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GARDEN OF REST, RED LAKE CEMETERY

**APPLICATION FOR APPROVAL TO ERECT MONUMENTS
 OR ENGRAVE INSCRIPTIONS**

Grave No.....Grant Number.....

<p>A design of the proposed monument to be sketched here:-</p>	<p><u>Proposed inscription:-</u></p>
<p>Dimensions:</p>	<p><u>Materials:</u></p>

Please refer to the Policy and Conditions of Ketley Parish Council - overleaf

Signature of registered owner.....

Address

.....**Telephone**

Date

Name and address of firm executing the work

.....**Telephone**

Garden of Rest, Red Lake Cemetery, Ketley

GENERAL

1. **This notice confirms the policy of Ketley Parish Council and the conditions for the erection of, and placing of, monuments, stones etc. in the Garden of Rest.**
2. The Garden of Rest is owned and managed by Ketley Parish Council. All administration and maintenance is undertaken by employees and contractors of the Parish Council, working under the instruction and agreement of the Parish Council at all times.
3. All memorials (both new and refixed) shall be fixed in accordance with the NAMM Code of Practice.
4. A minimum of 6 months is required before any gravestone, memorial or like can be erected. This is at the discretion of the Parish Council taking into consideration the condition of the ground.
5. No gravestone, memorial or such like shall be erected or placed in the Garden of Rest without written permission from the Parish Council.
6. No gravestone, memorial or like shall be erected or placed on a grave for which the exclusive rights of burial have not been purchased and payment received.
7. Memorials and surrounding areas must be left in a safe, clean and tidy condition and not erected in any way that creates a nuisance to any other grave. No debris, unused foundations or other material shall be left in the cemetery.
8. All memorials shall be set at the proper level for the design, with due allowance being made for sloping ground and shall be fixed in alignment with the other memorials in the Garden of Rest according to the requirements of the Parish Council.
9. The removal of the memorial for further burial or other such reason is the responsibility of the applicant and not the Parish Council. Stonemasons are responsible for any damage that they may cause at the site whilst removing or fixing memorials.
10. The Parish Council reserves the right to refuse the erection or placing of any memorial within the Garden of Rest.

SIZE OF MEMORIALS AND GRAVES

1. **LAWN GRAVES**
Any memorial shall have a maximum dimension (including foundations) of 42" (107cm) high x 36" (91.5cm) wide x 18" (46cm) deep.
2. **GARDEN OF REMEMBRANCE / CREMATED REMAINS GRAVES**
Any memorial shall have a maximum dimension (including the foundations) of 22" (56cm) high x 18" (46cm) wide x 12" (30cm) deep.
3. **TRADITIONAL KERBED GRAVES**
Any memorial shall have a maximum dimension (including the foundations) of 42" (107cm) wide x 78" (198cm) deep.

CONDITIONS

1. **Ketley Parish Council is pleased to allow a photograph to be included on a memorial. This shall be no larger than 8" (20cm) x 6" (15cm) and shall be head or head and shoulders only. Any photograph which may be offensive to others will not be accepted and will be removed without notice. A copy of the photograph should be forwarded with your application.**
2. Ketley Parish Council acts in the best interests of the community and in order to comply with Health and Safety regulations cannot accept candles or lights on any memorial, stone or grave.
3. Ketley Parish Council aims to maintain the Garden of Rest to the highest possible standard and general maintenance is important. In order to assist with this aim, the placing of slabs, side kerbs, stones or chippings (other than those forming part of a formal memorial for which written permission has been granted) is strictly prohibited.
4. Whilst it is accepted that some other memorials are meaningful to the family, the Parish Council can take no responsibility for them if they are placed on a grave. Items such as windchimes, toys etc. are only accepted for a limited period of time and at the family's own risk.
5. Please use the bins provided for all litter and rubbish including old flowers and wreaths when removed from the graves.
6. Ketley Parish Council reserves the right to remove any item or memorial contravening this policy.
7. The Policy and conditions apply to all graves, memorials and gravestones in all cases.

FEES

1. **The fee payable to Ketley Parish Council has been decided by resolution of the Parish Council in accordance with their financial regulations. This may be altered, amended or adjusted by resolution of the Parish Council with one month's notice.**
2. At this time the fee is 10% of the cost of the memorial. This is reviewed annually.

INSTALLATION

1. Any stonemason seeking to install a memorial shall hold a current licence issued by Ketley Parish Council.
2. For each memorial, or additional inscription, the stonemason should submit an application on the appropriate form for permission.
3. The stonemason should notify the Council's Cemeteries Officer of the day and approximate time of any removal or installation of all memorials.