



HENFIELD CEMETERY
Erection and Maintenance of Monuments

I

Address:

Email: Tel:

Hereby apply to Henfield Parish Council, as the responsible Burial Authority, for permission to:

Please tick as appropriate

Erect a headstone

lay a tablet

Add new inscription

on grave space:

In Henfield Cemetery in memory of:

Description of proposed headstone/tablet/ additional inscription (*delete as appropriate*) including size, and letter type:

.....
.....

The inscription/additional inscription on the headstone/tablet (*delete as appropriate*) will read:

.....
.....

Please confirm the type of ground anchor to be used to secure the monument if appropriate:

.....

I hereby authorise

of:

to carry out the necessary work on my behalf.

It is a requirement of Henfield Parish Council that all monuments erected in Henfield Cemetery are designed to British Standard 8415 and the construction, dowels and fixings are in accordance with the National Association of Monumental Masons Code of Working Practice. Plot numbers must be inscribed on the reverse of headstones.

Please tick to acknowledge that a condition of such consent is that the maintenance of such monument, once erected, shall remain your sole responsibility and that you have read and understood the regulations and agree to comply with them in all respects.

Signed: Dated:

AUTHORITY GRANTED (for office use only)

Signed
Parish Clerk Date.....



HENFIELD CEMETERY REGULATIONS RELATING TO MONUMENTS

1. Monuments (Headstones, Tablets and Memorial Inscriptions) may only be installed with permission of Henfield Parish Council being the Burial Authority for Henfield Cemetery. Designs must be submitted for approval and fees paid prior to installation. No Monument, of whatever description, will be admitted in the Cemetery or permitted to be installed except on condition that such monuments, once erected, shall remain the owner's sole responsibility.

All monuments, headstones and vaults to be kept in repair by the owner of the Exclusive Rights of Burial. The Council reserves to itself by the appropriate Acts entrusted to it, the right to dismantle to ground level any monument which is allowed to fall into disrepair or **is considered unsafe**.

2. Flowers, foliage and floral tributes of any kind that are artificial will not be permitted in the cemetery and shall be removed at the discretion of the Council.
3. Under exceptional circumstances, which are not covered by the above regulations, the matter should be discussed with the Parish Clerk of Henfield Parish Council.

Full Burial Plots

4. The only furniture allowed on a full burial plot is a headstone. The placing on graves of wrought-iron railings, balustrades, wire fences, screens, wooden memorials, kerbstones or **footstones** is prohibited. The Parish Council reserve the right to remove any unauthorised articles.

The maximum height and width of a headstone must not exceed 2 feet 6 inches (76 cm).
Plot numbers must be inscribed on the reverse of headstones.

5. No monument or flower receptacle or any other article, plant, trees or shrubs whatsoever shall be placed on or in the grave other than the headstone and cut flower receptacle hereinafter referred to. The Parish Council reserve the right to remove any unauthorised articles or furniture.

For the holding of cut natural flowers, one receptacle not exceeding 8 inches (20 cm) in width, height and breadth may be placed at the head of the grave provided in the position required by the Council and set into the ground so that no part of it protrudes above turf level. A metal water container for the holding of cut natural flowers may be fitted in the said receptacle, provided it does not protrude above turf level.

Cremated Remains Plots

6. The only monument permitted in the cremated remains area is a tablet, to be laid flat so that it is level with the surrounding turf. No other monument or flower receptacle or any other article, plant, trees or shrubs whatsoever shall be placed on or near the cremated remains plot other than the tablet.

The size of the tablet should not exceed 15 inches (38cm) by 10 inches (26cm).

For information regarding the current scale of fees please contact the Parish Clerk or see the website www.henfield.gov.uk/cemetery

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