

**Newcastle-under-Lyme Borough Council**  
**Bereavement Services**  
**Terms and Conditions – Memorials and Memorial Masons**



**The removal, fixing and renovation of memorials in all of the Newcastle Borough cemeteries and at Newcastle Crematorium**

Memorial Masons

- Only Memorial Masons that are on the Council's approved list are allowed to carry out any memorial works within the borough cemeteries and at the crematorium
- To be included on the Council's approved list a memorial mason must make an application to the Council, submitting the requested information
- All approved masons will be BRAMM or NAMM accredited and have the required level of Public Liability Insurance
- Each team of memorial masons will have at least one licensed fixer completing any memorial works on site
- Only memorial removal, fixing and renovating works can be carried out on site; all other works must be completed off site
- All materials must be of the best quality and description
- All debris must be removed from the site leaving the memorial and area in a clean and tidy condition
- The cemetery or crematorium office must be contacted before any memorial works are carried out on site to make sure that there is available access to the site without any disruption to funeral services
- All traffic management instructions on site must be followed and parking is only allowed in the designated areas and bays; no vehicle must drive or park on any grassed area

Removal of Memorials

- A removal form signed by the licensed fixer must be completed and submitted to the cemetery or crematorium office for any and all memorials removed from site
- A memorial being removed to facilitate a burial must be removed by 10:00am at least four clear working days before the burial is to take place
- The entire memorial including the foundation must be removed

Fixing of Memorials

- A memorial headstone can be erected on any purchased grave within the borough cemeteries and at the crematorium
- Only a cremated remains memorial headstone can be erected on a cremated remains grave in the cemeteries and at the crematorium
- A memorial vase is allowed on an unpurchased grave
- No memorial vases made of glass will be allowed
- Any and all memorial works will require a written application signed by the grave owner(s) to be completed and submitted to the cemetery or crematorium office
- The memorial application will be checked and recorded and if approved a fixing permit will be issued to the Memorial Mason when the works can be completed
- A settlement period of at least six months is required before a memorial can be fixed on to a lawn grave in which a coffin burial or a cremated remains burial at a depth greater than 2ft has taken place
- A cremated remains grave memorial headstone is fitted to a supplied concrete stone slab and there is no settlement period

- The grave number must be engraved and clearly visible on the side of the memorial base
- Upon completion the fixing permit must be signed by the licensed fixer and returned to the cemetery or crematorium office
- All materials and stone type will be considered with an emphasis on environmental sustainability and local sources
- All memorial designs must be of an upright design, sloping tablet or vase; kerb sets and flat stones are not allowed due to grounds maintenance
- Memorial vases are allowed on an unpurchased grave; these will still require a completed application form signed by the applicant
- Figures and statues can be included in the memorial design on a lawn type grave as long as the overall size does not exceed the maximum size restrictions
- Figures and statues must be fixed securely to the memorial base without protrusion
- Lanterns can be included in the memorial design as long as the overall size does not exceed the maximum size restrictions
- Lanterns must be fixed securely to the memorial base without protrusion
- Lanterns must not contain any glass or anything breakable and be free from sharp edges
- All figures, statues and lanterns must be supplied and fixed by the Memorial Mason
- All memorials must comply with the Council's current memorial size specifications
- All foundations are individual and supplied by the Memorial Mason
- All memorials and foundations must conform to and be fixed in accordance with the NAMM Code of Working Practice and to the current BS8415 standard

#### Renovation of Memorials

- Any and all renovation works will require a written application signed by the grave owner(s) or the rightful responsible person to be completed and submitted to the cemetery or crematorium office
- The memorial application will be checked and recorded and if approved a fixing permit will be issued to the Memorial Mason when the works can be completed
- Upon completion the fixing permit must be signed by the licensed fixer and returned to the cemetery or crematorium office
- All memorials must comply with the Council's current memorial size specifications
- All foundations are individual and supplied by the Memorial Mason
- All memorials and foundations must conform to and be fixed in accordance with the NAMM Code of Working Practice and to the current BS8415 standard