



The Old School
Callis Street
Clare
Suffolk
CO10 8PX

Tel: (01787) 277559

E-mail: clerk@clare-suffolk.co.uk
www.clare-suffolk.co.uk

CLARE TOWN COUNCIL CEMETERY GUIDELINES FOR STONEMASONS

Please note : Clare Town Council has adopted the iCCM Code of Safe Working Practice for Cemeteries.

1. Before any memorial may be erected or works undertaken to an existing memorial, an application must be submitted to the Clare Cemetery Management Officer on the appropriate form supplied by the Council. This should be accompanied by the appropriate fee. The grave owner must sign the form to give their permission for the proposed memorial or works. On approval by the Council a confirmation of permission will be issued to the responsible Memorial Mason. **No work can be undertaken without this permission.**
2. Memorial Masons shall liaise with the Clare Cemetery Management Officer over the correct siting of new memorials.
3. Memorials must be constructed of materials suitable to the environment and period of grave lease. The Council reserves the right to reject an application for any memorial that it deems unsuitable.
4. The maximum height of lawn memorials is 900mm, the maximum width is 600mm and the depth (of the plinth) is 300mm. The memorial must be a minimum of 75mm thick. On traditional graves the Council will consider applications for larger memorials subject to confirmation that the installation is compliant with current recognised industry standards.
5. On cremated remains and children's graves the maximum height of a memorial is 600mm, the maximum width is 450mm and the depth (of the base/plinth) must not exceed 61 x 61cm.
6. The Memorial Mason may inscribe the company name only on the reverse of the stone towards the base in lettering not more than 25mm high. No trademark, phone number or other advertising will be allowed. The memorial mason may also inscribe the grave number towards the bottom right hand side of the reverse of the memorial in letters not exceeding 25mm high.
7. A QR code may be inscribed or affixed on the reverse of the stone, centred at the top, no larger than 30mm square.
8. All memorials fixed in the cemetery must comply with British Standard 8415 (Latest version) and the BRAMM Blue Book (Latest version).
9. Ground anchors and fixing systems used in the construction of memorials must have a certificate of compliance with BS8415 (Latest version).
10. Only those memorial masons businesses that are BRAMM and/or NAMM accredited, and those memorial masons that hold a current Fixer Licence and/or **VR194 or QCF194** Certificate awarded by any of the nationally recognised awarding bodies will be able to work in the cemetery.
11. Memorial masons must remove all arisings from the cemetery at the conclusion of their work, and must leave the area in a tidy condition. It is not possible for memorials to be stored in the cemetery/burial ground prior to re-fixing following a burial – all such memorials must be removed from the site by the memorial mason appointed to remove the memorials prior to the grave being excavated. The council should be notified where the memorial is to be stored.