

# Merton Cemeteries Application to erect a memorial

We do not allow third party memorial masons to produce memorials. Each memorial must be produced and fixed by the named Memorial Mason on this form; who must be NAMM and or BRAMM registered. For a list of suitable memorial masons go to [merton.gov.uk/cemeteries](http://merton.gov.uk/cemeteries)

- Please complete all relevant areas of this application.
- Should the application be incomplete or the writing illegible, it will be returned unprocessed.

Merton and Sutton Joint Cemetery	Gap Road Cemetery (GR)
London Road Cemetery (LR)	Church Road Cemetery (CR)
Grave Number: (this MUST be completed)	
Grave Number must be inscribed: on the front, right hand side of the memorial base plate for any new memorial. If any new work is taking place on an existing memorial and there is no grave number, the grave number must be inscribed (as above) on that memorial.	
This is a requirement of our cemetery regulations. Please tick to confirm that you will include the grave number on the memorial. <input type="checkbox"/>	

To be read and signed by the Memorial Mason carrying out the work:

I have been instructed to carry out the memorial work, a full description, including materials, dimensions, inscriptions and fixing methods, is submitted with this form: the applicant has seen and approved these. All work I complete will be in accordance with the Cemeteries regulations and meet with NAMM's Code of Working Practice (2003 or any later version) and or BRAMM's requirement of BS 8415 for installation.

- I agree to be responsible and pay for any damage to Cemetery property or to surrounding memorial, turf etc, caused by negligence of myself, my workmen and /or any subcontractor employed by me.
- I have Public Liability insurance to the value of £5,000,000.
- I agree to remove all unused materials/rubbish, and leave the area in a neat and tidy state.
- I will not work while a funeral is in progress.
- I will advise my client that insurance is available and will only display a trade name on the memorial if the applicant gives his/her permission.

Work must not commence until approval has been granted by the council.

I understand (Mason), hereby make application for consent to:

Erect a new memorial	Renovate or repair existing memorial
Erect a tablet or vase	Place a Vase, urn or other similar flower container
Add an additional inscription to existing memorial	Remove memorial to workshop

Mason's name			
Address			Postcode
Telephone			
Signature		Date	
NAAM reg number		BRAAM reg number	

To be read and signed by the Grave Owner

If the grave owner is deceased, the ownership must be transferred before this application can be approved.

- I understand that I am responsible for the cost of erecting and maintaining the memorial
- Should the memorial fall into a state of disrepair, or become a hazard to Health & Safety, the Council has the right to remove the memorial from the grave and I will be responsible for any expense incurred: such work may have to be carried out without me receiving prior notice
- I will inform the cemetery office of any change of name or address
- I understand that the memorial may need to be covered/moved and replaced, by cemetery staff to gain access to prepare a grave
- I understand it is my responsibility to have insurance for the lifetime of the memorial.

I, the undersigned hereby consent to the execution of the work:

Name in full of Registered Owner of the Grave			
Address			Postcode
Signature		Date	

Cemeteries Office, idverde Ltd,  
Cheam Park Depot, Cheam, Surrey, SM3 8QS

Tel: 020 3876 8806

[slwpcemeteries@idverde.co.uk](mailto:slwpcemeteries@idverde.co.uk)

For information and help to fill in this form visit:

[merton.gov.uk/cemeteries](http://merton.gov.uk/cemeteries)



Working in partnership

Design of memorial A photograph or a drawing to scale of the proposed memorial is to be shown here.

**All details to be completed by Mason for new memorial/renovation:**

Headstone Height from ground level including base	Height		Width		Depth	
Headstone base plate	Height		Width		Depth	
Traditional kerbs side	Length		Width		Depth	
Traditional kerbs foot	Length		Width		Depth	
Concrete landing stone	Height		Width		Depth	
Memorial material to be used:						
Method/ colouring of lettering e.g. cut/gilded etc						
Please complete the exact wording of new inscription in the box below						

NB: The exact dimensions of the proposed memorial must be given in every case. You must specify the dimension in relation to the drawing of the memorial and include your method of fixing. If necessary you may supply this information on a separate sheet and attach it to this application.

**Headstones: Lawn, Semi lawn & American lawn. Dimensions cannot exceed the following:**

- Wooden crosses – maximum height 914mm (3ft) (permission for a term of 1 year)
- Lawn style headstone maximum height of 914mm (3ft) above ground level x maximum width of 762mm (2ft 6")
- London Road Cemetery, American lawn headstone: max height of 914mm (3ft) above ground level x max width of 1219mm (4ft")
- Thickness (all headstones): minimum of 76mm (3") to a maximum of 102mm (4")
- Memorial base/plate maximum: height 101mm (4") x width 762mm (2ft 6") x depth 304mm (1ft). American lawn headstone base plate: height 101mm (4") x width 1219 (4ft) x depth 304mm (1ft)
- All headstones must be dowelled to concrete beams using a NAMM approved anchor or a minimum of 2 solid stainless steel dowels
- Semi-lawn grave's require a landing stone of solid reinforced concrete minimum 762 (2ft 6") x 304mm (1ft) of 101mm (4") in thickness
- Vase or urn or similar container maximum size of: height 178mm (7") x width 254mm (10") x depth 178mm (7")
- Kerbs or any type of surround are not permitted on Lawn, Semi Lawn and American casket graves
- Tablets (in place of a headstone) maximum size of: height 76mm (3") x width 458mm (18") x depth 304mm (12")

- Single space memorial maximum height of 1524mm (5ft) above ground level x maximum width of 762mm (2ft 6")
- Thickness minimum of 76mm (3") to a maximum of 102mm (4")
- Kerbs (only for traditional graves): not less than 152mm (6") in height by 102mm (4") in width in Portland stone or 152 (6") in height by 76mm (3") in width in Granite or Marble. Headstone & Kerbs must be fixed together with stainless steel dowels
- Landings stone of solid reinforced concrete minimum of 102mm (4") in thickness with a maximum length of 1980mm (6ft 6") maximum width of 762mm (2ft 6")
- If a lawn headstone is used a landing stone of solid reinforced concrete minimum 762 (2ft 6") x 304mm (1ft) of 101mm (4") in thickness
- Double space memorial maximum height of 1524mm (5ft) above ground level x maximum width of 1980mm (6ft 6")
- Tablets maximum size of: height 76mm (3") x width 458mm (18") x depth 304mm (12")

**Church Road Cemetery**

- Please contact idverde for guidance on memorial applications:  
Tel: 020 3876 8806 email: slwpcemeteries@idverde.co.uk

**Permits must be handed to the Cemetery Supervisor before work commences on site.**

**Traditional Sections (full memorial). Dimensions cannot exceed the following:**

Please Note - Grave owners do not have to have a full memorial, they may have a headstone and then plant the grave space.

- Maximum length of 1980mm (6ft 6")

For Office use only:	Details checked by office:
Rec / Inv No	Signed:
Fee Paid	Date:
Date	Cemetery Registrar approval:
Vol	Signed:
Fol	Date: