

# Bereavement Services

Memorial Mason  
Registration Scheme

# **SOUTH LANARKSHIRE COUNCIL**

## **MEMORIAL MASON REGISTRATION SCHEME**

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**SOUTH LANARKSHIRE COUNCIL**  
**MEMORIAL MASON REGISTRATION SCHEME**  
**APPLICATION FORM AND DECLARATION**

I hereby undertake and warrant (on behalf of the undernoted company/firm) to all rules, health and safety requirements, insurance liabilities, installation and maintenance specifications, inspection procedures and all other requirements as specified in the attached Rules and Procedures, Specification and completed Form SL Cems 2

This Application Form is designed to:-

- Provide the Council with information to help determine which Applicants are suitable for inclusion on the Memorial Mason Registration Scheme;
- Ensure that all Applicants are given equal and fair consideration.

To enable the Council to assess your Application it is important that you provide all the information requested in the Application.

The Application Form will be dealt with on a pass/fail basis. If your organisation fails to pass one or more of the Sections in the Application Form or fails to sign the Declaration at the end of the Application Form, your organisation's Application may be deemed invalid and will not be considered further.

**1. Applicant's Details**

1.1 Name of Applicant \_\_\_\_\_

1.2 Principal/Registered Office \_\_\_\_\_

\_\_\_\_\_

1.3 Main address for correspondence (if different from above)

\_\_\_\_\_

\_\_\_\_\_

1.4 Contact name

\_\_\_\_\_

1.5 Position in Applicant's organisation

\_\_\_\_\_

1.6 Telephone number \_\_\_\_\_

1.7 Fax number \_\_\_\_\_

1.8 Email address \_\_\_\_\_

1.9 Please specify below if you are a:-

☐ Sole trader

☐ Partnership

☐ Private company

☐ Public company

☐ Other.

If other, please confirm the legal status of the Applicant

\_\_\_\_\_

1.10 If you are a company please provide details of Company Number and date of registration (if applicable).

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## **2. Eligibility**

2.1 Have you (or anyone working for your organisation) been barred from performing work in any cemetery or churchyard, whether in the Council's area or elsewhere, within the Two Years (2 years) prior to the date of your Application?

YES ☐ NO ☐

If YES, please provide details:-

\_\_\_\_\_

2.2 Have you (or anyone working for your organisation) been subject to any disciplinary actions, whether in the Council's area or elsewhere:-

YES ☐ NO ☐

If YES, please provide details:-

\_\_\_\_\_

## **3. Insurance**

3.1 Applicants should refer to the Council's Insurance Requirements for Scheme Members in the attached Rules and Regulations. Applicants shall provide the following information in relation to the insurance held by them as requested below:-

Public Liability (Third Party) Insurance

Insurers \_\_\_\_\_

Policy Number \_\_\_\_\_

Renewal Date \_\_\_\_\_

Policy Excess \_\_\_\_\_

Limit of Indemnity \_\_\_\_\_

The policy contains the following:-

(a) Contractual Liability YES ☐ NO ☐

(b) No exclusions in relation to the work being performed i.e. height or depth restrictions YES ☐ NO ☐

3.2 In the event of registration onto the Scheme, and where your insurance cover falls below the Council's minimum levels, please confirm whether you are willing to increase insurance levels to comply with the Council's insurance requirements stipulated above.

YES ☐ NO ☐

3.3 Do your policies cover your liability for acts of sub-contractors?

YES ☐ NO ☐

3.4 Please confirm that you will notify the Council of any change in cover and/or insurer.

YES ☐ NO ☐

3.5 Please confirm that the above policy will not be allowed to lapse without prior reference to the Council.

YES ☐ NO ☐

3.6 Please confirm that copies of the policies of insurance and receipts for the last premiums paid will be provided, if required by the Council

YES ☐ NO ☐

#### 4. **Certificate of Compliance**

4.1.1 Please provide a sample copy of your certificate of compliance, which certifies that all work carried out on the installation of a memorial complies with **BS 8415**, supported by the National Association of Memorial Masons (NAMM) Code of Working Practice and British Register of Accredited Memorial Masons (BRAMM) The Blue Book.

ENCLOSED ☐

## Workmanship

- 5.1.1 Please enclose a letter detailing the qualifications and experience of all persons who will be involved in the erection of memorials and, where available, trade references.

ENCLOSED ☐

**Having read the requirements of the Memorial Mason Registration Scheme (“the Scheme”, I hereby:-**

- **apply to join the Scheme and undertake (on behalf of the organisation named above, where applicable) to comply with the Scheme and the Rules and Regulations, including:-**
  - **health and safety requirements,**
  - **insurance requirements,**
  - **installation and maintenance specifications,**
  - **inspection procedures and**
  - **all other requirements as specified in the attached Rules and Regulations, the Specification and in any Form SL Cems 2 and 3 issued to me/my organisation by the Council under the Scheme.**
- **certify that the information supplied is accurate to the best of my knowledge;**
- **understand that providing false information could result in our exclusion from the Scheme, and if discovered after registration, this could result in exclusion from the Scheme;**
- **certify that I hold current policies of insurance to the limits specified in the Scheme Rules and certify that if I do not do so and I am accepted as a Scheme Member I will put such insurance in place prior to the date of registration;**
- **understand that it is a criminal offence, punishable by fine/imprisonment, to offer, promise or give a financial or other advantage to another person to induce a person to perform improperly or to reward a person for the improper performance of a relevant function or activity and that any such action will result in our exclusion from the Scheme;**

<i>Signed:</i>	
<i>Date:</i>	
<i>For and on behalf of:</i>	
<i>Position held within organisation:</i>	

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**NOTE:- THIS APPLICATION AND DECLARATION MUST NAME AN AUTHORISED SIGNATORY OF THE APPLICANT**

**For Council use only:-**

**Accepted For Registration YES ☐ NO ☐**

**Date of Registration .....**

**Registration number .....**

# **SOUTH LANARKSHIRE COUNCIL**

## **MEMORIAL MASON REGISTRATION SCHEME**

### **RULES AND REGULATIONS**

#### **Introduction**

The Memorial Mason Registration Scheme ("the Scheme") aims to establish a uniform standard of workmanship and working practices throughout all of South Lanarkshire Council's ("the Council's") cemeteries and churchyards. The Scheme will address the standards required for the installation, repair and maintenance of memorials, both new and existing. It will ensure that the Council's health and safety and administrative requirements are met with a view to producing a common approach at every cemetery or churchyard under the Council's management. Through adoption of the Scheme it is the Council's intention to identify and promote the best practice of the industry by all registered participants. ("Scheme Members")

#### **Aims**

This Council will shortly prepare a survey report on the current condition of memorials within all Council cemeteries and churchyards. This survey will establish a routine inspection procedure to ensure that the future condition of memorials within the Council's cemeteries is continually monitored. The Scheme will support this initiative by ensuring that Scheme Members working within Council cemeteries and churchyards operate to the highest standards of workmanship and competence. The establishment of the Scheme will promote a partnership, which will encourage formal and informal communication, long term working relationships, innovation and development initiatives between all Scheme Members. The Council's ultimate objectives are to ensure that the Council's cemeteries and churchyards are safe environments for working in or for visiting.

#### **Scope**

Entry to the Scheme is available to any memorial mason who presently works, or intends to work within the Council's cemeteries and churchyards and meets the Scheme's eligibility requirements.

Following implementation of the Scheme those memorial masons not registered under the Scheme will not be permitted to work within any cemetery or churchyard under the management of the Council.

Once registered, Scheme Members must ensure that any work carried out by him or on his behalf is in full compliance with the Scheme and the Rules and Regulations ("the Scheme Rules"), and that any person working for him directly or as a sub-contractor complies with the same.

#### **Administration of the Scheme**

The Scheme will be administered on behalf of the Council by Bereavement Services.

#### **Requirements of the Scheme**



All Scheme Members will be expected and obliged to adhere to the following basic requirements. These are the Council's minimum acceptable requirements of the Council and may be up-dated from time to time. Scheme Members are welcome to exceed these requirements and will be encouraged to propose suggestions or ideas, which they believe, will improve or enhance the Scheme. Any suggestions or ideas adopted by the Council will be applied equally to all registered participants.

## **Eligibility**

Applicants who have been barred from performing work in any cemetery or churchyard whether in the Council's area or elsewhere, within the Two Years (2 years) prior to the date of their Application may be ineligible to join the Scheme. In these instances each case will be considered individually and membership offered, or withheld, at the discretion of the Scheme Administrator.

Applicants must submit details of any disciplinary actions and/or exclusions which they have been subject to with their Application to join the Scheme. Failure to disclose details of any disciplinary actions and/or exclusions, which subsequently come to the attention of Bereavement Services, may result in the immediate expulsion from the Scheme and the imposition of an immediate ban on working within the Council's cemeteries and churchyards for a period of Two Years (2 years).

## **Annual Registration**

Scheme Members will be required to renew their registration annually on 1<sup>st</sup> April in each year. The Council will issue a fresh Application Form to each Scheme Member which will require to be returned to the Council

## **Insurance Requirements**

### **General Risk**

Every Scheme Member shall require to be insured for Public Liability to the value of Five Million Pounds (£5,000,000) for any one occurrence or series of occurrences. Any Applicant not meeting this requirement will not be eligible for the Scheme.

Applicants should note that it will be a condition of registration that the Applicant provides copies of their current insurance policies and receipts for the last premiums paid, if requested by the Council.

## **Certificate of Compliance**

Every Scheme Member must provide a certificate of compliance, which certifies that all work carried out in relation to the installation of a memorial, complies with **BS 8415** supported by the National Association of Memorial Masons (NAMM) Code of Working Practice and British Register of Accredited Memorial Masons (BRAMM) The Blue Book. Every Scheme Member must supply each customer with a copy of either document.

Every Applicant must provide a sample copy of the certificate of compliance they use to the Scheme Administrator with their completed Application.

## **Workmanship**

All Scheme Members must be able to demonstrate an acceptable standard of workmanship, to the approval of Bereavement Services. Scheme Members and their staff shall be suitably

qualified, experienced and competent to perform all works necessary when erecting, dismantling and repairing memorials to meet current industry and statutory Health and Safety requirements and guidelines.

The standard of workmanship must be evidenced by qualifications obtained from an accreditation Scheme operated by a recognised industry body, for example the National Association of Memorial Masons (NAMM) or the British Register of Accredited Memorial Masons (BRAMM) although in-house company Schemes will be recognised if they meet the required standards.

A letter detailing the qualification and experience of each Applicant should accompany each Application for registration and, where available, trade references. Where an applicant has been a member of the scheme and they are seeking annual renewal of their registration there is no requirement to submit this evidence. Applicants registering to join the scheme from April 2014 are required to provide relevant qualifications for those staff who will erect memorials.

## **Registration Scheme Compliance**

Each Applicant signing the “Application Form and Declaration - Memorial Mason Registration Scheme” attached will be deemed to have agreed to comply with the following:

The Civic Government (Scotland) Act 1982  
South Lanarkshire Council's Cemetery Management Rules  
NAMM Code of Working Practice (latest relevant edition)  
BRAMM The Blue Book  
The Health and Safety at Work etc. Act 1974  
South Lanarkshire Council's Safety Policy and Risk Assessment Scheme  
Control of Substances Hazardous to Health  
British Standard 8415:2005  
Other relevant British Standards  
All other relevant statutory requirements  
Memorial Mason Registration Scheme

## **Procedures for the Erection of Memorials, etc.**

The installation, renovation, etc. of all memorials by Scheme Members must fully comply with all of the Council's standard administration and operational procedures as detailed in the Scheme Rules and the Specification.

## **Application to Erect, etc. a Memorial**

All memorials installed, renovated, etc within Council cemeteries or churchyards by Scheme Members must firstly be approved by Bereavement Services. Bereavement Services for all South Lanarkshire Council cemeteries can be contacted as follows:

**Bereavement Administration Office  
South Lanarkshire Crematorium  
Sydes Brae  
Blantyre, G72 0TL**

**Telephone: 01698 452230  
Fax: 01698 828045  
E-mail: [bereavement.services@southlanarkshire.gov.uk](mailto:bereavement.services@southlanarkshire.gov.uk)**

Applications to install, renovate etc a memorial must be submitted on **Form SL Cems 2** (see Appendix) and must detail the following:

**Name and Address of Memorial Mason**  
**Name, Address, Section and Lair Number of the Cemetery**  
**Name and Address of the Lair Owner**  
**Name, Signature and Address of Next of Kin**  
**Memorial Inscription**  
**Memorial Details:**    **Material**  
                                      **Size**  
                                      **Fixing Methods**  
**Sketch of Memorial**  
**Principal copy of Lair Certificate**  
**All other relevant details**

## **Erection, etc. of Memorials**

Memorials must not be erected, renovated, or inscriptions added to a memorial unless the Application to Erect a Memorial (Form SL Cems 2) has been approved by the Council, and a Permit to Erect has been issued by the Council in writing (Form SL Cems 3) – see Appendix). Work cannot commence until the date at least 20 working days after receipt by you of the Permit to Erect, or the construction of the requisite foundation. Where an existing foundation, which is fit for purpose, is to be used work can commence upon receipt of the Permit to Erect. Scheme Members shall give Bereavement Services a minimum of 24 hours notice of their intention to start work with a clear indication of the programme of work to erect, etc. the memorial, so as to allow monitoring of the operation and to ensure the foundation is prepared.

All memorials shall be erected, etc. in conformance with the NAMM or BRAMM Code of Practice along with the Specification detailed in this Scheme. An erection procedure for a typical memorial is shown on the reverse of Form SL Cems 2.

Following the erection, etc. of a memorial it should be noted that it will be subject to inspection at least every Five Years (5 years) by the Council to ensure Health and Safety requirements continue to be met.

## **Inspection of Memorials**

Bereavement Services, or the Cemetery Officer of the relevant cemetery as appropriate may inspect the erection, etc. of a memorial either, as the work proceeds, or shortly after the work is completed. Where work is found to be unacceptable, either because it does not conform to the Specification or for any other reason, Bereavement Services, or the Cemetery Officer if appropriate will instruct the Scheme Member to return and rectify the work so that it meets the

Council's standards as laid down in the Scheme. The standard of work should comply with the NAMM, BRAMM and Institute of Cemetery and Crematorium Management (I.C.C.M.) inspection procedures.

## **Post Work Inspection**

Bereavement Services, or Cemetery Officer as appropriate, may inspect a memorial following erection, etc. either, as part of routine maintenance, or in response to a complaint from a member of the public or cemetery staff. Where there are reasonable grounds for Bereavement Services to take the view that the work is unacceptable because it does not conform to the Specification or for any other reason, they may instruct the Scheme Member to dismantle his work in order to verify compliance with the Scheme's standards. In the event that the work does not meet the required standards the Scheme Member will re-erect the work to the appropriate standards. All dismantling and re-erection costs will be the responsibility of the Scheme Member. In the event that the work is found to comply with the Scheme's standards, the costs of dismantling and re-erection of the memorial will be the responsibility of the Council.

If, for any reason, the Scheme Member refuses to co-operate with these post work inspections requirements Bereavement Services shall have the right to employ a third party (a qualified memorial mason if the work fails to comply, with the Scheme standards the costs will be the responsibility of the mason originally installing, etc. the memorial. In these circumstances, if a Scheme Member refuses to co-operate, the Council may take action under Stage 2 of the Disciplinary Procedures of the Scheme as detailed below.

## **Sub-Contracting the Erection, etc. of Memorials**

The Council acknowledges that, from time to time, Scheme Members may work as or employ sub-contractors, if this occurs, the following additional obligations will apply to the Scheme Member.

## **Scheme Members Employing Sub-Contractors**

When a Scheme member intends to employ a sub-contractor to undertake work on his behalf, he must obtain Bereavement Services written approval to do so prior to his sub-contractor commencing work. Sub-contractors will be subject to all of the rules contained in this Scheme. The Scheme Member will be fully responsible for the supervision, administration and standards of workmanship of their approved sub-contractor. The use of approved sub-contractors will not relieve the Scheme Member from their responsibility for any liability, obligation, default, neglect or any act contrary to his obligations under the Scheme. In the event that the Scheme Member commits any breach of the Rules, which results in his exclusion from the Scheme or exclusion from any of the Council's cemeteries or churchyards, these exclusions will automatically apply to their approved sub-contractors. The right of appeal regarding disciplinary action will not be available to sub-contractors, although Scheme Members may appeal on behalf of their sub-contractors. Only Scheme Members will be allowed to apply for a memorial Permit to Erect.

## **Scheme Members Acting as Sub-Contractors**

When a Scheme Member is employed as a sub-contractor to a memorial mason, that is, not a member of the Scheme, or is based outside the Council's area, they will remain subject to all the Rules of the Scheme as if they were undertaking work on their behalf. Despite acting in the capacity of a sub-contractor, the Scheme Member will provide the necessary Certificate of Compliance as previously described, even though they will not be directly contracted for the work to the customer. In the event of faulty workmanship or materials becoming apparent, the Scheme Member will be obliged to undertake repairs. It will be the Scheme Member's responsibility to recover any expenses resulting from such repairs from the memorial mason employing them as a sub-contractor. In the event that Bereavement Services institutes any action under the

Disciplinary Procedures, these will directly affect and apply to the Scheme Member under the provisions of the Scheme, even though he may be acting as a sub-contractor.

## **Tendering**

From time to time the Council may require tenders to be submitted for a range of memorial work, including inspection, repair, removal and replacement of memorials. Scheme Members registered under this Scheme shall be eligible to apply for inclusion on all such tender lists.

## **Disciplinary Procedures**

To ensure that the Council standards are maintained and that all Scheme Members are operating uniformly to these standards Bereavement Services will operate Disciplinary Procedure which shall be applied equally to all Scheme Members, and where appropriate their sub contractors.

The disciplinary procedure will be based on the Rules of the Scheme and the Specification and consist of the following stages:

### **Stage 1: Minor Breach of the Rules or Specification**

A minor breach of the Rules or Specification will result in a Verbal Warning given by Bereavement Services, assuming the breach is corrected timeously. A Verbal Warning shall be maintained on the Scheme Members record for a period of Twelve Months (12 months) from the date it is given then, if no further breaches occur, the warning will be removed from the record.

### **Stage 2: Breach of the Rules or Specification**

A breach of the Rules or Specification will result in a Written Warning issued by Bereavement Services, assuming the breach is corrected timeously. A Written Warning shall be maintained on the Scheme Members record for a period of Eighteen Months (18 months) from the date it is given then, if no further breach occurs, the warning will be removed from the record.

### **Stage 3: Subsequent Breach of the Rules or Specification**

If a Scheme Member commits a further breach of the Rules or the Specification during the 18 month period, specified in the Written Warning imposed under Stage 2, or the original Stage 2 breach is not rectified timeously or to the satisfaction of Bereavement Services this will result in the issue of a Final Written Warning. A Final Written Warning shall be maintained on the Scheme Members record for a period of Thirty Six Months (36 months) from the date it is given then, if no further breach occurs, the warning will be removed from the record.

## **Gross Misconduct**

Certain circumstances shall be considered Gross Misconduct and will not be subject to the above Stages 1, 2 and/or 3 of the Disciplinary Procedures. Bereavement Services will decide, at their discretion, what acts or omissions by Scheme Members constitute Gross Misconduct. The following list, though not exhaustive, will be considered as Gross Misconduct:

Installation/erection/added inscription or renovation, etc. of a memorial not approved by the Scheme Administrator.

Refusal to rectify an error in the installation or erection, etc. of a memorial when instructed to do so by the Scheme Administrator or their appointee.

Abusive or aggressive behaviour to any Council staff or members of the public.

Failure to adhere to the Council Cemetery Management Rules or the conditions detailed in the Permit to Erect.

## **Exclusion from the Registration Scheme**

Scheme Members may be excluded from the Scheme in the following circumstances:-

- If a Scheme Member is found guilty of Gross Misconduct
- If a Scheme Member commits a further breach of the Rules or Specification whilst being subject to a Final Written Warning under Stage 3 of the Disciplinary Procedures
- If a Scheme Member is found to have supplied information in connection with their Application which is inaccurate and /or false, or to have offered, promised or given a financial or other advantage to another person to induce to perform improperly or to reward a person for the improper performance of a relevant function or activity

Exclusion from the Scheme will be for a period of Two Years (2 Years) from the date Scheme Member is notified in writing of the exclusion.

During this period the Scheme Member will be forbidden to undertake any work whatsoever within the Council's cemeteries and churchyards.

In instances of exclusion for Gross Misconduct the Council's Bereavement Services Manager may consider advising other local authorities of the circumstances, at their discretion.

## **Re-registration on the Scheme following an Exclusion**

An excluded Scheme Member can re-apply to the Council for inclusion onto the Scheme following the period of exclusion.

Any excluded Scheme member who re-registers on the Scheme following exclusion will be monitored by the Council for a period of Eighteen Months (18 months) from the date of their re-application.

Any Scheme Member who has re-registered with the Scheme following an exclusion who commits any breach of the Rules or Specification or an act of Gross Misconduct, during the eighteen month (18 month) period will be excluded by the Council from the Scheme for an undetermined period but not less than Thirty Six Months (36 months), at the discretion of the Bereavement Services Manager.

## **Disciplinary Procedure Appeal**

A Scheme Member who is not satisfied with their treatment under the Disciplinary Procedures is entitled to appeal against any decision taken under these procedures. All appeals must be submitted in writing to the Bereavement Services Manager within two weeks of the date of the

disciplinary decision, stating the reason for the appeal. Only these reasons will be admissible at the appeal.

In the first instance an appeal will be heard by the Ground Services Manager. In the event of a failure to reach a conclusion, the Scheme Member may make a second appeal, in writing, to the Head of Facilities, Waste and Grounds within 14 days which will be heard by the Executive Director (Community and Enterprise Resources) or his appointed nominee.

## **Final Appeal**

Scheme Members shall be entitled to a final appeal heard by an independent panel consisting of a member from the following bodies: ICCM and either NAMM or BRAMM. Cost for such an appeal shall be determined by the Independent Appeal Panel.

## **Review**

The Council may review the Rules and performance of the Registration Scheme at any time and if so doing, will consult with Scheme Members of the Scheme. Following the conclusion of such a review each Scheme Member shall be invited to re-register for a period of one further year.

## **Modifications**

All Scheme Members may propose amendments to the Scheme with a view to making positive or innovative improvements. Bereavement Services shall conduct an initial appraisal of these proposed modifications and if these proposals appear, in the opinion of Bereavement Services, to indicate an improvement to the Scheme all Scheme Members will be advised on these proposals.

After consultation, all Scheme Members may mutually agree to omit any part of the Registration Scheme, provide additional services or modify, temporarily or permanently, any part of the Registration Scheme. Any modification must be confirmed in writing to all parties. Where such omissions, additions and modifications identify savings or financial advantages these shall be used to improve the quality of service, reduce costs or provide other benefits to Scheme Members subject to mutual agreement and at the sole discretion of the Council. Any such changes shall be introduced at the next annual registration date or during the current year, if appropriate.

## **Assignment**

Each Scheme Member shall be prohibited from assigning, sub-contracting or in any other way, transferring his obligations or rights under the Scheme except with the prior written approval of the Council.

**SOUTH LANARKSHIRE COUNCIL**  
**MEMORIAL MASON REGISTRATION SCHEME**  
**SPECIFICATION**

All works shall be carried out in accordance with the National Association of Monumental Masons (NAMM) Code of Working Practice (latest relevant edition), British Register of Accredited Memorial Masons (BRAMM) The Blue Book all relevant British Standards and any other conditions within this Scheme. These can be downloaded from the following web sites:

[www.namm.org.uk](http://www.namm.org.uk)

[www.bramm](http://www.bramm)

or by contacting the:

**Bereavement Administration Office  
South Lanarkshire Crematorium  
Sydes Brae  
Blantyre, G72 0TL**

**Telephone: 01698 452230**

**Fax: 01698 828045**

**E-mail: [bereavement.services@southlanarkshire.gov.uk](mailto:bereavement.services@southlanarkshire.gov.uk)**

## **Dowels**

Scheme Members should note that the South Lanarkshire Council only accept "Stainless Steel Threaded Rods".

## **Memorial Height**

The total height of a memorial shall include the base.

## **Bases**

Bases of 75mm or less shall be pinned in line with procedures agreed by the Council and NAMM and BRAMM.

## **CONSTRUCTION OF INDIVIDUAL MEMORIAL FOUNDATIONS**

### **Excavation**

**NOTE: All foundations will be dug out and prepared by South Lanarkshire Council cemetery operatives**

All excavation shall be performed in a manner, which causes the minimum amount of disruption to the operation of the cemetery, public access and access of traffic. Turf, topsoil shall be set aside carefully and separately to avoid contamination when required for later re-use. Excavated material selected to be used as filling shall also be carefully set aside to avoid contamination. Surplus excavated materials shall be carefully removed from site to a disposal point.



Excavations for a single foundation are to be 300mm (12") wide, 760mm (30") long and 400mm (16") deep. Concrete infilling is to be 350mm (14") deep, the remaining 50mm is to be filled with material previously set aside, i.e. turf, topsoil or selected fill. The bottoms of excavations shall be levelled and compacted. Where poor ground conditions (e.g. waterlogged conditions, disturbed ground, etc.) do not permit adequate levelling and compaction, it may be necessary to use concrete to prepare the bottoms of excavations. In these circumstances, the depth of the excavation shall be increased to 450mm (18"). Poor ground conditions may also require an increase in the width of the foundation.

## **Concrete**

The content, mixing, workability, placement and curing of all concrete shall conform to BS 5328. Concrete shall be 1: 2: 4: cement: sand: aggregate by volume (28 N/mm<sup>2</sup>: 25mm crushed aggregate). Concrete shall be well compacted to the full depth to remove air bubbles especially around dowels. The surface of all foundations shall be finished level with a tamped finish suitable for the bonding of subsequent mortars or adhesives, or for drilled bolts or anchors.

When conditions dictate freshly poured concrete shall be covered with impervious sheet materials (for rain or inclement weather) or damp hessian (for dry conditions). Concrete shall not be placed when temperatures are below 3 degrees Celsius or likely to fall below 3 degrees Celsius before initial setting.

## **Sloping Ground**

The fixing of memorials on sloping ground requires special consideration as it is, to some extent, dependant upon site conditions. However, the following is a general rule: foundations shall be of even thickness, laid plumb across the contour and with a minimum of slope with the contour to allow effective drainage, to avoid problems of soil slip and erosion.

## **Site Clearance**

Following the striking and removal of formwork, all voids shall be filled and compacted with selected excavated materials, the surface 50mm (2") of any filling to be selected topsoil arising from the excavation. Any topsoil fill shall be seeded to match surrounding areas and care shall be taken to ensure that newly filled areas conform to the levels and falls of surrounding areas to allow for grass cutting operations. All surplus excavated materials, construction materials and plant shall be removed from the site and the whole area shall be left in a clean and tidy condition to match the surrounding area.

## SL Cems 2

### APPLICATION TO ERECT A MEMORIAL HEADSTONE, ADD INSCRIPTIONS, CARRY OUT RENOVATIONS, ETC.

This application should be completed and delivered to the Bereavement Administration Office **PRIOR TO WORK COMMENCING**. The prompt delivery of this application is essential in ensuring the smooth running of the service.

**CEMETERY:** \_\_\_\_\_ **SECTION:** \_\_\_\_\_ **LAIR NO:** \_\_\_\_\_

Name & Address of Memorial Mason: \_\_\_\_\_

Description of Memorial / Work to be Completed: \_\_\_\_\_

Type of Stone: \_\_\_\_\_

**Overall Size Of Memorial:** Height (base & plate): \_\_\_\_\_ mm Base Width: \_\_\_\_\_ mm Base Depth: \_\_\_\_\_ mm

Wording of Inscription: \_\_\_\_\_

Signature of Lair Holder \_\_\_\_\_

Address of Lair Holder \_\_\_\_\_

Lair Certificate **MUST** accompany this application before permission is granted

#### FOR OFFICE USE ONLY

Permit Fee

£

Certificate Fee

£

Other Charges

£

**TOTAL FEE**

£

Surcharge: Yes / No

Yes / No

**Notice for:**

**Headstone**

**Plaque**

**Added  
Inscription**

**Renovation  
s**

**Other:**

Date Received

Date Approved

Date Found prepared

Date Completed

Checked: \_\_\_\_\_

The fixing time shall be during working hours only, unless otherwise requested. Fixing outwith working hours will be by prior arrangement only and may incur an additional cost.

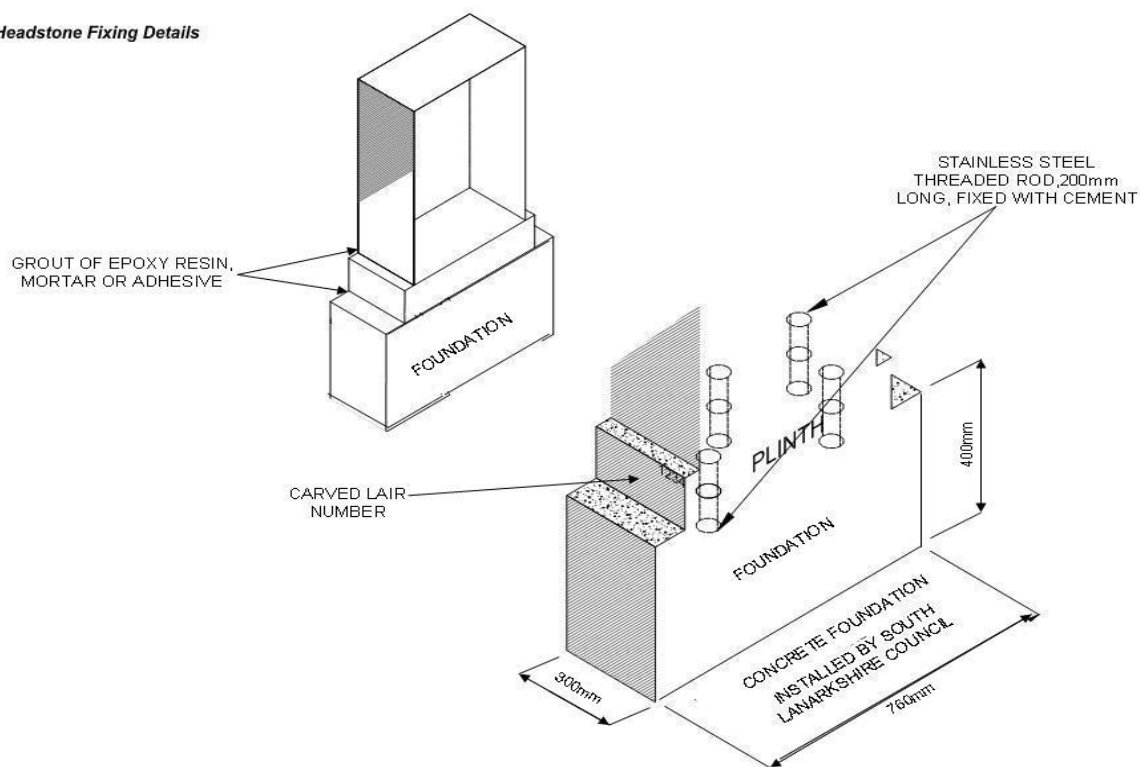
Masons are required to agree date and time with Bereavement Services, 24 hours prior to work commencing.

## Date and Time of Fixing

(You Must Allow **20 Clear Working Days** From Receipt Of The Form SL Cems 3 Before Calling To Erect The Headstone)

## Headstone Fixing Details

Headstone Fixing Details



### Please note any changes:

(use additional sheet if required)

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I undertake and warrant (on behalf of the undernoted Company/Firm) that the memorial shall be installed, etc. as indicated on the Application to Erect a Memorial etc. (SL Cems 2) No variation to the details on the application will be permitted. All work undertaken on site will also be in accordance with the detail submitted on the Application to Erect a Memorial, etc. and the NAMM and BRAMM Code of Working Practice (latest relevant edition).

Company

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Address of Company

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Signature

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Full Name

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Designation (if application, e.g. Director / Partner)

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Date

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Our Ref:  
Your Ref:  
Contact:  
Tel:  
Fax:  
E-mail:  
Date:



## Memorial Mason's Name and Address

Dear Sir/Madam,

Permission is granted to erect a memorial headstone/add inscriptions/carry out renovations, etc, in terms of the drawing and description submitted and as set out in the Schedule below. If appropriate, an invoice for the Memorial Permit and Foundation Fee totalling **£000.00** (VAT included), shall be forwarded to you in due course.

The Cemetery Officer has been informed that this approval has been given, but you should allow a minimum of **20 clear working days** from receipt of this letter, before calling to erect a memorial, to ensure that the foundation is ready.

Yours faithfully

**Bereavement Services Manager**

## **SCHEDULE**

Name of the Cemetery:	<b>Council Cemetery</b>
Description of Memorial:	<b>Headstone</b>
	Section: <b>A</b> Lair No: <b>1</b>
Name and Address of Lair Holder:	<b>Mrs Smith 5 Any Street Anytown</b>

**IMPORTANT NOTE:** It is a condition of this Permit that the Lair Section and Lair Number be carved at the base of the Memorial in the following format:

**A/1**