

**APPLICATION FOR PERMIT FOR MEMORIAL**

All stonemasonry work carried out on New or Refurbished memorials **MUST** be fitted by a registered Stonemason to the regulation Industry Standards and written proof provided within the relevant timescale.

**Section A – Applicant Details**

Applicant (Stonemason): .....

Full Address: .....

Email:..... Telephone No:.....

Stonemason Signature ..... Date: .....

Please ensure all sections are completed in FULL and the Grave Grant Owner details have been accurately checked and confirmed as this may result in the application being returned. Please email completed application to [burials@north-herts.gov.uk](mailto:burials@north-herts.gov.uk)

**Section B - Plot Details**

Cemetery location: ..... Grave space number: .....

- We, the Stonemason have seen evidence of the Grave Grant Owner's Deed
- We, the Stonemason have contacted NHC to confirm the Grave Grant Owner Details.
- We, the Stonemason confirm this is a Child Memorial.

**Section C – For Completion by the Grave Grant Owner(s) ONLY**

Grave Space Number: .....

Signed Grant Owner (1): .....Print name:.....

Full Address (1): .....

Contact number (1): .....Email (1): .....

Signed Grant Owner (2): .....Print name:.....

Full Address (2): .....

Contact number (2): .....Email (2): .....

**Section D – Proposed Memorial or Monument**

- If you are submitting proofs of a new, proposed memorial, please ensure the dimensions of the memorial accompany the design layout in the box below.
- If you are submitting an application for a replacement, please ensure that you submit a photograph and dimensions of the existing memorial for comparison.
- Any application submitted without these will be returned.

<input type="checkbox"/> Tablet	<input type="checkbox"/> Memorial Stone	<input type="checkbox"/> Additional Inscription	<input type="checkbox"/> Kerb Set	<input type="checkbox"/> Renovation
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Design Details of Proposed Memorial (Attach additional sheet if required) – diagram and sizes:	Inscription Required:

**Section E – For Office use only**

Grave Space Number: ..... Fee: .....

Approved By: .....(signature).....(print)  
(NHC Officer Name)

Approval Date: .....

Payment link emailed?  Cheque receipt number: .....

CFF Form submitted: ..... Date: .....

## **MEMORIALS PERMITTED IN CEMETERIES**

**All new installations carried out by Stonemasons MUST be placed in the correct position on the allocated grave space.**

- No types of memorial other than those specified below are allowed in Lawn Sections and Cremated Ashes Sections of the Council Cemeteries. If in doubt as to the type of memorial permitted in specific sections, please contact the Burials Team.
- All memorials must be fitted by a qualified, registered Stonemason to NAMM and BRAMM specifications. All Stonemasons must have the relevant Public Liability Insurance to work in Council Cemeteries.
- **No memorials should be installed** until the Stonemason has received the written approval from NHC. Failure to do so, could result in the memorial being removed at the cost of the Stonemason.

### **Memorials**

1. A memorial stone not exceeding 3ft in height and 2ft 6 inches in width and between 3 inches to 5 inches in thickness. The memorial stone is to be mounted on a base not exceeding 6 inches in height, 3ft in width or 12 inches in depth. Overall the memorial must not exceed 3ft 6in in height by 3ft in width.
2. A carved figure/cross/book/scroll with base, not exceeding 2ft in width and 12 inches in depth and a height not exceeding 2ft 6 inches overall.
3. A stone vase not exceeding 15 inches in height and 12 inches by 12 inches at the base with/without an inscription.
4. A tablet on any grave not exceeding 24 inches by 18 inches by 3 inches.
5. A tablet on any ashes plot with or without a vase holder 15 inches by 12 inches by 3 inches to be placed flush with the ground.
6. Full-sized kerb – not exceeding 7ft by 3ft (or 6ft 6 inches by 2ft 6 inches in Wilbury Hills Cemetery A & B Sections) incorporating a new or existing memorial.
7. Mini kerb set not exceeding 3ft by 3ft incorporating a new or existing memorial.
8. Mausoleum tablet – plaque size to be 110cm (43.25”) by 84cm (33.25”) in black marble only.
9. Additional inscription to an existing memorial in situ.
10. A replacement memorial is classed as a “like for like”. There are to be no changes to sizing or inscription for a replacement.
11. A renovation of a memorial is classed as the clean up or re-lettering of an existing memorial, to be placed back in situ with no other changes.

### **Ashes Sections**

The only permitted memorial is a tablet not to exceed the dimensions of 15 inches by 12 inches by 3 inches with or without inset flower holder and set into the ground with the face of the tablet flush with ground level.

### **Fees and Charges**

Please refer to our website for the current Fees and Charges.