MEMORIAL PERMIT APPLICATION

(Including Additional Inscription, Maintenance/cleaning work)

This application needs to be returned to Cemetery Services, Chichester District Council,

Stane Street, Westhampnett, Chichester, West Sussex, PO18 0NS or emailed to [cemeteryservice@chichester.gov.uk](mailto:cemeteryservice@chichester.gov.uk) before any work can take place.

* **Part 1** of this application must be completed and signed by the **Owner(s) of the Grant of Deed for the Exclusive Right of Burial** (if more than one owner, all owners must complete part 1 separately). Should you not be the Owner, please contact Cemetery Services to discuss.
* **Part 2** of this application must be completed by the **Stonemasons or Funeral Director**.
* **Part 3** is to be signed by the **Stonemasons or Funeral Director**.

An application is necessary for all proposed memorial works at any Chichester District Council Cemetery.

Please note this form is an application only and no works shall be undertaken until written permission is granted by Chichester District Council.

Chichester District Council shall not be held responsible for any losses incurred for works to a memorial that were not approved.

For further information or help completing this form please call 01243 534503 or email cemeteryservice@chichester.gov.uk

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| **Part 1**  **Particulars of the Owner of the Grant of Deed for the  Exclusive Right of Burial**  (each owner must complete a separate Part 1)  Title Surname First name Other name(s)  Owners Address  Tel  Name of Cemetery  Grave Space Number  **Declaration**  I hereby consent to erect / replace / add an inscription on a memorial located at the named Cemetery and Grave Space referred to in Part 1 and for the Stonemason named in Part 2 to undertake the described work.  I understand the erection and maintenance of the memorial will be my responsibility and that Chichester District Council is not liable for any damage caused to the memorial.  **Additionally, I confirm that I have read, understood and agree to the Rules and Guidance notes, attached.**  I understand that my application must be made and approved by the Cemetery Officer before any memorial may be erected in the Cemetery and failure to comply with the Cemeteries rules and guidance, may have my consent withdrawn.  Signature Date |

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| **Part 2 – Proposed work to be carried out**  **To be completed by either the appointed Stonemasons or Funeral Director**  Particulars of appointed **Stonemasons**  Title Surname First name Other name(s)  Stonemasons Office Address  Tel Mobile Email  Date Memorial to be Date Memorial to be  removed Installed/worked on  Description of proposed Memorial (please provide a sketch or image)  **Sketch of proposed Memorial to show all dimensions (as per the measurements in our attached Guidance). Please also provide the specification for all materials used.**  **N.B Please note that the grave and square number must be inscribed on the rear of the memorial and indicated on the drawing, failure to comply may result in Chichester District Council requesting removal until such times as it is amended.**  Proposed Inscription |
| **Part 3 – Declaration**  **Stonemasons Declaration**  If part 2 completed by Stonemasons  I confirm that all work on either new memorials or re-fitted memorials shall comply with the requirements of the current National Association of Memorial Masons Recommended Code of Practice, British Standards BS8415:2018 National Industry Standard and the Health and Safety At Work Act 1974.  I confirm that I am either a member of BRAMM or registered with NAMM.  I confirm that I am insured to undertake the tasks detailed above.  This statement is in addition to, and not in lieu of any statutory or common law rights vested in the purchaser.  Signature Date  **Funeral Director Declaration**  If Part 2 completed by the Funeral Director  I confirm, to the best of my knowledge, that the Stonemason selected by the organisation I represent adheres to the best practice standards stated above.  Signature Date  Main contact  details of  Funeral Director  Tel Email  **Payment of Fees**  The specified fees shall be paid on receipt of invoice. Methods of payments are provided in the invoice.  Please confirm who the invoice needs to be made out to by ticking one of the below:  Stonemason Funeral Director |

**Rules and Guidance Notes for the Erection Of Memorials**

**Chichester and Petworth Cemeteries**

1. In the first instance, applicants must contact and register with the Cemetery Officer before contacting Funeral Directors or Monumental Masons.
2. An application must be made and approved by the Cemetery Officer before any memorial may be erected in the Cemetery. A memorial may not be erected on a grave until period of 12 months has passed from the interment to allow for the ground to settle.
3. No memorial or headstone will be permitted for erection on a grave or cremation plot without the signed authority from the owner of the Exclusive Right of Burial and the signed approval of the Cemetery Officer.
4. The stone mason or funeral director must be on the Council’s approved list of contractors.
5. Memorials on a grave plot shall be no more than 30 inches (76cms) high and no wider than the width of the grave.

1. Memorial foundations shall comply with the requirements of British Standards BS8415:2018

1. Cremation plot memorials shall be no more than 20” (51cm) high, no more than 23.5” (60cm) wide and 20” (51cm) deep.
2. Joints shall be constructed as tight as practicable. Any spacer, nut or washer shall be countersunk into one of the adjoining parts.
3. No raised kerb sets are permitted whatsoever they must be flush with the ground.

1. The grave number and the name of the stonemason shall be displayed on the back of the memorial.

1. All work on either new memorials or re-fitted memorials shall comply with the requirements of the current National Association of Memorial Masons Recommended Code of Practice, British Standards BS8415:2018 National Industry Standard and the Health and Safety At Work Act 1974. Dowels of the recommended dimensions must be used to fix the headstone to base and base to foundation.

1. Suitable compliant ground anchors are to be used on memorials over 20 inches high. Anchors must be suited to the ground conditions.

1. Any other fixings must be subject to the approval of Chichester District Council.

1. The design and installation of all memorials will be monitored. The Council reserves the right to require the stonemason to dismantle a memorial to demonstrate that the correct fixing procedures have been followed.
2. No memorials shall be erected without prior consent from the Cemetery Officer. A fixed date must be mutually agreed for installation. Random installations will be selected and overseen by a Council Officer for health and safety purposes.
3. On site, Stone Masons and other competent persons assisting shall create a safe working zone using cones, barriers. Respect will be taken and given with regards to other grave plots and visitors. No works shall take place whilst funeral services are taking place – you will be informed of any booked services.
4. On completion of any memorial installation, the Stone Mason is to provide a photograph of the finished product to the Cemetery Officer.

1. The Stone Mason shall be insured for public liability to the value of £5,000,000 and shall produce evidence of such insurance when requested by the Cemetery Officer.
2. Stone Masons shall maintain relevant risk assessments for all work carried out at the Council’s cemeteries and produce copies as and when requested by the Cemetery Officer.
3. Stone masons or other persons involved in fixing memorials in the Cemetery grounds are required to remove any excess soil and to clear the ground carefully after completing their work. They will be held responsible for any damage caused by them either to the ground or memorials erected within and charged accordingly with the cost of the damage.

1. No memorial or headstone will be permitted to be erected on a grave or cremation plot without the signed authority from the owner of the Exclusive Right of Burial and the signed approval of the Cemetery Officer.
2. No glass or china vases/ornaments or memorabilia are permitted as these can be a safety hazard if they get broken. The Cemetery Officer will authorise the grounds maintenance staff to remove any such items and store them in the office for a period of 4 weeks after which time if they are not claimed they will be disposed of.
3. The planting of trees, shrubs and plants or placement of seats & benches on grave plots or the immediate vicinity is not permitted. Potted or containerised plants are acceptable within the bounds of the grave plot if deemed so after scrutiny by the Cemetery Service Team. Plants and said containers are the responsibility of the EROB owner to keep in a reasonable condition and although Grounds staff will make every effort to avoid damage, CDC will not accept liability in the event that damage is caused through the course of their duties.
4. The Council reserves the right to request the removal of any items that they deem not to be in keeping with the respectability of the grounds.
5. All memorials/memorabilia/plants etc must be kept within the confines of the grave/cremation plot. CDC reserve the right to remove any items placed outside the boundary of the plot. No trees or shrubs to be planted in the grave bed.