



Bishopstoke Parish Council

## **GUIDANCE ON HOW TO APPLY FOR A MEMORIAL**

The following guidance has been written to help those who wish to apply for a memorial in Bishopstoke Cemetery. If you have any further queries which are not answered by this guidance, please contact the Cemeteries Officer, Mrs Jennifer Wilkie:

by telephone on 07555 658621

by email on [cemeteries@bishopstokepc.org](mailto:cemeteries@bishopstokepc.org)

by appointment at the Parish Office, Riverside, Bishopstoke, Eastleigh, SO50 6LQ

### **How to apply for a Memorial**

In order to place a memorial on a grave you must complete a memorial application form. This application form must be submitted to Bishopstoke Parish Council, together with the appropriate fee, following which a permit will be issued for the memorial (provided that the application meets our regulations).

Your stonemason will normally assist you in completing the application form. If you would like to look at the form before meeting with the stonemason, you are able to download it from our website. The second page of the memorial application form will give you the maximum sizes of memorials permitted in the Cemetery.

A memorial application form will only be accepted if it is signed by the current legal owner(s) of the burial grant for the particular grave concerned. Ownership of this grant gives the owner(s) the right to erect or amend a memorial on the grave covered by the grant. Please note that when the owner of a burial grant has died, a legal transfer of the burial grant must take place before a memorial application form will be accepted - in such circumstances a letter will be sent out to families to give further information on documentation that will be required in order to transfer the burial grant. If the burial grant is jointly owned, all owners must sign a memorial application form before it can be accepted.

The fees for applying for different types of memorial are shown on our list of current fees and charges, which is available on Bishopstoke Parish Council's website. Please note that the fees are doubled where the person interred was from outside of the Parish of Bishopstoke, or did not satisfy the reasons given at the bottom of the fees list for the circumstances under which a person from outside the Parish of Bishopstoke will not be charged double fees.

### **Frequently asked questions:**

#### **Can you recommend a stonemason?**

Bishopstoke Parish Council cannot recommend a stonemason. You may wish to look at the work carried out by stonemasons in the Cemetery - all new memorials have the name of the stonemason on the back of the headstone. Please note, you are free to choose any stonemason, but they must be able to provide details of their public liability insurance (minimum £5 million) and membership of any stonemason organisations, on request to Bishopstoke Parish Council.

#### **Can I add a kerb set?**

Yes, kerbsets are permitted.

#### **What is the maximum height/width of a headstone/length of a kerb set?**

The maximum height and width of the headstone, and length of a kerbset are detailed on the second page of the memorial application form, which can be downloaded from Bishopstoke Parish Council's website.

#### **Is there a fee for an additional inscription, to add a vase, or to add a kerb set?**

Yes, there is a fee charged for an additional inscription, vase or kerb set, or for any other changes to a memorial. This fee will be shown on our website.

#### **Is there a fee for a replacement headstone?**

Yes, there is a fee charged for a replacement memorial. This fee will be shown on our website.

#### **Do I pay the application fee to Bishopstoke Parish Council?**

Your stonemason will normally arrange to send the application fee to Bishopstoke Parish Council when the application form is sent in. Some stonemasons will pay Bishopstoke Parish Council directly and will include the cost of this fee in their overall invoice to you, whilst some stonemasons will ask you to complete two cheques, one

payable to Bishopstoke Parish Council and one payable to the stonemason for the work on the headstone.

**Can I include on the headstone the name of someone who has also died, but is not buried in Bishopstoke Cemetery?**

Yes, but you must also include wording on the inscription to indicate that the person concerned is not buried in Bishopstoke Cemetery, for example the words 'resting elsewhere', or their equivalent.

**If my family have two adjacent graves can I place a memorial at the midpoint of the two graves?**

Yes, this is possible.

**Can a headstone be placed on a grave where the burial grant is not purchased?**

No, it is not possible to place a headstone on a grave where the burial grant is not purchased.

**Can I fax or email a memorial application form?**

No, a fax or email version of the form cannot be accepted, as we are required to have the written consent of the owner of the burial grant to authorise any work on a memorial.

**How long do I need to wait before placing a memorial?**

A memorial cannot be erected on a full grave for at least 6 months, or until the ground has settled (6-12 months) in order to ensure that the memorial does not become unstable. Memorials can be erected on ashes plots immediately, provided that the ground is stable, compacted and level, and in a suitable state for the safe erection of the memorial.

Please note that all memorials are placed and remain at the sole risk of the owner. Those seeking to place a memorial in our Cemetery should be aware that any items placed in our Cemetery may be affected by soil movement or animal activity, as this is a rural Cemetery with a largely sandy soil structure. Bishopstoke Parish Council is not responsible for correcting any tilt to a memorial. If a memorial becomes unsafe Bishopstoke Parish Council will contact the owner of the burial grant for the particular grave, as the owner is responsible for carrying out any repair.

### **Can I do any work on a memorial myself?**

No, all new memorials and memorial maintenance work can only be carried out by suitably qualified stonemasons.

### **Who is responsible for repairs to a memorial?**

The owner of the burial grant for the particular grave concerned is responsible for repairs to a memorial. In the case of older graves, if no one has purchased the burial grant Bishopstoke Parish Council is responsible for repairs to the memorial. Memorials are regularly inspected and Bishopstoke Parish Council makes every effort to contact the families concerned if there is a need to make a repair.

Guidance agreed: 18/10/2017.

Amended for change in fee policy 01/04/2019