

## Louth Town Council – London Road Cemetery

### Cemetery Memorials Guidance

#### Cremation Tablets

Materials:	Black Granite – text in gold, silver or white.
Dimensions:	24" W x 18" D x 2" H.
Other:	Flower holders to be placed into the bottom right hand corner. Small photo plaque or cut in design considered.
Inscription:	To be considered upon receipt of application.

- The charge for a new cremation plaque is that for a Memorial Permission.
- The charge for an additional name to be added onto a current cremation plaque is that for an 'additional inscription'.

#### Headstones

Materials:	To be considered upon receipt of application.
Dimensions:	Height not to exceed 36" to include the base. Width of base of single headstone not to exceed 30". A double-width headstone base may be installed across two graves of family members when graves are side-by-side. Width of headstone – dependant on width of base and other items (vase etc).

- The charge for a new headstone is that for a Memorial Permission.
- The charge for an addition name to be added onto a current headstone is that for an 'additional inscription'.
- When a person is not buried in the grave but is commemorated on the headstone, the words "also remembering" must be used in the inscription.

#### Vases

Dimensions:	Height not to exceed 12" Base not to exceed 12" x 12"
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- If a vase is a separate item (not integral within the headstone base) then so long as it has no more than one set of initials on (those already being added to the headstone) there is no additional charge. If more text or a verse is added to the vase then an 'additional inscription' charge is due.
- Separate vases must be kept within the first 12 inches of the headstone.

Picture cameos will be considered along with inscriptions and other images upon receipt of application.

Only one headstone is permitted on each grave space, although vases may be added at a later date provided that the overall restrictions are observed and ownership rights are met. Single headstones may be converted at a later date to become a double width memorial with an adjacent space.

#### Brass Plaques

Brass plaques should be ordered through Louth Town Council. These are of a standard size and available for those buried in the Garden of Remembrance only.

#### When can a memorial be installed after interment?

Soil settlement, following a burial, can cause subsidence of new headstones. To mitigate this, memorial installations should adhere to the following timeframes:

- Headstone following a **full burial** - at least 6 months following the interment.
- Headstone following the **first ashes burial** in a full gravespace - at least 2 months following interment.
- Headstone following 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> ashes burial in full gravespace – straight after interment.
- Cremation plaque in the cremation area – straight after the interment.

If an additional inscription is being added to a headstone, the re-installation must conform to the latest NAMM recommendations – the timeframes above apply.

### **Grave Ownership**

Applications for memorials will only be considered if made by the grave owner.

Any further work on a memorial, i.e. additional inscriptions or cleaning/refurbishment (where components are being removed and re-installed) must be applied for by the grave owner. The grave owner will be the person who holds the Rights of Burial Certificate for the grave. If the grave was registered prior to the date when certificates were issued, Louth Town Council can supply ownership details. A written letter of ownership can then be issued to the grave owner. If the grave owner is no longer living, then a process of transferring the grave to the rightful next of kin needs to be commenced. There is an admin fee for this. Please read the Grave Ownership Guide or call the Town Clerk for further guidance (01507 355895).

### **Fees – Resident/Non Resident**

The list of fees for grave reserves, interments and memorial permissions can be obtained either from our website (on the cemetery page) [www.louthtowncouncil.gov.uk](http://www.louthtowncouncil.gov.uk) or from the Town Council office (call 01507 355895). As the Louth Cemetery is run by Louth Town Council, its management costs are raised by the income from interments and memorial permissions alongside income from the precept received from East Lindsey District Council, which is collected via the Council Tax. Residents within the Louth town boundary area therefore contribute to the running costs of the Cemetery via the precept/ residential homes business rates and therefore non-residential charges are substantially higher. Grave reservations, interment and memorial permission charges are based on the residency of the person who has died. At Louth the definition of a resident for the purposes of calculating charges is:

- a. A person on the Louth electoral register at death
- b. A person under 18 whose parents appear on the Louth electoral register
- c. A person who immediately prior to moving to a care/nursing home outside of Louth town (usually 12 months but up to 24 months will be considered) prior to death resided at an address on the Louth electoral register for more than 24 months. If a person lived in Louth but does not appear on the Louth electoral register, then proof of them being a resident in Louth will need to be sent.

### **Important Information for Memorial Masons**

1. Applications must be submitted to Louth Town Council for all memorial work undertaken. Where graves are being cleaned/refurbished and elements of the memorial are removed from their current location, then an application must be made for this work to be undertaken.
2. Work on any memorials/cremation plaques must not proceed until the application is authorised by the Town Council.
3. Once authorised, memorial masons must book an appointment to carry out work in the Cemetery – they can do this by calling the office on 01507 355895. Office opening hours are: Mon-Fri 9am-1pm.
4. On arrival at the Cemetery the mason must present the authorisation form to the Superintendent who will direct him to the correct plot and sign the authorisation to declare this.
5. On completion of the memorial installation (or re-installation) the mason must sign the authorisation form to certify that it has been installed in accordance with the BRAMM Blue Book or NAMM Code of Practice and to the British Standards Guidelines BS8415:2018.

### **Further Information**

For further information contact the Town Clerk, Mrs. Lynda Phillips, at Louth Town Council, Sessions House, Eastgate, Louth, LN11 9AJ. (Tel: 01507 355895) or email on [clerk@louthtowncouncil.gov.uk](mailto:clerk@louthtowncouncil.gov.uk).