

MEMORIAL REGULATIONS FOR CHELTENHAM AND CHARLTON KINGS CEMETERIES

A temporary wooden marker bearing only the name, date of death and age of the deceased is permitted on burial plots for a **maximum period of twelve months** following an interment. As the burial authority, Cheltenham Borough Council retains the right to remove any temporary markers after the twelve months have ended and the right to refuse the installation of any memorial or temporary marker that is deemed unsuitable.

A permit application must be submitted for any memorial, including mini/child kerb sets, erected on a grave, whether this is a first memorial, additional inscription, renovation or replacement memorial, for which a fee may be payable. When a headstone is refixed after a renovation or additional inscription, an anchor system must be fitted regardless if it did not originally have one.

Stonemasons recommend waiting 12 months before headstones are erected, because we do not tamp our graves and headstones that are fitted after 6 months are more likely to move even with the anchor systems. Therefore allowing the grave to sit through all four seasons should allow the ground to settle and help prevent movement.

Following a burial the surface of the grave will be levelled but giving allowance for the ground to settle in the future, grass seed spread and, once established, the grass will be cut by the Grounds Maintenance staff. Please contact the office should the grave require a top up or removal of soil.

The planting of small trees, shrubs or roses is not permitted.

MATERIALS

All memorials must be of natural quarried stone, granite or marble. Please note, glass, metal, pottery, earthenware, artificial or reconstructed stone memorials of any kind is **not** allowed and a wooden headstone can be no more than 24"/61cm in height due to the greater risk of the material perishing over time and becoming unsafe.

No Memorials can be erected without the Right to Erect a Memorial permit including refixing a headstone or installing a new mini kerb set. Permits are available through the Cheltenham Cemetery Office and application must be made by a NAMM/BRAMM approved Memorial Mason. All Memorials exceeding 18inches/46cm tall must be installed with a National Association of Memorial Masons approved ground anchor, without exception, by a professional Memorial Mason. This is essential for us as a Local Burial Authority as we have a legal obligation to ensure regulatory compliance and manage instances of unstable and dangerous memorials.

ALL STONEMASONS MUST BE COVERED BY PUBLIC LIABILITY INSURANCE

Before a permit can be issued, a copy of Memorial Mason's current Public Liability Insurance Certificate must be submitted to Cheltenham Bereavement Services with updated certificates forwarded as appropriate. When onsite, the stonemason must be able to present the issued permit to a member of Cheltenham Bereavement Services if requested. The tear-off slip at the bottom of the permit must be returned to the Cemetery office, preferably within 5 days of erecting the memorial.

A permit will not be issued for an application for any memorial not meeting the above criteria.

All fees are required prior to the issue of a permit and the erection of the memorial or the cutting of an inscription cannot take place until a permit has been issued to the stonemason. As the Burial Authority, we aim to process this application within three weeks of receipt, providing the application is complete and correct.

If you have any questions regarding the above or the fees payable, please contact Cheltenham Bereavement Services at Cheltenham Cemetery on 01242 244 245.

SIZES

Overall size of Memorial MUST NOT EXCEED and includes the foundation and kerb set if appropriate

- ❑ **LAWN GARDEN GRAVE** available at Cheltenham Cemetery
Headstone Height 3ft 6ins/107cm Mini Kerb Set Height 6ins/15cm*
Maximum Total Length front to back 3ft 6ins/107cm Width 3ft/91cm
- ❑ **TRADITIONAL GRAVE** available at Charlton Kings and Cheltenham Cemeteries
*Headstone Height 5ft/152cm**
Length front to back 2ft 6ins/76cm Width 3ft/91cm
Kerb set or ledger stone must not exceed
Maximum Total Length including that of the Headstone and Kerb Set 7ft/213cm Width 3ft/91cm
Height 12ins/30cm
- ❑ **CHILD'S GRAVE** available at Cheltenham Cemetery
*Headstone Height 3ft/91cm**
Width 2ft/61cm Length front to back 2ft 6ins/76cm
Kerb set must not exceed
Maximum Total Length including that of the Headstone and Kerb Set 4ft/122cm
Width 2ft/61cm Height 6ins/15cm
- ❑ **CREMATED REMAINS GRAVE**
 available at Cheltenham Beech Walk, Y(A), Y(B) and Charlton Kings 10A, 10B, 10C, 10D
TABLET
Length front to back 18ins/46cm Width 18ins/46cm Tablet Height 6ins/15cm
VASE
Width 12ins/30cm square Vase Height 12ins/30cm
- ❑ **CREMATED REMAINS PLOT** available at Cheltenham Cemetery A1 and B1 only
HEADSTONE *Height 2ft/61cm Width 18ins/46cm Length front to back 18ins/46cm*
TABLET *Height 6ins/15cm Width/Length 18ins/46cm square*
VASE *Height 12ins/30cm Width/Length 12ins/30cm square*
- ❑ **CREMATED REMAINS PLOT** available at Charlton Kings Garden of Remembrance only
TABLET *Height 6ins/15cm Length/Width 18ins/46cm square*
VASE *Height 12ins/30cm Length/Width 12ins/30cm square*

*** if a wooden headstone is being erected the maximum permitted height is 24"/61cm due to the greater risk of the material perishing and becoming unsafe**

VERY IMPORTANT GRAVE INFORMATION

On occasion, to maintain staff safety and ensure service delivery, the authority reserves the right to alter the position of graves, purchased in reserve or not, prior to the initial interment taking place. This would be due to unstable, non-cohesive, ground conditions becoming unworkable during periods of adverse weather.

The sometimes necessary reselection is done to ensure the service does not breach The Local Authority Cemetery Order 1977 (LACO 77), and the Charter For The Bereaved (Institute of Cemetery & Crematorium Management), while carrying out the grave digging process, and to ensure staff welfare is maintained at all times. The grave owner(s) will be made aware of any alterations made and offered options with regards the reselection process. Every effort will be made to accommodate the wishes of the grave owner(s).

Grave owners should be made aware that, on occasion, spoil from neighbouring excavations may be placed upon their grave, to facilitate the grave digging process. This is unavoidable and essential. Every effort will be made to ensure that disruption to any grave is kept to a minimum. In certain weather conditions there may be unavoidable footprints or tyre tracks left, although we will endeavour to make this right. Any objects placed on a grave are done so at the owners own risk, and the authority accepts no liability for loss of items. The authority recommends that the grave owner(s) takes out insurance on Cemetery approved grave memorials. Insurance information can be found by contacting approved memorial masons. The authority will investigate any damage caused to memorials, but if the cause of damage cannot be ascertained, and blame apportioned, the authority will not cover any repair costs to said memorial.