



Llanelli District Cemetery Regulations for Memorial Masons.

Version 3

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1: Registration

Llanelli Joint Burial Authority will maintain a Register of Approved Memorial Masons.

No Mason will be allowed to work within Llanelli District Cemetery if they are not included on the approved register

For inclusion on the Burial Authority's Memorial Masons Register, Memorial Masons must be accepted on the NAMM or BRAMM Business Accreditations Registers, employ a licensed Fixer and maintain appropriate Public Liability and Employers Insurance policies.

Only licensed Memorial Masons/Fixers will be permitted to carry out installation, repair or refurbishment of memorials within the cemetery.

Non accredited/licensed persons may only work in the cemetery under the direct supervision of a Licensed Memorial Mason/Fixer.

If a memorial company or individual mason is removed, excluded or suspended from the BRAMM or NAMM Registers the Burial Authority will consider their continued inclusion on the Llanelli Joint Burial Authority Register.

If a memorial company or individual mason is removed, excluded or suspended from working in any other cemetery or burial ground the Burial Authority reserves the right to consider their continued inclusion on the Llanelli Joint Burial Authority Register.

The Burial Authority must be provided with photo copies of Accreditation/Registration certificates and Fixer licences.

The Authority must be notified of any changes in status or amendments to business accreditation or licensed employees.

In all cases the lead Memorial Mason/Fixer responsible for individual installations must be clearly identified on the cemetery memorial permit application form.

Applications for inclusion on the register for new Masons or Memorial companies will be considered by the Members of the Burial Authority upon receipt of a fully completed application from the Mason.

Each Memorial Mason will be required to confirm that they will comply with all Burial Authority regulations and guidelines at all times, will adhere to the Burial Authority Health and Safety policies and develop their own Health and Safety Policies.

All Mason's must commit that all work is compliant with the latest version of BS8415 at the time of installation.

Memorial Masons are responsible for ensuring they are working to the most recent standard. All updates to the standard and guides must be adhered to as soon as practically possible.

Copies of the mason's public and employer's liability insurance policies must be provided to the Burial Authority annually.

Public liability cover for £5 million for any one incident and Employers liability cover to the minimum value of £10 million will be required. Extant levels of cover will be reviewed periodically and may be amended with due notice to observe national or industry guidelines.

No Mason will be permitted to work in Llanelli District Cemetery without the appropriate insurance cover. Any sub contractor employed by the Mason working within the cemetery must also have adequate insurance policies in place. The Burial Authority will require confirmation of sub contractor's insurance details.

Failure to comply with Burial Authority's regulations may result in temporary or permanent removal from the registration scheme (see section 7: Failure to comply/misconduct).

2: Memorial Criteria

Lawn Memorials:

Memorials must be manufactured from natural quarried stone - i.e. granite, marble or slate. The colour and finish must be derived from a honing or polishing process. Artificially coloured or painted memorials will not be permitted. The cemetery manager shall exercise discretion to ensure colour choices are conducive to cemetery aesthetics.

The maximum permitted **overall size** for a lawn memorial including its base is 34" high from the top of the foundation and should not exceed more than 48" wide at its lowest base.

To aid stability the base must be appropriately proportioned to the headstone. Suitably proportioned concrete foundations adhering to BS8415 must be utilised to support the memorial.

A suitable ground anchor system adhering to BS8415 must be installed on every memorial over 625mm in height.

Each memorial must be clearly engraved on the rear with the plot number.

Section 11: Please refer to more detailed requirements specific to Lawn Section 11 under "Standard of Workmanship".

Baby Area (Section 7)

Permitted memorials are lawn type only.

The memorials must be manufactured from natural quarried stone - i.e. granite, marble or slate. The colour and finish must be derived from a honing or polishing process. Artificially coloured or painted memorials will not be permitted. The cemetery manager shall exercise discretion to ensure colour choices are conducive to cemetery aesthetics.

The maximum permitted **overall size** for a baby section memorial **including its base** is 27"high x 30"wide.

Garden or planter kerbs are **NOT** permitted in this section.

To aid stability the base must be appropriately proportioned to the headstone. Suitable concrete foundations adhering to BS8415 must be utilised to support the memorial. The foundation must not exceed 30" x 14".

A suitable ground anchor system adhering to BS8415 must be installed on every memorial over 625mm in height.

Baby Area (Section 5B)

Memorials must be manufactured from natural quarried stone - i.e. granite, marble or slate. The colour and finish must be derived from a honing or polishing process. Artificially coloured or painted memorials will not be permitted. The cemetery manager shall exercise discretion to ensure colour choices remain tasteful to cemetery aesthetics.

The maximum permitted **overall size** for a baby section memorial **including its base** is 27"high x 30"wide.

To aid stability the base must be appropriately proportioned to the headstone.

Suitable concrete foundations adhering to BS8415 must be utilised to support the memorial. The foundation must not exceed 30" x 14".

Small garden or planter kerbs **are** permitted in this section. Three different sizes are permitted.

Small Planter: Overall dimensions must not exceed 30"w x 35"b/f

Medium Planter: Overall dimensions must not exceed 48"w x 38"b/f

Large Planter: Overall dimensions must not exceed 48"w x 70"b/f

Planting and decorative chippings are permitted when contained within the memorial set.

Gardens of Remembrance

Memorials must be manufactured from natural quarried stone - i.e. granite or slate.

Only stone coloured Black, dark grey, pearl and visage will be permitted.

Upright Memorials: The maximum permitted **overall size** for a single garden of remembrance upright memorial is 22"high x 12"wide x 12" b/f x 3" thick with a single flower container positioned centrally within the base.

If a larger memorial is required a maximum of two adjoining plots can be purchased simultaneously by the legitimate grave owner and a memorial not exceeding 22"high x 30"wide x 14" may be installed spanning the two plots.

The authority wishes to encourage a broad choice of memorial designs. However not all designs will suit the aesthetics of the remembrance gardens. Any design within the dimensional rules but not as per an already accepted form and design must be pre approved by the Burial Authority.

Larger memorials may contain more than one flower container but their positions must not allow floral tributes to encroach onto or over neighbouring plots.

Desk or wedge tablets/memorials: The maximum permitted **overall size** for a single garden of remembrance tablet or wedge memorial is 18"b/f x 12"wide x 4 -2" thick, containing a single flower vase positioned centrally on the memorial.

If a larger memorial is required a maximum of two adjoining plots can be purchased simultaneously. A memorial not exceeding 18"b/f x 30"wide x 4-2" thick may be installed spanning the two plots.

Larger memorials may contain more than one flower container but their positions must not allow floral tributes to encroach onto or over neighbouring plots.

The memorials must be installed on the concrete beam foundation provided by the Burial Authority. The memorial must be placed centrally to the appropriate interment plot or plots.

Each memorial must be clearly engraved on the rear with the plot number.

Garden of remembrance memorials may be installed before the interment by prior arrangement with the cemetery administration office.

Traditional memorial sets (kerbs and headstone covering grave space)

This type of memorial is only allowed on new graves in section 10 of the cemetery and in older sections where full memorial sets already exist.

Memorials must be manufactured from natural quarried stone - i.e. granite, marble or slate. The colour and finish must be derived from a honing or polishing process. Artificially coloured or painted memorials will not be permitted. The cemetery manager shall exercise discretion to ensure colour choices remain tasteful to cemetery aesthetics.

The maximum permitted overall size for a full set memorial is normally dictated by the existing grave space and dependant where the grave is located within the cemetery. It is important that the memorial does not encroach onto any neighbouring grave space or more than half the ground distance shared between neighbouring graves.

Wherever possible the areas adjoining neighbouring full sets should be filled in with smooth finished concrete to form a solid path. This may be a requirement of the permit if the area between neighbouring memorials is too small for cemetery staff to maintain. If in doubt regarding the overall size of the memorial, please consult with the cemetery administration department.

Decorative chippings and plants are allowed on full set graves where they are contained within the memorial.

The maximum **overall height** of the memorial at the apex of the headstone should not exceed **38"**.

Suitable cast or pre formed concrete foundations meeting British Standard 8415 must be utilised to support the memorial.

Each memorial must be clearly engraved on the rear with the plot number.

3: Memorial Permit System

A Permit to Work within Llanelli District Cemetery **MUST** be completed for all activity within the cemetery grounds. This includes; the erection of new memorials, re instatement of existing memorials, installation of memorial tablets or vases, adding or amending inscriptions, cleaning and/or any renovation or repair including stability failure rectifications.

Payment of a cemetery fee is required in full upon submission of the completed permit application. General refurbishments, cleaning and stability rectification do not attract a fee. The relevant cemetery fees will be applied for all other memorial work.

The completed permit application must be submitted to the cemetery administration office and duly approved **before** any work is carried out at the cemetery. The permit must be signed by the legitimate grave owner(s), fully completed by the Memorial Mason firm providing all technical information regarding the construction of the memorial and identifying the licensed Fixer who will be responsible for installing the memorial.

In the case where a memorial is to be removed for interment, the person arranging the funeral will have provided permission to remove the memorial on the interment request form. However this person may not be the legal owner for the grave or the person legally entitled to be granted ownership of the grave. It is advisable to contact the cemetery administration office to ascertain the correct details regarding grave ownership **before** taking action on any memorial work. **All** of the legitimate grave owners **must** sign the cemetery permit to install a memorial. Please contact the cemetery office or refer to the Burial Authority's guidelines regarding Exclusive Rights of Burial if further information or clarification is required.

No variance to the information as entered on the original permit application will be allowed without prior notification to the cemetery administration office. If deemed necessary a complete new permit application may be required.

4: Signing in and appointment system

No mason will be allowed to enter the cemetery **for any reason** without first reporting to the cemetery administration office. This procedure will also apply when masons are visiting to inspect, prepare quotes or measure up for future work.

Permitted hours of entry are: 8.30am – 3.30pm Monday – Thursday and 8.30am – 3.00pm on Friday.

No activity will be allowed outside these times or on public holidays unless by prior arrangement and with specific permission from the cemetery management.

Following the approval of a permit an appointment request to carry out the proposed works must be made to the cemetery administration office **at least 24 hours before** the intended visit. Entry may be denied if a burial or service is taking place, or if cemetery maintenance, training or stability testing is in progress. Under the provisions of the Local Authority Cemeteries Order 1977 the Burial Authority has the right to refuse or restrict entry to the cemetery grounds.

Upon arriving at the cemetery the mason must sign in at the administration office, stating the purpose of the visit and presenting any **approved permits**. The mason must sign off each job as it's completed when they leave the cemetery or if they leave the cemetery and do not intend to return that day. If the mason needs to leave site and return to complete or carry on with the work later that day it will not be necessary to sign out until the work is completed, or at the end of the working day.

When a mason is required to remove or dismantle a memorial to accommodate an interment an advance appointment will not be required as the administration office would have already liaised with the Funeral Director or the appointed mason regarding the removal of the memorial. The mason must still report to the administration office on arrival and verify the intended works before proceeding into the cemetery.

The register/appointment system must be adhered to at all time to allow the cemetery management to comply with its statutory duties to ensure memorial work is compliant with BS8415 and is conducted legitimately within the cemetery.

5: Standard of Workmanship

All memorial construction, installation and refurbishment must adhere to the latest version of BS8415 as a minimum.

The Mason must also ensure that workmanship is of reasonable merchantable quality as per the requirements of the Sales of Goods Act 1979.

All work must be **structurally** guaranteed at the cemetery for a minimum of 30 years.

The Burial Authority requests that all Memorial Masons make their customers aware of the availability of memorial insurance and provide customers with written guarantees or certificates of conformity.

All new and re instated memorials must have the grave number clearly engraved on the rear of the headstone or base.

On sloping or uneven ground the NAMM COWP/BRAMM Blue Book guidelines must be maintained at all times to accommodate the prevailing ground condition and ensure the installation meets the requirements of BS8415.

It is important that when considering re using existing foundations the Mason is satisfied that the foundations are in an acceptable condition, will accept a ground anchor system (if required), meet present cemetery regulations and will satisfy the latest version of BS8415.

The foundations, dowelling and ground anchor systems must be installed to BS8415 and be of suitable grade and construction to adequately support the memorial to satisfy Llanelli Joint Burial Authority
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testing procedures. Only stainless steel dowels must be used of a grade not less than A302 and of a length to ensure correct engagement. During refurbishments or repairs, dowels that don't comply with the latest version of BS8415 must be replaced.

For memorials over 625mm in height the use of a Lockdown Collar system alone is not permissible on a free standing foundation. An approved ground anchor system must be installed. A Lockdown Collar system can be used on free standing foundations in conjunction with a suitable sized ground anchor. Refer to the NAMM COWP for selection details. All anchor systems must be of the correct size and installed to BS8415 and comply fully with the manufacturer's instructions.

The cemetery management will periodically observe the installation of memorials in detail or may request to inspect the elements of the memorial before it's installed. The mason must be able to demonstrate that all memorial surfaces have been correctly prepared, dowel holes are correctly sized and that the correct specification of dowels and ground anchors are being used. If deemed necessary the management may request that a memorial is dismantled for detailed inspection. This will be completed at the Masons cost and liability.

The Mason must always leave the grave and the surrounding area clear of any debris and waste material. At no time shall any waste materials be deposited anywhere within the cemetery grounds.

Grave surfaces must be levelled and left in a clean and presentable condition after work has been carried out. Ground protection must be used in wet conditions.

Care must be taken that neighbouring memorials or graves have not been soiled or damaged by the work being carried out. It is the Mason's responsibility to make good any damage and to clean the area.

When removing traditional kerbs or old memorial sets, all debris must be completely removed from the cemetery. If a kerb set is not being replaced the mason must level the grave area and make good the ground with top soil or turf. If seeding is needed a request should be made to the cemetery administration office.

When dismantling or removing traditional kerbs or memorials for further interment **all elements of the memorial** including foundations and chippings must be completely removed from the cemetery. When partial dismantling is required to accommodate the burial of cremated remains, the memorial components can be stored temporarily at the cemetery; however they must be re instated on the grave as soon as possible after the interment. Masons should seek advice from cemetery staff on where to store the memorial elements in these cases and when to return to reassemble.

When removing a lawn memorial for further interment the Mason must liaise with the cemetery Supervisor to receive instruction and agreement regarding the temporary storage of the foundations.

It is not permitted to re instate any memorial within six months following the re opening of a grave. This does not include memorials associated with interring cremated remains or memorials installed on a new grave.

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The Authority reserves the right to deny permission to install a memorial if it deems the ground is not stable.

Completed works will be inspected by the cemetery management to check the memorial complies with the details provided on the permit form and to BS8415. Should there be an issue such as; non compliance to BS8415, a variance to the permit, misalignment, or the area has not been left in an acceptable condition, the Mason can be instructed to return to the cemetery and carry out any remedial work deemed necessary by the cemetery management.

Guidelines specific to New Lawn Area Section 11:

For uniformity and to aid the aligning of memorials, the **minimum** requirement for a lawn memorial foundation in section 11 is a foundation constructed to BS8415 and measuring 34" x 14" x 4".

If the design of the memorial dictates a larger or smaller foundation the cemetery management must be consulted before installation. Foundations made from granite or other hard stone matching the memorial are permissible (see BS8415). Foundations thicker than 4" may also be used as ground conditions dictate.

The **maximum** allowable foundation will be 24" x 48" with a minimum of 2" thickness and a maximum of 4" raised above the prevailing ground level after installation.

Foundations must be sized appropriately to the size and form of the memorial and satisfy BS8415.

Markers will be placed by the cemetery staff on each row to indicate the correct positioning of the foundations. Memorial Masons must place a string line to ascertain the correct positioning of the foundation for every installation. If there is any doubt on the positioning of the foundation the cemetery staff must be contacted before the installation goes ahead. Permits must be completed and approved **before** any foundation work is commenced.

Uniformity and alignment of the visible portion of foundation must be maintained. If foundations are to be installed on a sub base this must be set below ground level. Placing pre cast foundation pads at ground level and leaving them exposed is not permissible in section 11. An appropriate proportion of the foundation **must** be set below ground level. All sub base construction must be completely covered over with soil or turf after installation and the surface of the grave and surrounding area made good before the installation is complete.

6: Testing Procedure

The Authority manages a rolling testing programme to inspect the stability of all memorials to BS8415. All memorial installations must satisfy the Authority's test procedure. For further details refer to the LJBA Memorial Safety Policy.

7: Failure to comply/misconduct

The Burial Authority will review the continued inclusion of a Mason on the LJBA Register as a result of suspension, removal or exclusion from the NAMM or BRAMM National Register.

The Burial Authority reserves the right to notify NAMM or BRAMM of any concerns it may have regarding the standard of a Memorial Mason's workmanship or failure to comply to cemetery regulations.

A "staged" penalty system will be enforced at the management's discretion following a Mason's failure to comply with Burial Authority's regulations.

"Mason" refers to the memorial company **and /or** the individual mason named as the lead mason on the memorial permit application form, or any person working in the cemetery in conjunction with or under a masons employment or instruction.

Penalty procedures

Stage 1: At the management's discretion, a breach of the regulations will result in a first written warning being issued. The warning will remain on record for a period of twelve months. If no further breach of the rules occurs during this time the warning will be removed from the records.

Stage 2: If during the course of the twelve month period there is a further breach of the regulations, a second written warning will be issued. This will remain on record for two years. If no further breach of the rules occurs in the two year period, the warning will be removed from the records.

Stage 3: If during the course of the two years following a second written warning there is a further breach of the rules the mason concerned will be forbidden to carry out any work within the cemetery for a period of twelve months.

Stage 4: If a Mason who has returned from a period of exclusion again breaches the rules within twelve months they will be forbidden to work within the cemetery for a minimum period of two years.

A new application to re join the approved register must be made following any period of exclusion.

Dependant on the seriousness of the breach the Authority retains the right to impose any stage deemed appropriate.

Gross misconduct: Certain circumstances may be considered as gross misconduct where the exclusion of the mason may be considered with immediate effect followed by appropriate notification to BRAMM and/or NAMM.

The following are examples of situations that would be considered as gross misconduct. This is not an exhaustive list; the Burial Authority will make the final decision on what it considers as gross misconduct.

- Installation not complying to BS8415
- Installation of a non approved memorial
- Installation to sub standard or dangerous workmanship
- Dangerous work practises
- Refusal to carry out remedial work
- Major variance to details provided on permit
- Intentionally providing false or fraudulent information on a permit application
- Abusive or aggressive behaviour toward Authority staff or members of the public

Appeals: Any Mason is entitled to appeal against the decision to impose a penalty procedure against them. The appeal must be made in writing to the Burial Authority.