

# Memorial Permit

The Lawn Cemetery

(Southway, Hatfield)

Hatfield Hyde Cemetery

(Hollybush Lane, Welwyn Garden City)

Name of Deceased Person(s)

Company/Mason Name and address

Tel

NAMM/BRAMM Reg Number

Email

## Memorial Indemnity

I am aware of the regulations enforced by the authority and confirm that the memorial will be installed as per current NAMM/BRAMM code of working practice

Company/mason signature

## Request permission to

New Memorial

Add Inscription

Replacement

Repair

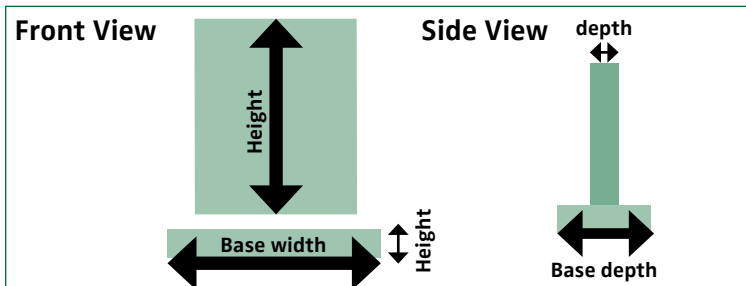
Tablet/Vase

Trad. Kerb Setting

(Hatfield Hyde Only)

Headstone Memorial Size – please enter sizes on diagram

Other memorial – please provide a separate drawing



Proposed Inscription

Lawn/Islamic Grave

Height 90cm, Width 90cm, Base Depth 37.5cm, Memorial Depth 7.5cm

Memorial Plot

Height 65cm, Width 90cm, Base Depth 37.5cm, Memorial Depth 7.5cm

Hyde Traditional Grave

Height 152cm, Width 90cm, Base Depth 37.5cm, Memorial Depth 7.5cm, Length 198cm

The applicant must be the owner of the grant of exclusive rights of burial or if the grave owner is deceased, the person who has signed the statutory declaration. The information collected on this form is necessary to process your application of a memorial permit and will not be used for any other purpose. Please tick this box to confirm you are happy to provide this data.

Name

Address

Signature

Tel

Email



**WELWYN  
HATFIELD**

Cemetery Services, Cemetery Services Department, Council Offices,  
The Campus, Welwyn Garden City, Hertfordshire, AL8 6AE

T: 01707 357000 E: CemeteryServices@welhat.gov.uk [www.welhat.gov.uk/cemetery](http://www.welhat.gov.uk/cemetery)

### **Memorial Permit Guidance**

If there is a contravention to the memorial regulations or to the application received by the Council to what is installed in the cemetery, the council reserves the right to fine the memorial mason. Continuous disregard for the regulations will result in the memorial mason not being permitted to continue works in the cemetery.

Failure to provide correct information or payment in respect to the memorial applications will result in a delay of processing the application.

All memorial masons must annually produce copies of their risk assessments and certification that they have been trained in accordance to NAMM/BRAMM guidelines. The council must be informed of the date of the installation and all paperwork must be produced to the officer onsite.

### **Erection and Fixings**

Where a concrete plinth has been provided, any memorial must be secured to it.

Memorial headstones must be fixed using a NAMM approved anchorage system. This shall be identified by a small anchor inscribed on the back of the memorial.

Where a concrete plinth has not been provided, all memorials must be fixed on a york stone landing or on a pre-case re-inforced concrete landing. The landing must not be less than 10cm in thickness and laid with the top surface at or below ground level. No memorial shall be erected or re-erected on such graves within a 6-12 month period from the date of the last interment.

### **Identification**

The grave number and name only of the sculptor or mason must be inscribed either on the back of all upright memorials or on the foot of the kerb. The letters and figures must be at least 25mm high. Grave owners are required to pay for this inscription.

### **Execution of Work**

All stone-work must be ready for fixing before being brought to the cemetery. Persons engaged to work on memorials must provide all necessary tools and materials for the required work, and must take all steps necessary to protect the surrounding turf and adjacent memorials. All works must be carried out by competent tradesman and must be able, if requested to produce a copy of the permit approval issued by the Cemetery Department.

Upon completion the mason shall remove all spare soil and clean the ground carefully. Any damage to the ground, or any object within the cemetery is to be made good at the expense of the person causing the damage.

All work must be completed during normal working hours and will not be permitted whilst a funeral is in progress. Masons must phone the cemetery department in advance to book a time and to confirm whether a funeral is going to take place.\*

Any temporary marker must be removed once the installation of the permanent memorial has taken place.

### **Maintenance**

All memorials must be maintained in good condition and repaired at the expense of their respective owners. Memorials will be subjected to stability testing every 5 years. Failure to comply may result in the memorial being removed. The council will not be responsible for any accident or damage caused to any memorial.

\*A height barrier is in place at the Lawn Cemetery. This will be opened when we are made aware of the masons booking.