



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 memorials now 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.

NOTE: Masons are requested to contact the Parish Council (*tel:* 01273 492507 *email:* office@henfield.gov.uk) prior to erecting monuments.

I acknowledge that a condition of such consent is that the maintenance of such memorial, once erected, shall remain my sole responsibility and I also agree to comply with the Cemetery regulations in all other respects.

Signed: Dated:

<i>AUTHORITY GRANTED (for office use only)</i>	
<i>Signed</i>	
Parish Clerk	Date.....



HENFIELD CEMETERY REGULATIONS RELATING TO MONUMENTS

1. Memorials (Monuments, Gravestones, Tablets and Memorial Inscriptions) may only be placed in position by permission of Henfield Parish Council, being the Burial Authority for Henfield Cemetery, and designs must be submitted for approval and fees paid prior to erection. No Memorial, of whatever description, will be admitted into the Cemetery or permitted to be erected except on condition that such memorial, once erected, shall remain the owner's sole responsibility.

All monuments, gravestones 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.

2. The only furniture allowed is a gravestone or tablet. The placing on graves of wrought-iron railings, balustrades, wire fences, screens, wooden memorials or kerbstones is prohibited.

The maximum height of a headstone should not exceed 2 feet 6 inches (76 cm)

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

Plot numbers must be inscribed on the reverse of headstones.

3. No memorial or flower receptacle or any other article, plant, trees or shrubs whatsoever shall be placed on or in the grave other than the memorial tablet and cut flower receptacle hereinafter referred to.

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.

Flowers, foliage and floral tributes of any kind which are artificial will not be permitted in the cemetery and shall be removed at the discretion of the Council.

4. Under exceptional circumstances, which are not covered by the above regulations, the matter should be discussed with the Parish Clerk of Henfield Parish Council.

For information regarding the current scale of fees please contact the Parish Clerk.

Henfield Parish Council
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Coopers Way
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email: office@henfield.gov.uk

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