

RULES AND REGULATIONS GOVERNING MEMORIAL HEADSTONES

APPLICATION TO ERECT A MEMORIAL HEADSTONE:

- Any headstone that is to be installed on a traditional grave within a Memoria site (where burials are permissible) must first be approved by the site Manager. An application form must be duly completed, if accepted a permit confirming permission will then be issued by Memoria to the applying mason – no work should take place prior until full authority is given. This applies to all new memorials, additional inscriptions and memorials that are to be reattached including memorials that are laid down for safety reasons, cleaning of a memorial and any minor case of rectification.
- The application form must be signed by the grave owner/s prior to the fixing or changes to any memorial are made. The application form must contain the full names of the registered grave owner/s and their signatures to give permission for the work to be done.
- Each application to erect a memorial shall have a drawing or photo image showing full details of the memorial to be installed indicating the size of the memorial, material to be used, finish, the inscription and wording type. Installation and fixing details (including anchor fixing type and method where necessary) must conform with the National Association of Memorial Masons (NAMM) Code of Working Practice.
- The signature of the memorial mason will be required on the application form confirming that the proposed memorial will be fitted in compliance with the agreed rules and regulations. The grave section and number must be engraved on the memorial – for identification purposes details of the supplying mason may be discretely added to the rear of the headstone base.
- The appropriate fee will be paid before work commences.
- The fixing of memorials is not allowed on Saturdays, Sundays, or Public Holidays. Erectors or masons are requested to note that no work will be permitted after normal site office hours without the written permission of the Site Manager.
- The rights to the grave which include the right to erect a memorial are subject to a minimum 50 year lease which may then be extended for a further period determined by Memoria subject to the memorial being inspected and found to be safe.
- All memorials must be kept in good order and repair and the expense and responsibility for fixing, repair and renovation of all memorials shall be borne by the grave owner. Memoria Ltd will not be responsible for the condition or upkeep of any memorial. Upon any periodic memorial inspection by the site staff and where an unsafe or unauthorised memorial is found every effort will be made to contact the family outlining the case circumstances. This will enable contact with the family and makes them aware that the memorial is their property and that they have an obligation to maintain it in a safe condition. If this is not undertaken or contact with the owners cannot be made after six months then the right is deemed to be terminated and Memoria Ltd have the right to lay down or remove unauthorised memorials or any memorial not kept in good order or considered to be a danger to other site users
- Any new memorials that are fixed without due authorisation will be removed by Memoria Ltd and shall be at the expense of the grave owner or their personal representative.
- Application process ~ Ultimate authority: The site Manager will authorise any application in the first instance. In case of need the matter will then be escalated to Memoria's Director of Operations. If the client or agent acting on their behalf, is subsequently refused permission based on what they believe to be unreasonable grounds they will have redress to Memoria's CEO whose decision on the matter will be final and binding.

MEMORIAL SIZES:

Headstones must be a minimum of 2'3" high with a maximum limit in height of 2'9" – the headstone and its respective base should not exceed 3" in thickness. Books (Maximum): 18" high x 24" wide x 3" in thickness fitted on a 30" wide x 15" x 3" base – Bracket stands for the Book 12" x 6" x 3".

MEMORIAL TYPES:

Headstones, vase tablets and book memorials are permissible. The headstone should be simple in design and shape with the base either left plain or incorporating a flower container. The shape of the headstone can fall within the following range as detailed below – Headstone or bases may have bevelled edges. Kerb sets or large ornate carved figures or other full bespoke designs are not permissible.

EXAMPLES OF PERMISSIBLE SHAPES AND FINISHES:

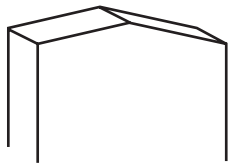
Figure 1 - polished finish



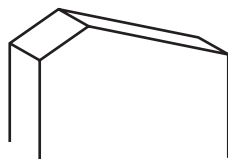
Figure 2 - part polished with pitched finish



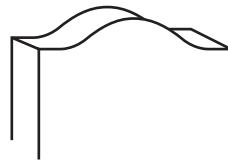
EXAMPLES OF HEADSTONE SHAPES:



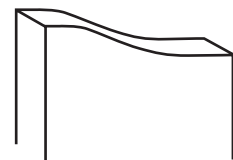
Peon Top



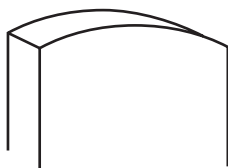
Offset Peon Top



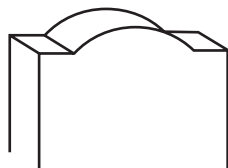
Open Top



Half Open Top



Oval Arc or Cambered



Oval with Shoulders



*Square Top
Rounded Shoulders*



*Round Top
Rounded Shoulders*

MEMORIAL MATERIALS/FINISHES:

To ensure ease of maintenance and to ensure consistent standards across all our memorial gardens headstones must be of a suitable granite either black or grey – NO marble or natural stones will be allowed. The headstone may be all polished (all surfaces) or part polished (front of headstone and top of base only) In respect of part polished it is also permissible to leave the non-polished surfaces as a rustic or pitched finish.

MEMORIAL DESIGNS:

Headstones may incorporate a suitable design etched (plain or in colour) or sandblasted onto the front surface – church window, cross, flowers etc. More bespoke designs will be at Memoria’s discretion but must be in keeping with the surroundings – designs should also be in proportion to the surface area of the headstone. The fitting of photos in ceramic frames is also acceptable but up to a limit of two separate frames/photos.



For further information please contact: The Site Manager
 Barnby Moor Crematorium & Memorial Park, Diggles Lodge Lane, Ranby, Retford DN22 8FL
 T. 01777 808628 E. memoria@barnbymoormemorial.co.uk www.barnbymoormemorial.co.uk