

MARKET BOSWORTH PARISH COUNCIL

**APPLICATION TO PURCHASE EXCLUSIVE RIGHTS
TO ERECT A MEMORIAL HEADSTONE ON A SMALL BURIAL PLOT
at Shenton Lane Cemetery, Market Bosworth**



This form is to be completed in BLOCK CAPITALS and sent to:
The Parish Clerk, The Parish Council Office, Parish Hall, Park Street, Market Bosworth,
Nuneaton, Warwickshire CV13 0LL Tel: 01455291867,
email: marketbosworthpc@btconnect.com

ALL HEADSTONES TO BE OF THE MONOLITH STYLE SET TO A METHOD APPROVED BY NAMM WITHIN BS8415.
MEASUREMENTS NOT TO EXCEED 56CM (22 INCHES) WIDE INCLUDING BASE COLLAR AND 60CM (24 INCHES)
TALL FROM THE GROUND.
AN OPTIONAL COLLAR IN THE FORM OF A SLEEVE OR APRON CAN BE INCLUDED WITH ONE OR TWO HOLES
TO ACCOMMODATE VASES FOR FLOWERS.
ALL COLLARS TO BE INSTALLED WITH THEIR TOPS AT GROUND LEVEL

Please attach a drawing showing the dimensions of the proposed headstone and all fixings.

Grave Plot: Row Plot Number

Size of headstone

Type of stone

Colour of stone

Inscription on headstone.....

.....

.....

.....

I hereby authorise the monumental mason named below to carry out the work as detailed and I have understood the notes overleaf.

SIGNATURE

NAME AND ADDRESS (CAPITALS)

.....

MONUMENTAL MASON OR OTHER AGENT

Name and Address

..... Telephone No:

Date of Application

I hereby declare that the memorial shall be installed as on "Application to Erect a Memorial Headstone" form. All work will be in accordance with the NAMM Code of Working Practice (Current Edition).

Signed Print Name Date

FOR OFFICE USE: Date Received Fee paid £..... Plot No

Exclusive Rights to erect a headstone

An 'Exclusive Right to erect a Memorial Headstone Deed' guarantees the purchaser the exclusive rights to erect a headstone on a specific plot and ensures that no other party can remove or place any memorial on that plot.

Exclusive Rights Deeds shall be issued on receipt of a completed, approved application form and payment.

Any memorial remains the responsibility of those who ordered its erection or their heirs.

Headstone installation and maintenance

The Parish Council has a duty to manage risks in the cemetery and wishes to do so in a sensible, proportionate and sensitive way. The following regulations apply with regard to memorial headstones:

- All new memorials and all memorials re-erected following a second interment will be installed by a BRAMM /NAMM accredited memorial mason in accordance with the NAMM Code of Working Practice.
- Masons and others must comply with regulations made by the Parish Council and will be liable for any damage done to the surrounding memorials, turf etc.
- An application to erect a memorial (or to add an additional inscription or carry out other works) must have been accepted before any works on a memorial are permitted.
- The Parish Council will carry out safety inspections on all memorials in the Shenton Lane Cemetery as part of a rolling programme on five yearly cycles.
- For each memorial inspected a Risk Assessment will be completed. This assessment will be used to calculate the risk associated with the memorial and whether or not further action to control that risk is required.
 - Very high risk - unstable – liable to collapse
 - High risk – considerable movement but not yet liable to collapse
 - Medium risk – some movement and/or considerably out of alignment
 - Low risk - no movement, but some degradation and some misalignment
 - Negligible risk - good – no degradation, movement or misalignment
- Where there is cause for concern or uncertainty, a BRAMM / NAMM, Council registered, memorial mason will be instructed to carry out a more detailed assessment.
- Where memorials are found to require maintenance every effort will be made to contact the grave owner or their heirs, declaring that the memorial requires maintenance. The methods of contact will be:
 - A notice attached to the relevant memorial;
 - A letter to the last known address of the grave owner or updated contact address;
 - General local press releases;
 - The Council website.
- For all memorials found to be unsafe a letter will be sent to the memorial owner at their last known address or updated contact address. If the Council receives no response a further letter will be sent after three months of sending the first letter. These letters will inform the owner that their memorial has been found to be unsafe and details of the action needed to be taken. If there is no response to these two letters a third and final letter will be sent at least six months after the date the first letter was sent.
- If after at least six months from finding a memorial unsafe the Council has received no response to all attempts to contact the memorial owner the Council will take the necessary steps to permanently make safe the memorial.
- This will also be the case for memorials where the memorial owner or their heirs have responded but where they are unwilling or unable to effect a repair.
- Timescales for the Council to permanently make safe memorials are dependent on the level of risk of the memorial. High risk memorials will be permanently made safe after 6 months, medium risk after 1 year and low risk after 2 years.
- The Council will keep an up to date database of all memorial owner / relative contact information. When purchasing memorial rights new owners will be encouraged to keep the Council informed of any changes in address.
- Ministry of Justice advice states 'only when the memorial poses a significant risk, such as imminent collapse in a way that could lead to a serious injury, does immediate action need to be taken to control the risk'. Based on this advice, the Council will adhere to the following risk responses as appropriate:
 - Very High and High Risk: Cordon off, lay flat, repair, make safe or support with a structural support, or partially bury the memorial in the ground.
 - Medium Risk: Make safe or support with a structural support, lay flat, or partially bury the memorial in the ground.
 - Low Risk: Safety notice.
 - Negligible Risk: No further action.

The 'Application to erect a Memorial Headstone' form

In signing this form, the memorial mason is undertaking to bear all costs of the work and the cost of any claim which might be brought by the owner or their heirs.

In signing this form, the person who purchased the Exclusive Rights Deed agrees to abide by the above rules appertaining to long term responsibility and maintenance.