

**NOTES AS TO APPLICATION FOR PERMISSION
FOR THE ERECTION OF A MEMORIAL OR OTHER WORK THERETO**

1. All memorials in the Cemetery are to be made from natural quarried stone. Before the erection of a memorial or other work thereto in Kirby Muxloe Cemetery a written permit must be obtained from the Parish Council.
2. The application form must be completed by the mason or other person who is to carry out the work and delivered to the Registrar of Burials (Parish Clerk) at least five working days before the permit is required.
3. All work carried out must comply with the National Association of Memorial Masons Code of Working Practice (September 2003 revision) and use an accredited fixing method. A drawing showing the proposed works must be submitted for ALL applications. Copies of Code of Working Practice are available from:

National Association of Memorial Masons
27a Albert Street
Rugby
Warwickshire
CV21 2SG

Tel: 01788 542264
www.namm.org

4. A drawing showing dimensions and manner of construction of the proposed memorial, or the structural alteration or addition to an existing memorial, must be submitted with the application.
5. The Section Letters and Grave Number should be cut on all new memorials in a position easily visible after erection.
7. Masons and others must comply with the regulations as made from time to time by the Council and will be liable for any damage done to the surrounding memorials, turf etc. At the completion of the fixing of the memorial or other work thereto, all surplus earth, mortar, brickbats etc., must be removed by the person carrying out the work, and the memorial and surrounding ground left tidy and in good condition to the satisfaction of the Registrar of Burials.
8. The right to erect a memorial on a grave is limited to the period of grant of the Exclusive Right of Burial. Any memorial erected remains the responsibility of the owner of the Right who shall at all times ensure that the memorial is in a stable condition and is not a danger to any person visiting the Cemetery. Failure to ensure memorial safety will lead to the Council taking appropriate action.
9. Please send your payment with the application. Cheques to be made payable to Kirby Muxloe Parish Council.
10. Appointments need to be made with cemetery staff at least 24 hours prior to fixings. Cemetery staff may be present at fixings, or may carry out random inspections of memorials fixed without prior notice.

If memorials do not comply with the current NAMM standards the memorial mason will be contacted and will be given 2 days to bring the memorial in line with current standards – failure to comply will result in the Council instructing another mason to carry out the work and re-charging the cost back.