

Formal Burial Ground

Memorials

Terms & Conditions

1. Only the owner(s) of a plot can apply for a Memorial Permit to erect a headstone or stone tablet on a grave and memorial stones remain the sole responsibility of the plot owner.
2. Memorial stones are only permitted on graves in the formal areas of Chesham Bois Burial Ground.
3. All requests to place a memorial headstone or tablet on a grave are subject to approval by the Council prior to installation. Permission is based upon the size, material and design as well as the proposed inscription, which must be respectful.
4. Memorial installation must comply with British Standards 8415:2018 or those in existence at the time of installation and the NAMM Code of Practice. Plot owners are required to use stonemasons who are members of NAMM (National Association of Memorial Masons) or BRAMM, (British Register of Accredited Memorial Masons).
5. Memorial headstones should be placed at the head of the grave and installed in accordance with NAMM (National Association of Memorial Masons) Code of Working Practice 2018.

Permitted dimensions:

Full burial plot: Headstone maximum height 3' overall – comprising:
 Headstone: 2'9" high x 2' wide and up to 5" depth
 Base: 3" high x 2'6" wide x 12" depth

Ashes plot: Headstone maximum dimensions – height 18", width 2', depth 5"

The plot reference number should be engraved on the back of all vertical headstones.

6. It is usual to wait for between six and twelve months after an interment before a permit will be granted to install a memorial stone, and this requirement is to allow for settlement. As a temporary measure, a wooden plaque or cross (not to exceed 30" x 24" overall) showing the name, age and date of death of the deceased may be permitted, subject to the approval of the Council.
7. All material and labour costs associated with memorial stones, tablets and temporary plaques or crosses are to be paid by the applicant.
8. Memorial headstones and tablets are limited to one on a small plot and no more than two on a full size plot.
9. Planting on graves in the formal areas is subject to prior approval by the Council. A list of suitable native plants is available on request from the Parish Clerk. Shrubs and trees are not allowed to be planted on graves and the Council reserves the right to remove any unsuitable or overgrown plants without notice.

10. Kerbs or fences around a grave are not permitted and the Council reserves the right to remove any such items. Any unauthorised objects, dead flowers or unsuitable or hazardous items may be removed from the grave at any time by the Council.
11. A Memorial Permit is valid for 5 years and serves to confirm that the Council has approved the installation. It is the responsibility of the plot owner to maintain the memorial to a standard deemed acceptable by the Council.

Memorial Permits may be renewed by the Council for additional periods of 5 years on receipt of the appropriate fee, subject to the memorial being maintained in a safe condition.

12. Memorials are regularly checked, at least every five years, and if a memorial stone is found to be in a state of disrepair or is unstable, the Council will notify the owner to resolve the issue within an appropriate time frame.

The Council also reserves the right to take remedial action without notice if the memorial presents a hazard from a Health & Safety perspective. The Council may arrange to remove the memorial; have it laid flat on the grave; or temporarily support it and the owner will be responsible for any expense incurred.

Note: *Insurance is available for memorial headstones.*

13. The Council accepts no responsibility for damage to memorial stones or graves unless caused by its authorised contractors.
14. If a plot owner cannot be traced within a six-month period and a memorial presents a risk hazard or falls into disrepair, the Council reserves the right to take appropriate action to make the memorial safe and deal with the issue in a respectful manner.
15. The Council reserves the right to revise these terms and conditions without notice.

Note: *Separate terms and conditions apply to memorial benches and memorial plaques.*