETERY**

APPLICATION No.

Date:

Stonemason's Company Name:

Invoice To:

Address:

Postcode:

Registered Grave Owner as specified on the ERB certificate

No memorial may be installed/amended in the main Cemetery unless proof of Exclusive Right of Burial (ERB) ownership has been provided

Name:

Address:

Postcode:

Tel:

Grave Owners Signature: *

***If you do not have the ERB or you are not named on the ERB, please contact the Town Council**

The Deceased

Full Name:

Most Recent
Address

Postcode:

Had the deceased lived within the Diss Parish boundary within the last 4 years? YES/NO*

Section & Grave
Number:

Interment
Number:

Date of Interment:

Exclusive
Rights No.

PROPOSED MONUMENT DESIGN

*I confirm that I have read the rules and regulations shown overleaf and include a suitable drawing on a separate sheet of paper and measurements for the new monument, description to include materials, dimensions and any proposed special features. I will ensure that the grave reference number is inscribed on the memorial. I will advise the Town Council of the date and time that the works will take place. **A certificate of compliance to BS8415 MUST be issued** and forwarded to the Town Council within 28 days of erection of the memorial.*

Signed..... on behalf of the Stonemason

PROPOSED NEW OR ADDITIONAL INSCRIPTION

Fee for the right to erect or place a memorial in Diss Heywood Road Cemetery

£

Office Use Only

Location of monument indicated on enclosed map

Date of Installation:

Certificate of Compliance Received

Approved - Town Clerk

Date

REGULATIONS RELATING TO THE ERECTION OF MONUMENTS IN DISS CEMETERY

For the avoidance of doubt, 'monuments' is defined as any headstone, kerbstone, plinth, flat stone, tablet or stone vase for which permission to erect or install must be obtained.

No monument of any sort will be allowed to be erected or placed on any grave where the exclusive right of burial has not first been purchased.

All foundations of monuments, the fixing of or removal of the same and other work connected with the installation of monuments, must be carried out in accordance with best practice guidance as provided by the Association of Burial Authorities, copies of which are available from the Town Clerk upon request.

Any persons undertaking such works must use such means as are deemed necessary by the Council for the protection of the grass and the paths during the progress of the work. Such persons shall, upon completion of the work, clear away any materials not used or any other rubbish deposited on the site of the works to the satisfaction of the Town Clerk or other such officer as may be nominated by the Council.

All memorials must be erected in strict accordance with the current NAMM Code of Working Practice and comply with BS8415. Details in relation to these are obtainable from The National Association of Memorial Masons. With effect from May 2010, a Certificate of Compliance must be issued with every memorial installation and a copy provided to the Town Clerk. The Certificate of Compliance is designed to replace period guarantees and ensures that the manufacture and installation has been carried out to the highest industry standard of the day. This undertaking stands throughout the life of the memorial. The Council reserves the right to remove any memorial installed after May 2010 which does not have a Certificate of Compliance.

The Council requires that all memorials over 20" (apart from Cremation Memorials), must be erected on a foundation measuring a minimum of 18" back to front, insuring a higher degree of stability. Unless hard natural stone is used, reinforced concrete must be at least 3" thick. Apart from memorials commemorating cremated remains, no memorial may be erected until at least 6 months have elapsed from burial and the Memorial Mason will be responsible for realignment if tilting of more than 5 degrees occurs within five years on any memorial erected before the first anniversary. During the period between burial and erection of a memorial, temporary vases may be placed. Because of the risk of Tetanus infection and injury from broken glass, no glass flower containers are permitted.

No monument of any sort will be allowed to be erected or placed on a grave in any part of the Cemetery without the consent of the Town Clerk, and a copy of every monument and inscription proposed with a drawing, in duplicate, showing the form and dimensions proposed to be erected must be left at the office of the Council one month prior to installation for approval. The Council reserves the right to remove any monument that has been installed without the consent of the Town Clerk.

The grave reference number must be inscribed on all monuments.

All questions as to the fitness of any Monumental Inscription in the Consecrated part of the ground are ultimately determinable by the Bishop of the Diocese.

All monuments shall, after erection, be kept in good repair by the owner and unless this is done, Council reserves the right to cause them to be repaired or removed at the owners' expense.

No shrubs, plants or flowers may be planted within the Cemetery or on any grave therein nor may any shrubs, plants or flowers be cut or carried away without consent. The Council reserve the right to prune, cut down or dig up and remove any shrub, plant or flower planted without authorisation or which in their opinion has become unsightly or overgrown.

The placement of glass in any form (vases, bottles, trinkets or any item) in the Cemetery is expressly forbidden.

Any item placed in the Cemetery (and on graves in particular) without the express permission of the Town Clerk, is done so at the owners' risk and the Council does not accept any liability for such items. The Council reserves the right to remove any item which causes an obstruction to grass cutting or the general maintenance of the Cemetery.

Council reserves the right to periodically test the memorials for safety and take whatever action is deemed necessary.