

**Proposed amendments to the Cemetery Rules**

When amended, each page of the Cemetery rules shall include the operable date and an issue number. It is proposed that when the present proposed changes are agreed, the rules are dated 1 October 2008 and marked as issue no.1.

Details of proposed amendments are shown in the left-hand column of the tables below, except where the only change is to the rule number itself, or to a rule number that appears in the text of the rule, for cross-reference purposes. The expression “formalised rule” is used for requirements that have previously appeared in other cemetery documentation but which have not previously been incorporated within the official cemetery rules.

**6.0 RULES RELATING TO GENERAL MEMORIALISATION ON GRAVES (E.G. VASES, TABLETS, PLANTING ETC.)**

**6.1** Authorised vases and/or tablets will be permitted on each grave. Vases/tablets, etc must not exceed 305 mm (12 ins) in height above ground level and must not extend beyond the soil border (on lawned sections) or the grave area (on non-lawned sections). Note that cemetery fees apply in respect of authorised vases and tablets and tablets whose dimensions exceed 305 mm x 305 mm x 457 762 mm (12” x 12” x 48” 30”) attract the same fee as a permitted headstone.

**Dimensions amended**

**7.0 RULES RELATING TO HEADSTONE MEMORIALS ETC. AND TO MEMORIAL WORKS**

**7.1** In these Rules:  
**BRAMM** means the British Register of Accredited Memorial Masons  
**Licensed Fixer** means a BRAMM accredited fixer  
**NAMM** means the National Association of Memorial masons  
**NAMM Code of Working Practice** means the NAMM Code of Working Practice for the time-being in force  
**NAMM standards** means work complying with the NAMM Code of Working Practice  
**British Standard** means BS 8415 – Monuments within burial grounds and memorial sites - Specification  
**Fixing** includes all foundation works but does not include such things as cleaning memorials, un-fixing of memorials or lettering of memorials and **fixing work** shall be interpreted accordingly  
**Memorial works** means any work associated with memorials whether or not involving fixing

**New rule**

**Dimensions** – precise metric measurements are quoted in these rules, together with their approximate imperial equivalents

- 7.2**  
**New rule** This Section of the cemetery rules specifies who may undertake memorial works within the Council's Cemeteries as well as the standard of quality which shall apply to such works. This section of the cemetery rules shall not apply to the Council or to employees of the Council.
- 7.3**  
**New rule** All memorial works shall comply with the NAMM Code of Working Practice, provided that:
- a) Where Memorial Works do not come within the NAMM Code of Working Practice (or where it is unclear whether the NAMM Code of Working Practice applies) the Bereavement Services Manager shall determine the standard to be applied;
  - b) Where these cemetery rules apply a specific standard or requirement, these cemetery rules shall apply in preference to the NAMM Code of Working Practice, in respect of such standard or requirement;
  - c) The Council reserves the right to use its discretion in the application of the BRAMM scheme / NAMM Code of Working Practice in specific cases, upon request to the Bereavement Services Manager.
- 7.4** Headstone memorials shall be placed back to back, in line with adjacent memorials or in accordance with the directions of the Bereavement Services Manager.
- 7.5**  
**Formalised Rule** All memorials (whether new or a re-fix), including kerb-type memorials, shall be erected to conform to the British Standard and the NAMM Code of Working Practice.
- 7.6**  
**new wording underlined** Headstone memorials must be fixed to the concrete strip foundation provided or, if such a foundation is not provided, to a proper foundation in accordance with ~~known best practice and techniques approved by the Council,~~ the British Standard and the NAMM Code of Working Practice to ensure stability and prevent risk to the health and safety of persons employed in, or visiting the cemeteries. On concrete strip foundations, the back edge of the memorial base should be positioned 410 mm (16 ins) from the edge of the concrete strip measured from the head end of the grave.
- 7.7** In the absence of a concrete strip foundation, foundations for full sized graves shall be made of reinforced concrete or other suitable material that complies with the British Standard and the NAMM Code of Working Practice and is approved by the Council, measuring 1067 mm (42 ins) wide 508 mm (20 ins) in depth and 76 mm (3 ins) in thickness.
- 7.8**  
**new wording** On "cremated remains" sections, headstone memorials must be not more than 610 mm (2 ft) in height above ground level, or above a permitted 76 mm (3 ins) high terrazzo or suitable

- underlined**      material sub-base, 610 mm (2 ft) in width, and 102 mm (4 ins) in thickness.
- 7.9**                On all graves other than those referred to in 7.8 above, headstone memorials must be not more than 1070 mm (3 ft 6 ins) in height above ground level, 915 mm (3 ft) in width, and 152 mm (6 ins) in thickness.
- 7.10**                It is permissible for a “cover slab” to be installed in the soil border of graves in the lawned sections of the cemeteries.
- Formalised rule**      These should measure 610 mm (24 ins) wide 458 mm (18 ins) in depth and 76 mm (3 ins) thick on cremated remains sections 915 mm (36 ins) wide 458 mm (18 ins) in depth and 76 mm (3 ins) thick on other sections. These must be separate items from the memorial base or foundation and an application form for such items must be submitted in the normal way (and the due fee paid).
- 7.11**                ~~Only BRAMM (British Register of Accredited Memorial Masons) accredited memorial masons may carry out memorial works within the Council’s cemeteries.~~
- new wording underlined**      Only BRAMM accredited businesses may carry out memorial works within the Council’s cemeteries. BRAMM accredited businesses carrying out memorial works within the Council’s cemeteries must employ (to include on a sub-contracting basis) Licensed Fixers to carry out fixing work, provided that this rule shall be deemed to be complied with if every ‘team’ carrying out fixing work has at least one Licensed Fixer. For example, if a BRAMM accredited business has three teams working on three memorials there is a requirement to have at least three Licensed Fixers (one working/supervising on each memorial). No fixing work in cemeteries on any memorial shall take place without a Licensed Fixer being present.
- 7.12**                BRAMM accredited businesses carrying out memorial works within the Council’s cemeteries which do not constitute fixing work, shall not be required to use Licensed Fixers for such work.
- New Rule**
- 7.13**                The Council shall operate a local Memorial Mason Registration Scheme for BRAMM accredited businesses. In addition to this local scheme providing a record of all businesses carrying out memorial works within the Council’s Cemeteries, it will also provide the Council with a record of every BRAMM licensed fixer employed (including on a subcontracting basis) by businesses signed up to the local scheme.
- New Rule**
- 7.14**                From 1 January 2009, no memorial mason firm may carry out memorial works in the Council’s Cemeteries unless they have signed up to the local Memorial Mason Registration Scheme in accordance with Rule 7.13 above, and in signing-up to such registration scheme, shall agree as part of such registration to be subject to the disciplinary procedure and

other requirements contained therein.

- 7.15** The local memorial mason registration scheme will be available to any BRAMM accredited memorial mason firm that presently works, or intends to work, within the Council's three cemeteries. However, Memorial masons firms that have been barred from performing work in any cemetery whether in the Council's area or elsewhere within the previous two years (2 years) may be ineligible to join the scheme.
- 7.16** A copy of the local memorial mason registration scheme and application form may be obtained from the cemetery office, Birchfield Road, Widnes.
- 7.17** No memorial works shall be carried out unless a permit has been applied for and issued by the Council. Such permits must be available on site for inspection by any Bereavement Services officer or agents acting on behalf of the Council during the execution of the works.
- 7.18** No memorials shall be conveyed into or out of the cemeteries without the prior approval of the Council.
- 7.19** Headstone memorials must conform to the general designs approved by the Council (for dimensions see rules 7.8 and 7.9 above).
- 7.20** The materials used in the construction of memorials must be of durable natural stone, marble, granite or other similar materials.
- 7.21** Wooden memorials will only be permitted in special circumstances on written application to the Council, or to mark a grave once a headstone has been applied for.
- 7.22** The Council accepts no responsibility for any damage caused to any memorial unless caused by the act or default of its employees or contractors working on its behalf.
- 7.23** Details and drawings of any proposed memorial including details of the foundation and/or the method of fixing, and inscription thereon must be submitted to the Council for prior approval, using the prescribed form (to be obtained at the cemetery office). The form must be signed by the registered owner of the right of burial in a grave. No memorial will be permitted without such owner's consent.
- 7.24** When, in the opinion of the Bereavement Services Manager, memorials are no longer maintained in good repair and proper condition, they may be removed by order of the Council.
- 7.25** In the event of memorials in the opinion of the Council becoming unstable, so as to present a risk to the health and safety of persons employed in or visiting the Cemetery, the Bereavement Services Manager will take appropriate action, in line with the Risk Management Strategy for Safe

Headstones.

- 7.26** If any ~~monument~~ memorial or other work to be erected or made is in violation of these rules, the ~~monument~~ memorial or work may be removed at any time by the Council, without notice, at the cost or expense of the person responsible therefor.
- new wording underlined**
- 7.27** All memorials must be conveyed into the Cemetery, erected and removed, at the expense of the owner of the right of burial, and every memorial must have inscribed upon it the number of the grave or vault on which it is to be erected.
- 7.28** No hewing of stone will be permitted within the Cemetery walls or approaches thereto and all materials for monuments and memorials shall be conveyed into the Cemetery in such a manner under the direction of the Bereavement Services Manager, as will avoid the cutting up of the roads, paths or verges.
- 7.29** The fixing of memorials is not allowed on Saturdays, Sundays or Public Holidays. Erectors or masons are requested to note that no work incidental thereto will be permitted after normal cemetery office hours in the cemeteries, without the written permission of the Bereavement Services Manager.
- 7.30** Work of every description must proceed continuously and be completed without unnecessary delay. This applies, in particular, to memorials awaiting re-erection.
- 7.31** The re-instatement of a grave after the fixing or re-fixing of a memorial or any other memorial work is the responsibility of the memorial mason firm concerned, who must ensure that the grave and the area around the grave is left in a clean and tidy condition to the satisfaction of the Bereavement Services Manager.
- New wording underlined**
- 7.32** All memorials, or materials for fixing memorials into position, admitted into the cemetery or permitted to be erected therein shall be so conveyed, erected, remain and removed at the owner's risk and the Council shall not be held responsible for any damage or breakage occurring to, or loss of any such materials howsoever caused.
- 7.33** The memorial mason firm erecting a memorial (whether new or a re-fix) shall arrange for the relevant section and grave numbers to be engraved in not less than 20 mm (3/4 inch) lettering on the right-hand side face of such memorial and 50 mm (2 ins) above the ground level prior to its erection within the cemetery). In addition, these markings should include an asterisk as confirmation that the headstone has been fitted to current NAMM standards.
- New wording underlined**
- 7.34** The memorial mason firm erecting a memorial (whether new or a re-fix) shall arrange for the firm's name to be engraved in not more than 20 mm (3/4 inch) lettering on the base of the
- New rule**

- memorial.
- 7.35** Any employee or subcontractor of a memorial mason firm breaching any applicable cemetery rule will render themselves liable to such action as the Council thinks necessary to prevent further breaches, including disqualification. Memorial mason firms that breach, or whose employees or sub-contractors breach any applicable cemetery rule will render themselves liable to the disciplinary procedures contained in the local memorial mason registration scheme referred to in rule 7.13 above.
- New wording underlined**
- 7.36** Kerb-type memorials are not allowed in any of the Council's three cemeteries unless they are replacing an existing kerb-type memorial that has been supplied and fitted officially and must feature previously in burial registers as a kerb-type memorial.
- Formalised rule**
- 7.37** Any replacement kerb-type memorials must be in keeping with the current Cemetery Rules, i.e. maximum height and width. The overall length of the memorial must not exceed 1.98 metres (6 ft 6ins) and the memorial MUST be fitted on a single one-piece foundation as stated in the NAMM Code. Sectional foundations will only be allowed on multiple grave spaces.
- Formalised rule**
- 7.38** An appointment system is in operation for the fitting of all kerb-type memorials. All Monumental Masons must telephone the Bereavement Services Office (0151 471 7332) for an appointment time at least two working days before work is planned.
- Formalised rule**
- 7.39** The Council allows three methods of cleaning memorials within its cemeteries:
- Formalised rule**
- Cleaning by hand, using abrasives such as carborundum blocks
  - Cleaning by machine, using grinding discs
  - Cleaning using chemicals
- Each process is subject to the approval of the Council and the Council reserves the right to remove any of the processes without prior notice.
- 7.40** When applying to carry out cleaning work, the memorial mason firm will be required to state which method will be used, and where chemicals are to be used, to state what the chemicals are. Permits granted for cleaning work will be accompanied will be accompanied by a health and safety requirements sheet that the firm / operatives will be expected to follow.
- Formalised rule**