



HEADSTONES & MEMORIALS

**Including
REGULATIONS FOR STONEMASONS**

The following applies to all new memorials and any remedial works to existing memorials, and also apply to any memorial which is removed from the cemetery for any purpose and then returned and re-erected within the cemetery. The removal of any memorial for any purpose must always be approved by Scottow Parish Council.

1. Memorials are not permitted on un-purchased graves or anywhere in the cemetery excepting with the written permission of the burial authority and in relation to an interment within the cemetery.
2. No memorial shall be erected upon any grave, unless the exclusive right of burial has been purchased and an application for permission to erect a memorial has been made by the registered owner and approved by the burial authority.
3. A licence to erect a memorial will be for a maximum of 50 years but can be extended on application at the end of this term upon payment of an additional fee that may be in force at the time.
4. Applications for permission to erect a memorial are available from monumental masons. The written application should be submitted to the Parish Council accompanied by the appropriate fee.
5. The full design and installation specification must be provided by the monumental mason to the burial authority in advance of any works commencing on site.
6. The following dimensions shall not be exceeded: Headstones no higher than 3' high x 2'6" wide, Vases 1'6" high. Cremation Memorials must not exceed '1ft 6in x 1ft 6in' and must be laid on a concrete slab (paving slab is acceptable).
7. All memorials when completed shall remain the sole risk of the owner(s) at all times. It is strongly recommended that the owner(s) of the memorial arrange to insure it against damage and theft.
8. Each memorial must be kept in good repair by the owner.
9. The Parish Council reserves the right to refuse to allow the placing of an inscription upon any memorial if, in the opinion of the burial authority, it is deemed to be libellous, inaccurate or likely to cause offence to any person or body of persons.
10. Any memorial that is erected without the written approval of the Parish Council is unauthorised and may be removed and stored until such time as a proper application is made and approved. A fee will be charged in respect of the removal and storage in addition to the appropriate erection fee. The burial authority will take reasonable steps to ensure the safe removal and storage of any unauthorised memorial but will not be held responsible for any damage that may occur as part of this process. Unauthorised items will be removed without payment or consideration of compensation.
11. All memorials must be designed and installed to meet the standard of BS8415, the BRAMM (British Register of Accredited Memorial Masons) guidelines (Blue Book) and the NAMM (National Association of Memorial Masons) Code of Practice (current versions). 51. All memorials must be installed using a NAMM approved ground anchor system that conforms to BS8415. 52. In order to ensure that all new memorials achieve the performance standard requirements of BS8415, monumental masons should follow the guidelines (Blue Book) or and the NAMM Code of Practice (current versions) with regard to ground conditions, foundation design, joints and assembly. The burial authority may insist on corrective or remedial works if, in the opinion of the burial

authority, a memorial has not been designed and/or erected in accordance with the BRAMM/NAMM guidelines. Corrective or remedial works must be completed to the burial authority's satisfaction within 28 days.

12. All new memorials will be subject to inspection as part of the memorial inspection programme to ensure that they are securely installed and do not present a health and safety risk. All new memorials will be inspected after installation and if there are any discrepancies between the memorial and the original application this will be notified in writing to the monumental mason and the grave owner. Any corrective or remedial works required must be completed to the Parish Council's satisfaction within 28 days.
13. Whenever a memorial fails an inspection or fails to meet the criteria detailed in these rules and regulations, we will, in accordance with the circumstances of each individual memorial, take appropriate action to remove any health and safety risks. The burial authority reserves the right to charge an administrative fee to the monumental mason or the person to whose order the memorial works were carried out, to cover any costs incurred in this process, including remedial action(s), inspections (including any subsequent re-inspections) and all correspondence. If the owner of the exclusive rights of burial (or in the case of a common grave, the next of kin), cannot be contacted, a charge in respect of the fees due together with the administration fee will be placed on the grave concerned.
14. No further interments or memorial works will be permitted until the charge has been paid.
15. The Parish Council requires all monumental masons working in the cemeteries to be fully conversant with the BRAMM and NAMM guidelines. Any relevant revision to these Revised April 2025 guidelines may, at the Burial authority's discretion, be applied to the design and erection of all memorials subsequent to the date of the revision. The burial authority will make reasonable efforts to inform monumental masons of such changes, but notwithstanding this it is the responsibility of monumental masons to remain fully conversant with the BRAMM and NAMM guidelines.
16. Scottow Parish Council may refuse memorial applications from monumental masons who have repeatedly been responsible for memorials which have failed inspections or where, in the opinion of the Parish Council, there is clear evidence of repeated poor workmanship.
17. Each memorial shall have on the side close to the base the mason's name and the number of the grave and an anchor symbol to indicate that a ground anchor has been fitted.
18. Each memorial shall be placed in line with other memorials in the same section.
19. All monumental masons are required to provide to Scottow Parish Council in receipt of any specific request from the burial authority, the following – Full risk assessments and method statement showing how work will be undertaken and what measures will be taken to minimise the risk of personal injury or damage to property. These must cover all aspects of work the mason is likely to undertake and all issues relating to vehicle access and movements within the cemeteries.
20. A copy of their health and safety policy and codes of practice
21. A copy of their Public and Employee Liability insurance with at least £5 million cover. Copies also to be provided to the Parish Council upon policy renewal.
22. All rubbish and surplus materials of any kind arising from an erection, removal, repair, alteration or cleaning of any memorial must be removed from the cemetery by the

monumental mason or person who has carried out the work. Should any such material be left by persons working on memorials the cost of removal and disposal may, at the Parish Council's discretion, be recharged to the monumental mason who submitted the memorial application or the person to whose order the memorial works were carried out.

23. No hewing or dressing of any memorial will be permitted in the cemetery
24. No erection or other works to memorials will be permitted in the cemeteries at weekends or on public holidays excepting remedial works in response to health and safety issues. Any such works will be permitted at the burial authority's discretion and with formal written approval.
25. The Parish Council will carry out a continuous programme of safety inspections to establish whether memorials are at risk of falling and causing damage or injury. If any memorial is found to be unsafe the burial authority has a duty to minimise the risk and will take the action which best suits the circumstances relating to the individual memorial. Action may need to be taken immediately following an inspection.
26. The Parish Council will follow relevant guidelines and best-practice and will publish full details of the inspection programme and procedure. The burial authority will use its own website, local media and cemetery signage to communicate details of the programme. The burial authority will make reasonable efforts to contact grave owners.