

Department for Place

Memorial Masons Regulations/Procedures

Mangotsfield, Filton, Mayshill Cemeteries & Kingswood Remembrance Park

Enquiries and Memorial Permit Applications should be made to the Cemetery Office

Cemeteries Officer Addressee Only, South Gloucestershire Council,
Department for Place, StreetCare & Transport Services,
PO Box 1954, Bristol. BS37 0DD.

Telephone: 01454 865831

Minicom: 01454 863055

Email: Cemeteries@southglos.gov.uk

GENERAL

All Masons must be registered with the Cemetery Office and the cemetery office must have copies of their up to date BRAMM or NAMM registration and Public Liability Insurance details.

Memorials cannot be installed without firstly obtaining a Memorial Permit issued by the Cemetery Office. All details on the Memorial Permit Application Form must be correct and the Deed holder of the grave must sign the form.

Masons must have a copy of the permit with them when installing or re-fixing a memorial, they may be asked to produce this by a member of South Gloucestershire Council staff.

Memorials may only be installed by making a prior appointment with the Cemeteries Officer. Kingswood Remembrance Park only, an officer will need to be on site and at least 7 days' notice must be given for all appointments

INSTALLATION

The installation of memorials must take place between 9am and 3.30pm Monday to Friday only.

Burial Grave – memorials cannot be fitted until after a period of 9 months from the time of the last interment.

Cremated Remains Grave – memorial can be fitted immediately after the interment of ashes has taken place.

All headstones over two feet (61cm) in height must be fixed with ground anchors.

The grave identification reference must be cut clearly in letters not less than ½ inch (15mm) in height on each headstone or memorial and be visible at least 2 Inches (50mm) above ground level. A trade name can only be cut onto a memorial with the express permission of the Deed owner.

This applies to new memorials & changes to existing memorials.

All items requested to be on a grave must form part of the permit request.

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MEASUREMENTS

Please refer to the Masonry Charges Information which includes maximum measurements allowed for all masonry. (A copy can be requested from the Cemetery Office).

Cremated Remains Grave – Please refer to above

Infant Graves – Please refer to above.

Filton & Mayshill Cemeteries – kerb edging is allowed – 3' L x 2'6" W x 2'3" H (91.5cm x 76cm x 68.5cm)

Lawn Graves – Headstone, Maximum height allowed from ground level on any memorial is 39" (100cm) including any base. Any memorial found to be over this height will have to be removed from the cemetery.

Traditional Grave – As Lawn Grave. Ashlars, kerbstones or border stones must not exceed
Mayshill Cemetery & Kingswood Remembrance Park - 3' W x 6' L (91.5cm x 183cm)
Mangotsfield & Filton Cemeteries - 3' W x 7' L (91.5cm x 213cm)

ADDITIONAL INFORMATION

- After the masonry has been installed/fixed a photo/s of the full memorial and a photo of the grave number markings on the back of the memorial must be emailed to the cemetery office: cemeteries@southglos.gov.uk
- Ashlars, kerbstones or border stones must not be installed prior to a headstone.
- Monumental pathways surrounding ashlar, kerbstones or border stones are not permitted in any circumstances outside of the grave space.
- Kingswood Remembrance Park a Cemetery Officer must be on site before fixing/installation can take place.
- Any memorial being installed where the deceased is not interred in the grave must show 'In Memory Of' or 'Also Remembering'.
- If the maiden name or other name is to be put on the memorial other than what is recorded on the Death Certificate this must be requested clearly on the Memorial Permit Application Form.
- Please be respectful to families attending graves in and around the area you are working in and stop work if this is necessary.
- If an interment is taking place on the day you are booked in for a fixing/installation then you will be asked, at the time of booking, to avoid or to leave the cemetery during this time.
- Please do not drive your vehicle on the grass areas of the cemetery.

All soil/debris, including the Memorial Mason's client's existing materials, must be removed from the cemetery on completion of work.