



DISS TOWN COUNCIL
 Council Offices, 11-12 Market Hill, Diss, Norfolk, IP22 4JZ
 Telephone (01379) 643848
 Email: towncouncil@diss.gov.uk
 Website: www.diss.gov.uk

APPLICATION FOR INSTALLATION OF MONUMENTS, GRAVESTONES, TABLETS AND INSCRIPTIONS IN DISS CEMETERY	APPLICATION No.
Stonemasons Company Name:	Invoice To:
Address:	
Postcode:	

Registered Grave Owner as specified on the ERB certificate
Memorials can only be installed / amended in the main Cemetery when proof of Exclusive Right of Burial (ERB) ownership has been provided . This does not apply in the Garden of Rest or Remembrance.
Name:
Address:
Postcode:
Telephone Number:
Grave Owner's / Applicant's Signature:
*For Memorials in the main cemetery if you do not have the ERB or you are not named on the ERB, please contact the Town Council – Gardens of Rest & Remembrance applicants should sign
The Deceased
Full Name:
Most Recent Address:
Postcode:

Former inhabitants who, at the time of death, were resident in a retirement home located outside Diss will be treated as inhabitants if they are listed on the Register of Electors within the last four years.

Section & Grave Number		Interment Number	
Date of Interment		Exclusive Rights No.	

<p>PROPOSED MONUMENT DESIGN</p> <p><i>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.</i></p> <p>Signed..... on behalf of the Stonemason</p>
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PROPOSED NEW OR ADDITIONAL INSCRIPTION

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

Note to Stonemason: Before erecting a memorial in Diss Cemetery, please contact Maintenance Manager, Robert Ludkin via telephone 01379 643848 to arrange an appointment on site.

Office Use Only

Location of monument indicated on enclosed map <input type="checkbox"/>	Date of Installation:
Certificate of Compliance Received <input type="checkbox"/>	
Approved - Town Clerk	Date:

Privacy Notice: Diss Town Council takes your privacy seriously and will only use your information in relation to your booking. For further information, please refer to our GDPR Policy at www.diss.gov.uk.

REGULATIONS RELATING TO THE ERECTION OF MONUMENTS IN DISS CEMETERY

1. 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.
2. No monument of any sort can be erected or placed on any grave in the main Cemetery where the Exclusive Right of Burial has not first been purchased.
3. 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 National Association of Memorial Masons (NAMM) , copies of which are available at <https://www.namm.org.uk>.
4. 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 unused materials 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.
5. All memorials must be erected in strict accordance with the current NAMM Code of Working Practice and comply with BS8415. Visit <https://www.namm.org.uk> for details. A Certificate of Compliance, which ensures that the manufacture and installation has been carried out to the highest industry standards must be issued with every memorial installation and a copy provided to the Town Council. 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.
6. This clause does not apply to memorials commemorating cremated remains. The Council requires that all memorials over 20" 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. Memorials can only be erected a minimum of six months, preferably 12 after the burial. If the memorial is erected before the first anniversary, the Memorial Mason is responsible for realignment if tilting of more than five degrees occurs within five years on any memorial. During the period between burial and erection of a memorial, temporary vases may be placed, but these must be made from a non-glass material.
7. Monuments can only be erected or placed on a grave in Diss Cemetery with the consent of the Town Clerk. A drawing of each proposed monument and inscription showing the form and dimensions must

be sent to the Council at least one month prior to installation for approval. The Council reserves the right to remove any monument that has been installed without consent.

8. The grave reference number must be inscribed on all monuments.
9. All questions regarding the suitability of monumental inscriptions in the consecrated part of the ground are ultimately determinable by the Bishop of the Diocese.
10. All monuments shall, after erection, be kept in good repair by the owner and the Council reserves the right to have them repaired or removed at the owners' expense if monuments are not well maintained.
11. 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 its opinion, has become unsightly or overgrown.
12. The placement of glass in any form in the Cemetery is expressly forbidden.
13. Any item placed in the Cemetery 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 the general maintenance of the Cemetery.
14. The Council reserves the right to periodically test the memorials for safety and take whatever action is deemed necessary.

Diss Town Council, 11-12 Market Place, Diss, IP22 4JZ

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Tel: 01379 643848

Approved by Diss Town Council at a meeting of its Facilities Committee held on 7 th May 2020.
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