



MALMESBURY TOWN COUNCIL

REGULATIONS FOR HEADSTONES AND MEMORIALS

1. NEW HEADSTONES AND MEMORIALS

- 1.1. A formal application should be made to Malmesbury Town Council for permission to erect a headstone or other memorial including vases. Please note that headstones and memorials are not normally erected until at least 6 months after the burial. The applicant is advised not to enter into any agreement with a Stonemason before obtaining Malmesbury Town Council consent.
- 1.2. Right to erect a headstone on the grave is granted for a period of 5 years and is subject to the following regulations:
 - i. Three months before the expiry of the initial five year period Malmesbury Town Council will write to the applicant asking if the applicant wishes to apply for an extension of the right to keep erected a headstone or memorial for a further five year period. This will normally be granted upon payment of the relevant fee; unless you have been advised otherwise this will be 20% of the then applicable rate for equivalent new five year licences. It is the applicants responsibility to notify Malmesbury Town Council of changes in their address. In the event an extension is not agreed the Town Council may remove and dispose of the headstone or memorial at its absolute discretion and will certainly do so if the gravestone or memorial is falling into disrepair or becoming dangerous.
 - ii. Headstones are to be no higher than 900mm (3 ft) and no thicker than 100mm (4in). They are to be installed on secure foundations. These foundations are normally made of concrete and are to be to the latest standards laid down by the National Association of Memorial Masons.
 - iii. A vase or memorial stone is permitted with the maximum dimensions as follows:

Width = 460mm (18in), Depth = 460mm (18in) Height = 460 mm (18in).
 - iv. No material other than stone is to be used for headstones, memorials or vases. Plastic and other synthetic materials and

all artificial flowers are not to be used. This does not include remembrance poppies.

- v. Kerbstones, any types of edging, bark, artificial grass or stone chippings are not permitted for marking the boundary of the grave or for any other purpose.
 - vi. Headstones, memorials and vases are to be inspected and maintained by the Right holder at their expense at least once every year or when asked to do so by MTC. The rights to the grave will revert back to Malmesbury Town Council if the grave falls into disrepair or becomes dangerous.
2. These regulations have been formulated for safety reasons and to help Malmesbury Town Council maintain the cemetery in a tidy and attractive condition.
 3. To aid cemetery maintenance Malmesbury Town Council would prefer that the placing of flowers on a grave be restricted to the use of a vase placed at the base of the headstone. The planting of flowers on a grave plot is permitted BUT they must be cared for and kept neat and tidy. If after a period of six months this has not been done then the Burial Committee reserve the right to level the plot and to grass it over.

HOLDER OF GRANT OF RIGHT

I agree with the above regulations and have received a copy.

Date

Name:Signature:

**APPLICATION FOR PERMISSION TO ERECT A HEADSTONE,
MEMORIAL OR VASE IN MALMESBURY TETBURY HILL CEMETERY**

Name and Address of Applicant

Name and Address of Monumental Mason

Particulars of Headstone/Memorial/Vase (Henceforth called Memorial)

Description:

Dimensions:

Inscription:

To Malmesbury Town Council:

1. I apply for permission to erect the memorial described above and undertake that it will be erected as described.
2. A full sketch of the Memorial is attached.
3. I have read and agree to comply with the regulations overleaf.
4. I agree to pay the appropriate statutory fee.
5. I agree to indemnify Malmesbury Town Council against all costs and expenses to which they may be put in respect of any deviation from paragraph 3 above.

Date:

Name: Signature:
(Signature of Applicant)

We undertake to abide by the above

Date:

Name: Signature:
(Signature of Monumental Mason)

The Headstone/Memorial/Vase described above is approved for erection in the Tetbury Hill Cemetery.

Date:

Name: Signature:
(Signature of Malmesbury Council Town Clerk)