

**UPDATED POLICIES AND PROCEDURES**

**FOR MEMORIAL MASONS**

**FOR**

**MAGDALEN HILL AND WEST HILL CEMETERIES**

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**REGULATIONS FOR MEMORIAL MASONS**

**All memorials must comply with N.A.M.M Regulations – National Association of Monumental Masons or B.R.A.M.M Regulations – British Register of Accredited Memorial Masons**

 **1. Register of Masons**

Only companies/memorial masons who appear on the Council’s Register, of Approved Memorial Masons, member of the National Association of Memorial Masons (N.A.M.M) or the British Register of Accredited Memorial Masons (B.R.A.M.M), are permitted to carry out work in the Cemetery to either repair or install a memorial. In addition, a copy of the Memorial Mason’s fixers licence and a copy of the N.A.M.M or B.R.A.M.M Certificate are to be sent either by post or emailed to burials@winchester.gov.uk to the Cemetery Manager for the Council’s register for their records, before any work is authorised.

**2. Insurance**

All Memorial Stonemasons must have a Public Liability Insurance for 5 million pounds, and must send a copy of the insurance certificate either by post or the above email, to the Council, before works commence.

 **3. Memorial Applications**

Application for the approval to place a new memorial in a cemetery, alter or add any inscription, or replace, add to or remove from the cemetery any memorial or kerb set, must be submitted to the Cemetery Manager or his/her representative and be signed by the grave owner. The application form for a memorial is to be completed including, detailing the name and address of the memorial stonemason who will carry out the work, together with relevant drawings, and type of materials to be used. This includes any intended inscription (including any additional inscription) and the grave number. All memorial stonemasons must inform the City Offices when they propose to erect the memorial in the cemetery.

 **4. Quality Standards**

All new memorials, and where practicable re-fixed memorials, are to be re-fixed in the cemetery in accordance with the requirements N.A.M.M OR B.R.A.M.M as amended from time to time. All working methods for fixings and foundations is to be carried out to the satisfaction of the Cemetery Manager, or his/her representative and in line with Health & Safety Guidelines. Headstones, monuments or memorials shall not be allowed to be fixed in unsuitable weather, nor whilst the ground is in an unfit state.

* Memorials - all memorials shall be erected and remain at the sole risk of the owner. A sketch of every proposed memorial, giving full details and dimensions, together with owners’ consent, must be submitted to the Manager or his/her representative on the forms provided for this purpose. All memorials erected in the cemeteries must have with the written consent of the owner and the Council.
* Stone Ledgers - the Council permits stone ledgers in the old part of the cemetery; however, the Council does not permit them within the new extension of the cemetery.
* Kerb Stones - the Council permits kerbs stones in the old part of the cemetery; however, the Council does not permit them within the new extension of the cemetery.
* Footstones – all footstones must be placed at the foot of the grave, and not exceed 7” high by 2’x6” wide (to a maximum of 3’). A footstone will not incur an additional charge when applied for with a headstone. If, however, later, a footstone is purchased after the original headstone, an additional fee will be charged to the applicant.
* Memorial Headstones – all memorial headstones must not exceed 1400mm x 1000mm x 600mm or (approximately 4’8” x 3’4” x 2’) base depth including plinth and must be placed at the head of the grave.
* Memorial Plaques – all memorial plaques in the Cremation Area must be ground level and exceed 400mm x 400mm or (approximately 15” x 15”)
* Simple graves - memorial plaques for simple, un-purchased graves and the baby section must not exceed 400mm x 400mm or (approximately 15” x 15”) raised by 50mm (2”), no other memorials, are permitted on the grave.
* Vases - all vases will only be permitted if set at ground level immediately in front of the plinth or if built into a vase of which is erected on to the ground level plinth.
* Types of stone used - no, Bath, Caen or other soft stone, or soft wood, in the construction of any memorial, may not be used and all monumental work must be finished prior to the placing of any memorial, except secondary inscriptions, and permission from the Council will be required.
* Stonemasons - stonemasons and others employed on any kind of work in connection with memorials in the cemeteries must remove any spare soil and leave the ground clean after completing their work. The Stonemasons and others employed to carry out works on memorials, will be liable, for any damage caused either to the ground or to the memorials erected within it and charged accordingly.
* Memorials – all memorials must be squared and bedded off, when they have to rest in or upon the ground, or upon brick, stone or other foundations stones of uneven thickness or with corners knocked off, will be rejected by the Council.
* Top surfacing – top surface of every foundation stone must be at least 50mm below finished level of surrounding turf.
* All Memorial – all memorials whenever erected shall have the grave number cut at the base of the stone (left hand side) in not less than 25mm letters in the case of large memorials and 15mm letters in the case of small memorials, such letters are to be leaded, or blacked to show clearly. If the stonemason requires his name cut on the stone, this must be with the approval of the applicant. On the original application form for approval, the name and address of the stonemason erecting the memorial as well as in some cases, the stonemason making the memorial is to be shown clearly on the form.
* Please note, work carried out on the memorials, in the cemetery, must be completed between the hours of 8am and 4.00pm.
* The Council does not permit as part of any memorial, railings, fences, chains, chippings of any description, or glass wreaths within the new extension.
* Non-rusting Materials - copper (or other approved non-rusting material) cramps, or dowels of approved thickness, must be used in putting together memorials, the holes for dowels to be not less than 25mm deep; dowels to be sufficient length to fit holes properly, in accordance with the N.A.M.M or B.R.A.M.M regulations..
* Headstones – all headstones up to 150mm in thickness must be attached to the base by a tongue, not less than 500mm long.
* All Monuments and Headstones - all monuments and headstones with bases are required to be supported with such brick, stone or other foundation as the Council considers necessary, and set:
* with good mortar, compounded of good lime and clean sharp sand or other suitable materials; (1:114:3 mix)
* or with good cement mixed with clean sharp sand (1:3 mix)
* A foundation stone of good approved stone, slate or concrete at least 100mm thick x 1000mm wide by either one-third the height of the memorial or the depth of the base, whichever is the greater must be used at all times.
* All second bases, are to be securely carried out, so that they are fastened to the bottom of the memorial, by dowels, or other approved methods.

**FOR GRAVES WITH EXISTING KERBING OR BORDER STONES**

 **WHEN A GRAVE IS RE-OPENED ONLY**

A foundation stone of good approved stone or concrete 1000mm x 300mm x 100mm must be placed at each end of the single grave prior to the replacement of any kerb or border stone. The foundation for a double grave space, must be made with six pad stones or foundations or 600mm x 600mm square and 100mm in thickness, made of good quality concrete (1:2:4 mix or C20P to BS 5328).

The Council permits plaques made of stone, iron or other approved material (not wood) on the graves, but they must not be more than 400mm x 400mm square and be flush with ground level.

Where materials such as granite or other stone chippings are used, these are to be “laid stone slabs”, or in situ concrete of good quality at least 100mm in thickness. In the case of a double grave space, a central pad stone made in good quality concrete should be placed on the solid ground and should be of 600mm square.

The Council does not permit advertising boards, tablet, or cards, on or around monuments, or any kind of advertisements any where in the cemetery.

**6. Work to be executed to satisfaction of the Council**

 All works are to be carried out professionally in the cemetery, and are completed to satisfaction of the

 Council staff and management.